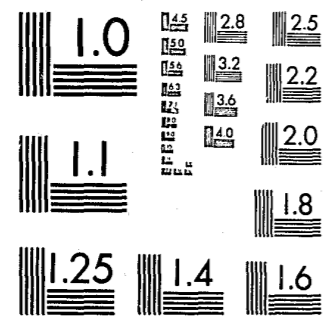


National Criminal Justice Reference Service

ncjrs

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

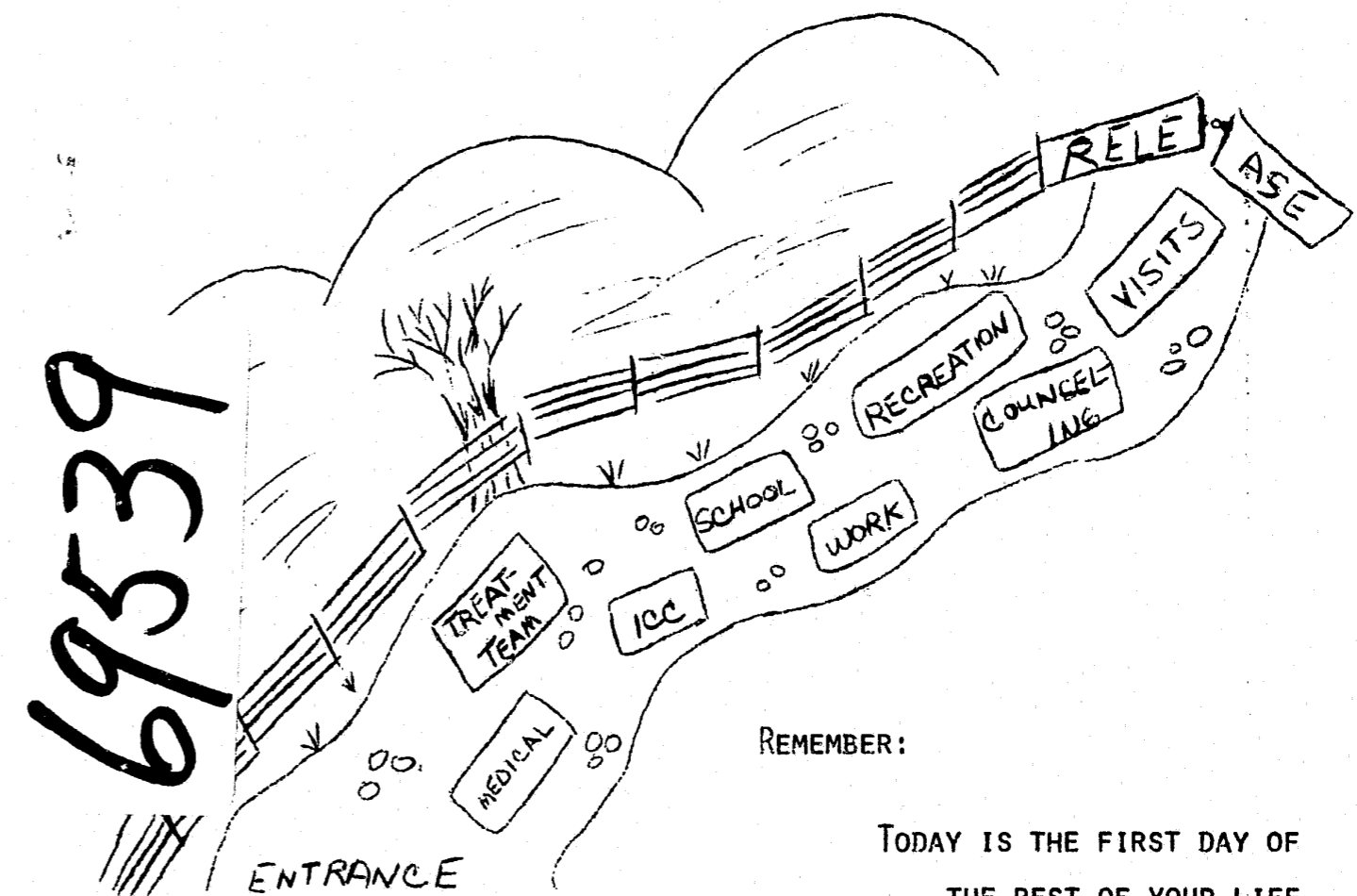
National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

Date Filmed

2/27/81

VIRGINIA CORRECTIONAL CENTER FOR WOMEN

RESIDENT HANDBOOK



REMEMBER:

TODAY IS THE FIRST DAY OF
THE REST OF YOUR LIFE

MANUAL OF INFORMATION

This Manual of Information has been prepared to help new residents become familiar with Virginia Correctional Center for Women.

Entering a penitentiary is a difficult adjustment to make, and we want to help you in every way possible. This institution is not a hospital or a rehabilitation center, and no amount of innovation and good intentions can make it so. However, there are services and opportunities available if the women want to take advantage of them. Your stay here will be exactly what you make it. Anything that you want to accomplish must be done by you; we cannot do it for you. Within the limits of our resources and capabilities we attempt to arrange conditions for learning rather than just inhibiting and restricting.

Our philosophy is that although much of your freedom has been removed by being incarcerated, you do have freedom to make choices and decisions about what you do here. Everyone starts out with the same advantages and disadvantages. You are responsible for your actions and you will be treated accordingly, just as you would be on the street. We shall continually strive to make the institution as realistic as possible with community life. Your experience here does not have to be all negative; there are many positive things that can come about as a result of your attitude and efforts.

Our overall goal is to enable the women here to develop and utilize the resources they have in order to adjust to their community when they return. This goal can never be reached unless you want to make it your goal and work with us.

Remember that no one can really be a mature person without accepting reality; without admitting that things cannot always be the way we would like them to be; that we are not always as good as we think we should be. Yet with each day, there is always a new chance for doing better than yesterday.

Ann Downes, Superintendent

HISTORY

The Virginia Correctional Center for Women is located on Routes 522 and 6 in Goochland, Virginia. This institution was founded in 1931, and on January 4, 1932, the first women prisoners were received. Miss Elizabeth Mounce Kates was the first superintendent and served in that capacity until her retirement in November, 1964. During these years, Miss Kates saw a capacity growth from 60 to 385 inmates under the development of a rehabilitative program for both felons and misdemeanants. Mrs. Leake W. Parrish was appointed as superintendent in December, 1964, and served until her retirement in June, 1975. Mrs. Ann F. Downes became our third superintendent on July 1, 1975.

The grounds cover an area of 266.5 acres which is used for field crops, pasture for beef cattle, woodland and acreage for buildings, lawn, recreational facilities, and outdoor visiting for Honor status inmates.

This is the only adult correctional institution in the State of Virginia for women (with the exception of a Half-Way House located in Richmond for women on Work Release) and houses both felons and misdemeanants. Present facilities provide for a capacity of approximately 312 inmates. The institution consists of six cottages for living quarters, a chapel, and auditorium having space and facilities for recreational activities and chaplain's office, school building, laundry, greenhouse, clinic, staff house, administration building, a farm and athletic field. On the ground floor of the six cottages can be found a bakery, hobby shop, IBM data processing, cosmetology, two sewing shops, craft shop, and canteen.

The cottages (or living quarters) are the first and second floors of each building. There are approximately 39 rooms for the inmates on each of the floors (or halls), with the exception of the Maximum Security Building and the clinic hall. The clinic hall has a 15-bed capacity. Each inmate has an individual room which is painted one of many pastel colors. She has the privilege of decorating the room to suit her taste. The rooms consist of a bed, dresser, chair, and wardrobe. All the cottages, except for the original cottage, are designed in a straight-hall fashion with rooms on both sides of the hall, with a dining-recreation room area and a pantry area in the middle or end of the hall. Three 8-hour shifts of cottage officers provide round-the-clock supervision for the inmates. The kitchen is located on the ground floor of each cottage, and the food is sent to the halls by means of an elevator. All of the buildings, except for the original cottage, are of red brick and all are very attractive and clean. It is interesting to note that, with some modifications, this institution has been used as a model for half-way houses in England.

RESIDENT MANUAL

In every community, there must be rules and laws to operate safely and in an orderly manner. The rules and regulations provided by this institution are intended to protect you and make life as peaceable and wholesome as possible for you while you are serving your sentence.

Those who violate such rules and regulations are subject to penalties as provided in Division Guideline 861, Inmate Discipline. Every individual is responsible for becoming familiar with the Code of Inmate Offenses and the penalties which may be imposed in Division Guideline 861. You will receive a copy of this booklet for your use.

The following are rules of Inmate Conduct specified in Division Guideline 862:

1. Instructions from staff members must be obeyed fully and promptly.
2. You must conduct yourself in an orderly manner at all times.
3. You are to remain in your assigned work or living area unless you otherwise have permission.
4. You must keep your person and living area clean.
5. You are to observe the usual rules of safety at all times, giving special attention to safety instructions or signs.
6. You must not have in your personal possession any item that is not yours or any item that is not approved.
7. You are responsible for your own personal property. Valuable property is registered in your name and may not be transferred to any other individual.

8. In addition to these rules, you must obey all laws of the Commonwealth of Virginia. Violation of these laws makes you subject to prosecution and/or institutional penalties. You should be especially aware of laws against theft; assault; possession of weapons, drugs, or pornography; escape or attempt to escape; riotous behavior; destroying State property; gambling; sexual deviations; etc.

9. If there is any question about the appropriateness of any conduct or any question about rules, you are advised to consult with an officer, supervisor, or counselor.

In addition to these, there are posted rules and regulations of expected behavior in your cottage, work, recreation, grounds, etc. Each hall and work department may have their set of rules for expected conduct.

We hope that each of you will desire to maintain a good institutional record, and take advantage of every opportunity for an early release.

It's up to you!

MEDICAL

The first floor of Building 2 houses a Clinic, which is made up of seven nurses, two part-time physicians, and consulting specialists in the field of eyes, feet, and dental work. The Clinic operates on a 24-hour basis. Inmates who wish to be seen by the Clinic must sign up and are taken from the list, except in emergency situations.

DRUG GRANT

The VCCW has a federally funded drug grant. The "grant" provides for drug counseling services to all inmates and has also provided for groups, utilizing Reality Therapy.

REALITY THERAPY

VCCW utilizes a Reality Therapy treatment approach.

COUNSELING

Each hall (with the exception of Building 3 and the Clinic Hall) is assigned a counselor, whose caseload includes all those women assigned to that particular hall. Counselors act as chairmen of Treatment Teams and are involved in all aspects of inmates' institutional life. The counselors are supervised by a counselor supervisor.

PSYCHOLOGICAL/PSYCHIATRIC

One full-time psychologist is employed by the Center who interviews all incoming misdemeanants and conducts testing on all incoming inmates. In addition, one part-time psychologist interviews for evaluation all incoming felons. A consulting psychiatrist is employed on a once-a-month basis.

TREATMENT TEAMS

Treatment Teams are made up of four members: counselor who acts as chairman, a hall officer, a work department officer, and a teacher. Any action, request, change, etc., affecting an inmate is directed to her Treatment Team. Together, they discuss the matter, with the Treatment Team making the final recommendation to the ICC.

INSTITUTIONAL CLASSIFICATION COMMITTEE (ICC)

The ICC is made up of a minimum of three members (usually four) who review recommendations made by the Treatment Teams. They also review custody statuses, work release, etc. Their recommendations are reviewed by the Superintendent, who can either approve or disapprove them; and then forwarded to the Central Classification Board (CBB) for final approval.

RECEPTION UNIT

INTRODUCTION:

An inmate remains in the Reception Unit for a 21-day quarantine period. During this time, a reception orientation process takes place. At the end of this three-week process, the inmate meets with the Staff Screening Committee for determination in the following areas: security status, medical classification, immediate educational or vocational needs, basic work assignment, and current adjustment.

I. Admission Process

- A. Appropriate papers delivered to Records Office.
- B. Fingerprinting and photographing will be done within a week after arrival.
- C. Delivery of an inmate to Building 2 by guard or law enforcement officer. All personal possessions of inmate will be left on 2-1 hall to be inspected. Inmate will then be turned over to 2-2 hall officer.
- D. Inmate will be assigned a room, searched, showered, weighed, and issued clothing for the Reception Unit.
- E. Clothing worn in by the inmate will be placed in a clinic bag and sent to 2-1 hall and added to the personal property to be inspected. All personal possessions will be handled as specified by the following sections of MOS: (1) 2901, (2) 2902, (3) 2909, and (4) 2910.
- F. An inmate will go to the Medical Department on the same day, unless brought in late. An inmate's initial visit to the Medical Department includes the following:
 1. Medical chart established and a medical history taken.
 2. Screened for current medical problems.
 3. Urine specimen taken for drug screening.

An individual is entered into the Reception Process the day after arrival.

II. Reception Process

A. Medical Department

1. An inmate will have a medical work-up beginning the Monday following her admission.
2. The work-up includes blood work, chest X-rays, gynecological and dental examinations, and a general physical examination for work classification and DOC forms.

B. Educational Testing

1. The school teacher tests each Monday those inmates who were admitted the week before.

C. Psychological Testing

1. The psychological tests are given each Friday to those inmates who were admitted within the past week.

D. Reception Unit Coordinator

1. As soon as possible after admission, the Reception Unit coordinator issues each inmate an initial phone call slip which the inmate completes and the coordinator signs. During regular working hours, the coordinator will dial the collect phone call. After hours and on weekends, the hall officer on 2-1 will dial the call.
2. At the end of the week, the Reception Unit coordinator meets with those inmates who were received within that week for an orientation talk which includes the following:
 - a. Explanation of reception unit process;
 - b. Issuance of visitor's lists and monthly telephone program sheets along with an explanation of the rules and regulations of these privileges;
 - c. Explanation of regulations governing correspondence with inmates in jails and state facilities.
3. The coordinator interviews each inmate for a social history and drug data. The coordinator is also responsible for counseling these inmates.

E. Orientation Talks

1. Speakers from each department are scheduled by the Reception Unit coordinator to talk with the inmates about their respective programs and services every three weeks.

F. Groups

1. Four-week group sessions are run on the Reception Unit by two graduate students and the coordinator. These short-term groups attempt to acquaint inmates with each other and to deal with problems and concerns they may have in this initial adjustment period.

G. Staff Screening Committee

1. The Screening Committee meets on Mondays at 3 p.m. The Committee consists of the Reception Unit coordinator, the Lieutenant who handles work assignments, the school teacher who tested the inmates, and a nurse.
2. The inmate meets with the Staff Screening Committee for determination in the following areas: security status, medical classification, immediate educational or vocational needs, basic work assignment, and current adjustment.

III. Rules and Regulations

- A. Specific rules to be followed by those inmates on quarantine status are posted on 2-2 hall.
- B. In addition, a set of rules and regulations for those inmates who have completed the reception unit period and are awaiting placement into the general population is posted on 2-2 hall.

RECORDS

The Records Division is housed in the Administration Building, and headed by a Records Custodian with two additional staff members. All inmate records are maintained; detainers, court orders, etc., are channeled through this office. Any inquiries about time are directed to Records for clarification.

RECREATION DEPARTMENT

The Recreation Department here at VCCW is diverse, offering a wide array of programs. These programs may best be broken down into the below categories:

Category 1: Special Interest Groups

Special Interest Groups are programs offered to those women who express an interest in a particular program and/or who show a flair for that activity. This category includes Institutional Teams (volleyball, softball, basketball), weaving, dramatics, creative writing, etc. These programs vary according to season and interest.

To join any of these groups, it is necessary to sign up through the Recreation Department, as the number of participants is limited in each. For sports it is also necessary to try out for the team and to secure medical clearance.

Category 2: General Recreation

At least once weekly all halls are afforded the opportunity to participate in General Recreation. This is an unstructured time period in either the gym or on the ballfield (depending on the season and weather). Activities offered in the gym are pool, basketball, volleyball, table games, and music. Activities offered on the ballfield are softball, volleyball, croquet, miniature golf, and tennis.

Category 3: Special Events

Approximately three times every two weeks, special events take place. These events are designed for large groups, as the entire population is invited. They range from plays to bingo, from sporting events to concerts, from dances to parties to talent shows, and from movies to unstructured time.

Category 4: Limited Programs

Limited programs are those activities designed specifically for certain groups of inmates, ie., work departments, "A" custody, step 3. These programs give recognition to those inmates who are doing a good job, either at work or in progressing through the system.

The Recreation Department sends out monthly a calendar of events, stating times and date of each event. Use these calendars, as they are your best reference to your Recreation Department.

THE ACCOUNTING DEPARTMENT

The Accounting Department is responsible for all money involved in operating the institution--both Commonwealth and resident. The Accounting Department is also responsible for the general operation of the Canteen and institution storeroom and for ordering all items used by the institution such as food, medicine, and clothing and for the canteen. As a part of the above, records are kept on all purchases, receipts of material, receipts of money, and expenditures of money which can be audited at any time.

CANTEEN

The canteen contains about six hundred items which include food, tobacco, clothing, notions, cosmetics, and personal hygiene necessities. The merchandise in the canteen is sold as near as possible to cost with whatever profit is made being spent for the general welfare of the population for such purposes as providing televisions for the halls and recreational supplies. No staff salary or other costs of operation are paid for through the canteen. Canteen tickets are issued twice each month, on the first working day after the first of the month and on the first working day after the fifteenth of the month. Tickets expire at the end of the month in which they were issued and are so stamped with exception being made for residents in the hospital or out to court. Canteen tickets are purchased by signing the disbursement slip which states how much is desired.

RESIDENT ACCOUNTS

All money received from the payrolls, from visitors, or through the mails are receipted and recorded to the proper resident's account. Since personal checks are not accepted it is requested that money to be mailed be sent by money order, certified or cashier's checks-please try to prevent cash being sent through the mails since it is so easily lost. All money spent is recorded to the resident's account through the use of the disbursement slip which is the only way that the resident can spend money and is also the only way that accounting can remove funds from a resident's account. The disbursement slip must contain the resident's name, number, date, housing, unit, amount of money to be spent, purpose of expenditure, and signature of resident to authorize expenditure. The disbursement, just as the receipts above, are recorded to the proper resident's account. At the end of each month a pay slip is issued to each resident stating the amount that is then in the resident's account.

WORK ALLOWANCES AND BONUSES

A per diem amount totaling \$.25 a day is paid each inmate when she begins work. Of this amount, \$.10 is held in the resident's account for discharge money until the amount of \$25 is reached. The remaining \$.15 spending money which can be used by signing disbursement slips for any amount. After the \$25 limit is reached, the total \$.25 can be used for spending money. A maximum bonus of \$.50 per working

day can be paid the resident based on work performance reports. The per diem and bonus is combined on the resident payroll which ends on the twenty-first day of each month and becomes available to spend on the first day of the next month. You may get an increase in bonus every sixty days until you reach the maximum of \$.50 a day.

RELIGIOUS WORK

The religious work at the VCCW is provided by outside groups. The Catholic Diocese of Richmond is responsible for the assignment of a priest. The South East Region of Muhammads Mosque of Islam sends their representatives for the Muslims. Chaplain Service Churches of Virginia provides Protestant services.

The Protestant chaplain is the Religious Coordinator of the religious services. Any woman with religious needs not met by the above groups can contact the coordinator and together work out how her needs can be met.

Worship-group study and meeting together-outside correspondence courses, special programs and services are sponsored by religious groups that come into VCCW.

At present (February 1978) the following are the regular scheduled programs:

- | | |
|------------|---|
| Catholic | - Priest on call and Mass when announced |
| Muslim | - Sunday a.m. and once during the week |
| Protestant | - Worship Sunday afternoon except the fourth Sunday and Midweek Christian fellowship on Wednesday night |

WORK DEPARTMENTS

OBJECTIVE

The objective of Correctional "Work Programs" is that they be operated for their contribution to training inmates in work skills and habits which will enable them to obtain and maintain employment in private enterprise when released.

TREATMENT

A treatment plan is provided which shall specify the training skills and work experience each person shall require.

All work shall form part of a designed training program.

The institution is composed of the following work departments;

Laundry. Laundry #1 is operated by the Industrial Department. It has modern machinery that can process a large amount of laundry. The laundry is on an incentive pay plan. Incentive pay is determined by the amount of pounds, the number of persons necessary, and the time required.

Laundry rules are posted and must be complied with along with safety regulations.

Certificates are given to those who meet the requirements of dependability, production, along with the necessary quality.

Industrial Sewing. Industrial Sewing operates on the incentive pay plan with a Production Point System. There are various types of power machines including button hole, button machine single needle, and safety stitch lock machine.

Safety and institutional rules are expected to be observed.

Bakery. This department teaches all phases of baking in small and large quantities. Baking consists of pastries, cakes, and breads. Institutional bakery needs are supplied by this department.

Dress/sanitation and institutional rules apply.

Kitchens/Pantry. There are six kitchens operating. Women are assigned to various duties including cleaning, dishwashing, setting of tables, food preparation, cooking and baking. Jobs are alternated when experience warrants such.

Women working kitchens work a split shift. Times may vary slightly in different kitchens but hours generally are from:

6:00 a.m.	to	12:30 p.m.
3:45 p.m.	to	5:30 p.m.

Dress/safety and institutional rules apply.

Cleaning. Each hall has women assigned to various jobs including dining areas and bathrooms. Cleaning assignments are on a seven-day week basis.

There are other institutional areas that women may be assigned for cleaning. Some of these areas include staff/administration, chapel, school, auditorium, and counselor's offices.

Institutional rules apply.

Institutional Sewing Class. This class is designed for learners to achieve first the basics of sewing and the use of self-designed patterns.

Draperies, slipcovers, and discharge outfits are some of the institutional needs that have to be met in this department.

Rules and regulations must be abided by and are given by the school department.

Storeroom. All institutional foods and supplies are received and distributed daily through this department. Regular inventories have to be done accurately and kept by a recording clerk.

Dress/Sanitation rules and regulations are available for each new person.

Greenhouse. The greenhouse has different segments of work. General inside greenhouse work includes the propagating and caring for plants, mixing and sterilizing of soil, and the sterilization of pots.

Flower arranging is a part of the indoor greenhouse operation.

Outside work includes the maintenance of institutional grounds: mowing, raking, clipping, and pruning. Planting of shrubs and flowers is a part of greenhouse work during planting seasons.

Greenhouse work is generally a five-day week job. Two persons are usually assigned to weekend work to take care of plants inside the greenhouse.

Dress/safety and institutional rules apply.

Canteen. The institutional canteen is operated daily during weekdays. Two inmates are assigned daily.

General work includes stocking and assisting in canteen orders.

Canteen rules and regulations are provided.

Qualifications for Key punch

1. You must be a high school graduate or at least have a G.E.D.
2. You must be able to type at least 30 words per minute.
3. You must be classified for the business class, either before or at the same time as you are classified for keypunch.
4. The length of time you are required to stay in the business class, has a lot to do with the amount of previous training you may or may not have had prior to incarceration.

The Data Services Department that we have here at VCCW comes under Industry. This means that it will be the Industrial Department within the Department of Corrections that will be paying you your bonus or any incentive pay that you could earn here in keypunch. The institution gives you \$.25 a day for each day that you work. (This is called your "per diem"). The bonus that you receive could be anywhere from \$.20 to \$.50, depending upon whether you have worked before and depending upon whether your previous work officer raised you from one amount to another while you were under her supervision. If you work for the institution, your work officer can raise you \$.05 every two (2) months if she feels you are trying your best. If you work for Industries, (Laundry, Industrial Sewing, Keypunch, or Reupholstering) you could get a \$.05 raise every month, providing your work is up to par.

In addition to the \$.25 per diem and your bonus, you will also be able to earn additional money through the Incentive Payroll system that we have here in keypunch. The Industrial Department expects you to be able to key at least 3000 keystrokes per hour after the initial three (3) month training period. You do not start making any incentive until you have reached this 3000 keystrokes per hour. You

get paid for everything you key over and above the 3,000 keystrokes that are expected of you. This may sound like we are expecting too much, but most of the women in the shop now are averaging between 8,000 and 14,000 keystrokes per hour. When you work on the street, your prospective employer will expect you to average around 10,000 keystrokes per hour. Accuracy is much more important than speed. Speed will come automatically with the confidence you get when you know you are doing a job right.

There are several certificates available for those who meet certain qualifications. First, there is a certificate from IBM that verifies the fact that you have learned all the basic fundamentals of the IBM 129 machine. To qualify for this certificate, you must be in the key-punch program for approximately 6 months. This is if you are in the shop for only half a day. If you too have had business training previously, it may be possible for you to get your certificate earlier by proving yourself in that area and by coming into keypunch as an all day work assignment.

Second, we have a beautiful leather bound certificate from the Mohawk Data Sciences Corporation. This certificate carries an awful lot of weight when trying to secure a job in the field of Data Processing. The MDS Key Display System is a much more sophisticated mode of data input and output. The more advanced women have the first chance at working on these particular machines. The reason for this is, because we have a limited amount of storage on the disk (or disks) and we cannot tie up this storage area with work that will not be completed in a short length of time. The data that is keyed on these

Machines, must be punched and verified so that the batches involved can be transferred from the disk to tape----so that this same data can be transmitted over wire to the customer. Once the data has successfully been transmitted, we can then clear those particular batches from the disk to make room for more work. The processor is designed to lock up if the disk (s) become full and we would be forced to dump or transfer data to tape from the disk that is incomplete. So we have to keep a close eye on our available disk space and keep the data moving.

Third, we have what is called a "Practical Work Experience" certificate and this is given by the Industrial Department. You must be in the shop for approximately one (1) year to receive this. This certificate sums up the total amount of hours that you as an individual have worked in the keypunch program. The comments on the back usually cover all the different phases of Data Processing you have been exposed to up through the date on the certificate. Since this shop will be doing work for all different State Depts., you will be exposed to a various number of different formats and will get an education in just knowing how many different source documents are necessary to carry on state business. Being exposed to this varied variety of work will in turn teach you to be flexible in the area of formal reading when applying for a job.

ISSUING OF CLOTHING

The hall corporal agrees that a woman is in need of clothing before she is issued clothes. A request form is then sent to the officer in charge of clothing on cottage 2-1 stating the specific need of the woman, her cottage number, and where she works.

As soon as possible, this request is filled. If there is a need, this can be done every three months. When a woman is discharged, a request is given to the superintendent, and she has to approve before the woman is given a discharge outfit. When this written request is received by Mrs. Kent, the correct forms are sent to Mrs. Dabney in the sewing class; she calls the woman in to be measured, and the discharge outfit is made by the sewing class.

A woman may choose between a skirt and jacket, slacks, coat, dress, or a dress and short jacket; or she may choose to receive jeans and a top from the clothing room.

FOOD SERVICE DEPARTMENT

The VCCW uses the family style feeding. Each cottage has its own kitchen, and the food is prepared home style but on a larger scale. We have a total of six kitchens--five cottages plus staff. Each cottage kitchen prepares the food for the two halls in the building, and the women on each hall eat together in a small group. Kitchen 2 also prepares the food for the maximum security building. With two exceptions, the women are seated at small tables that seat up to four. Women housed in cottage 3 and on the clinic hall are served on trays and eat in their room. Also, anyone sick on the hall and excused by the clinic is served on a tray.

Each kitchen has a Food Service Supervisor who is in charge of the kitchen and supervises and trains inmates assigned or classified for the kitchen. Work in a kitchen includes cooking and baking, dish washing, caring for supplies--all the necessary work involved in serving three meals each day, seven days a week.

All the kitchen work is done in an eight-hour split shift day. The breakfast preparation starts by 6:15 a.m., and breakfast is served at 7:15a.m. Preparation for the noon and evening meals is also started at this time. The noon meal is served at 11:45 a.m., and the kitchen closes at 12:30 p.m. Everyone is back in the kitchen by 4:00 p.m., supper is served at 4:45 p.m., and the kitchen closes again at 5:30 p.m. Bag suppers are served on Sunday nights. Inmates working kitchens are off one day each week; the kitchen supervisor prepares this schedule.

It is good to have women assigned to the kitchens who are skilled in food preparation. However, through the years, many women have used their time at the institution to learn cooking, baking, and other kitchen skills which are valuable to them when they return to their homes and families.

Menus are planned to give a nutritionally adequate diet within an approved budget. In planning the menus, a combination of foods are used to satisfy the majority of people even though the number of foods available may be limited. The eight-hour split shift and limited kitchen equipment also is considered in planning menus at VCCW.

The food sent to the halls is the only choice at mealtime. There are no substitutions for inmates who do not eat certain foods. Cereal is served only at breakfast; cereal and jelly will not be exchanged for a different flavor. No seconds are available on meats or desserts. The Food Service Supervisor in each kitchen determines how much food to prepare based on the population in her building.

Special diets, as prescribed by the medical department, are provided in so far as possible within the framework of the menu. However, even though the kitchen provides a diet tray, it is up to the inmate to follow the diet.

For non-pork eaters, a protein substitute such as cheese, peanut butter, eggs, beans is provided. When sausage or bacon is served at breakfast with eggs, no substitution is given. Franks and bologna used are a beef and poultry product; turkey ham is made from the dark meat of turkey. Shortening used for baking and cooking is a shortening

which does not contain any pork fat.

Listed below are some of the basic regulations women assigned to kitchens are expected to follow:

1. No smoking is allowed in the food preparation area. Each kitchen has an area set aside for a smoking area.
2. Hair nets or some head covering that will contain all the hair must be worn by women working in the kitchens
3. Kitchen women will dress in clothes suitable for kitchen work. If the Food Service Supervisor feels a woman is not dressed appropriately, she can send her back to her room to change clothes. Tops provided in the kitchen to wear over personal clothes are to remain in the kitchen, not worn back to living units.
4. High standards of personal hygiene are to be observed--showers before coming to work, clean clothes, hair combed (no rollers), hands washed with soap and water on arrival in the kitchen, after using the bathroom, after taking out garbage--whenever needed. Hair is never to be combed in the kitchen.
5. While women working kitchens have their assignments such as cook, baker, pot washer, etc., they will also do whatever work needs to be done. Everyone must work together until all jobs are completed.
6. All kitchens have regular Food Service Supervisors and regular relief. Whoever is working the kitchen is in charge while she is on duty, and her instructions are to be followed.
7. Women working in the kitchen eat the same food that is served to the rest of the population.
8. High standards of housekeeping must be maintained. Kitchen sanitation is an everyday job, and everyone must work together to keep the kitchens clean. Are they ready for official inspection, particularly when the kitchen is closed?

The institution has maintained a reputation for serving good food. The Food Service Supervisors and women assigned to the kitchens take pride in preparing food that will be eaten.

PROGRESSIVE HOUSING SYSTEM

The Progressive Housing System is designed to give each resident the opportunity for decision making. It involves being responsible. By being responsible, each resident has the opportunity to earn more privileges. Specifically, residents will be rewarded for taking responsibility for themselves and their assigned duties.

The system has four steps of privileges, including the top step which is the Honor Unit. Entrance to a higher step of privileges is based on satisfactory completion of the requirements of the previous step of privileges. To meet these requirements, each resident must show responsible behavior. The basis of progressive housing is the more responsibilities the resident handles appropriately, the greater number of privileges that are earned.

In order to progress to the Honor Unit, each resident must have satisfactorily completed the requirements for the previous steps and "A" custody.

Each resident is numerically rated in each area in which they are involved. The various areas that are rated for performance and behavior are as follows: (1) living unit, (2) work area, (3) school, if applicable.

MOVEMENTS AND DEMOTIONS

Inmates received at VCCW will initially be assigned to Step 1, unless the Staff Screening Committee recommends otherwise. The movement for felon inmates are as follows:

1. Movements from Step 1 to Step 2:

- A. Must have served at least four months on Step 1 unless Staff Screening Committee recommends placement on Step 2 to the ICC.
- B. The last three consecutive monthly ratings prior to advancing must be at least 2.5 in each area reporting (hall, work, school).
- C. No adjustment reports within a consecutive three month period of a category A, B, D, or E offense prior to advancement.
- D. The ICC may review a case for possible increase of custody if an inmate commits a category A, B, D, or E offense or if the Adjustment Committee refers the case to the ICC for review.
- E. Once an inmate has been promoted to Step 2, the inmate must maintain the following:
 1. A rating of at least 2.5 of each reporting area (hall, school, work). If this is not maintained, the violating inmate may be demoted one step at the discretion of the ICC and/or placed on probation and/or deferred for a reasonable period of time for the violating inmate to correct the area of deficiency or take other appropriate action as it deems necessary.
 2. The ICC may review a case for possible demotion and/or increase in custody if an inmate received a category A, B, D or E Offense.
 3. If an inmate received a category C offense, they are placed at the bottom of the list for awaiting advancement to the next step.

2. Movement from Step 2 to Step 3:

- A. Must have served six months in Step 2.
- B. The Last four consecutive monthly ratings prior to advancing must be at least 3.5 in each area reporting (hall, work, school).

- C. No adjustment report within a consecutive four month period of a category A, B, D, or E offense prior to advancement.
- D. The ICC may review a case for possible increase of custody and/or demotion if an inmate commits a category A, B, D, or E offense or if the Adjustment Committee refers the case to the ICC for review.
 - 1. A rating of at least 3.5 of each reporting area (hall, work, school). If this is not maintained the violating inmate may be demoted one step at the discretion of the ICC, and/or placed on probation, and/or deferred for a reasonable period of time for the violating inmate to correct the area of deficiency, or take other appropriate action as it deems necessary.
 - 2. The ICC may review a case for possible demotion and/or increase in custody if an inmate received a category A, B, D, or E offense.
 - 3. If an inmate receives a category C offense, they are placed at the bottom of the list for awaiting advancement to the next step of privileges.

3. Movement from Step 3 to Honor:

- A. Must have served at least six months on Step 3 before going to Honor.
- B. Meet all eligibility requirements for A custody and have been assigned A custody by the Central Classification Board.
- C. Meet all acceptability and suitability criteria of the Honor Unit as set forth in this document.
- D. The last five consecutive monthly ratings prior to advancing must be at least 4.5.
- E. No adjustment reports within a consecutive five month period of a category A, B, D, or E.
- F. The ICC will review a case for demotion and/or possible increase of custody if an inmate commits a category A, B, D, or E offense or if the Adjustment Committee refers the case to the ICC for review.

- G. Once an inmate has been promoted to the Honor Unit, the inmate must maintain the following:

- 1. A rating of at least 4.5 in each reporting area (hall¹, school, work). If this is not maintained, the violating inmate may be demoted one step at the discretion of the ICC and/or placed on probation and/or deferred for a reasonable period of time for the violating inmate to correct the area of deficiency or take other appropriate action as it deems necessary.
- 2. Maintain the suitability and acceptability requirements of the Honor Unit as set forth in this document.
- 3. The ICC will review a case for demotion and/or possible increase of custody if an inmate commits a category A, B, D, or E offense or if the Adjustment Committee refers the case to the ICC for Review.

Movement for misdemeanor inmates are as follows:

1. Eligibility Requirements:

- A. Committed to Center as Misdemeanant.
- B. To be transferred to the Misdemeanant Unit after completion of three-week reception period.
- C. The Staff Screening Committee will recommend custody and placement to ICC.
- D. If behavior, sentence, and record so indicates, Misdemeanants can be recommended for the "C" custody unit, segregation and/or intensive care unit.

2. Privileges

- A. The Misdemeanant Unit will have Step 1, 2, and 3 privileges.
- B. A misdemeanor will be eligible for the various steps and Honor Unit according to the following:

¹It is noted that the Sergeant will submit the rating sheet for the Living Area.

1. three to six month sentence:

a. Step 1 to Step 2

1. Served at least one month on Step 1 with no adjustment reports since being received at VCCW, must have a rating of at least 2.5 in all areas reporting (hall, work, school). A rating of at least 2.5 must be obtained in order to be considered for promotion to step 2, and this rating must be maintained in all reporting areas to continue on Step 2.

b. Step 2 to Step 3

1. Served at least one month on Step 2 with no adjustment reports since being received at VCCW, must have a rating of at least 3.5 in all areas reporting (hall, work, school) to be considered for promotion to Step 3. A rating of at least 3.5 in all areas must also be maintained in order to continue on Step 3.

c. Step 3 to Honor

1. Served at least 1 month on Step three with no adjustment reports since being received at VCCW, must have a rating of at least 4.5 in all areas reporting (hall, work, school) for at least two consecutive months in order to be considered for promotion to Honor.
2. Meet all suitability and acceptability requirements for the Honor Unit as put forth in this document.
3. Have been assigned "A" custody by CCB.
4. Must maintain a rating of at least 4.5 in all areas to continue on Honor Unit.

2. six to 12 months sentence:

a. Step 1 to Step 2

1. Served at least two months on Step 1 with no adjustment reports for one month prior to advancing; must have a rating of at least 2.5 in all areas reporting (hall, work, school) for at least one month prior to advancing to the next step. A rating of at least 2.5 must be maintained in all areas in order to continue on Step 2.

b. Step 2 to Step 3

1. Served at least two months on Step 2 with no adjustment reports within two consecutive months prior to being considered for advancement; must have a rating of at least 3.5 in all areas reporting (hall, work, school) for at least two consecutive months prior to advancing to the next step. A Rating of at least 3.5 must be maintained in all areas in order to continue on Step 3.

c. Step 3 to Honor Unit

1. Served at least two months on Step 3 with no adjustment reports for three consecutive months prior to advancing to the Honor Unit. A rating of at least 4.5 in all reporting areas for three consecutive months prior to advancing to the Honor Unit must have been maintained.
2. Meet all suitability and acceptability requirements for the Honor Unit as put forth in this document.
3. Have been assigned "A" custody by the CCB.
4. Must maintain a rating of at least 4.5 in all areas reporting in order to continue on the Honor Unit.

3. Over 12 months:

- a. Those inmates with a commitment of over 12 months will be eligible for the various steps and the Honor Unit as put forth in this document for the felons.

FURLOUGHS

The furlough program is a privilege of the highest order. It affords the opportunity for the deserving inmate to enhance her eventual re-entry into the community by strengthening positive family and community relationships.

Furloughs are privileges and must be earned. One must maintain a good institutional record in order to be considered for this privilege. In order to apply for a furlough, the inmate must be in "A" custody.

There are several things that are considered prior to an inmate's being granted a furlough:

1. If the inmate will conduct herself in an acceptable, responsible, and self-disciplined manner while on furlough,
2. If the inmate will return to the institution,
3. Pre-sentence report,
4. Institutional record,
5. Past criminal history,
6. A field investigation of the proposed plan by the local Parole Officer,
7. The Commonwealth Attorney and local authorities comments pertaining to the proposed furlough,
8. Psychological,
9. Any other applicable information needed,
10. Time
 - a. Inmates serving numerical terms, those expressed in years, must be within one year of their parole eligibility date,

b. Inmates serving life terms must be within three years of their parole eligibility date,

c. No inmate with a detainer is eligible for a furlough.

The above is a partial list of things that are considered. For the specific requirements and criteria, refer to the Division Guideline.

VIRGINIA CORRECTIONAL CENTER FOR WOMEN
APPROVED ITEMS
Effective Date: February 1, 1978

I. ITEMS WHICH MAY BE RECEIVED FOR INMATES FROM FAMILY WHEN VISITING OR THROUGH MAIL.

A. The following rules apply to all packages received from above sources:

1. Only those approved items which can be readily inspected for contraband will be delivered, regardless of category.
2. No pressurized cans will be allowed.
3. Drinks must be in all metal pop-top cans.
4. Drink mixes must be in sealed metal cans.
5. All packaged foods must be in sealed see-through packages or metal cans.
6. Only non-perishable foods will be received.
7. No items of glass may be sent to Cottage 3.
8. No home cooked foods will be allowed.
9. No cheeses, meats, dips, etc. in packages will be received except as noted.
10. No item will be received which would threaten the safety of inmates.

B. VISITING NOTES:

1. ITEMS RECEIVED FROM VISITORS WILL BE LIMITED TO TWO (2) (6½"x11½"x15" high) GROCERY BAGS PER VISIT, OR EQUIVALENT.
2. All items brought to an inmate by visitors will be left in the Mail Room prior to the visit. None will be accepted after this time.

3. Inmates desiring to send articles home by visitors must:
 - A. Have them checked by the 12:00 p.m.-8:00 a.m. Officer
 - B. Have them sent to the Mail Room before 8:00 a.m. on the day they wish them to be picked up.

NOTE: Stuffed animals and small "throw" pillows may be sent out through the mail or picked up by visitors. However, one seam must be left open for inspection; otherwise, they will not be accepted for mailing or visitors.

ITEMS ALLOWED:

C. FOOD

1. Fresh fruits
2. Raw vegetables as listed below:

tomatoes	Celery	Carrots
Lettuce	Onions	

Fresh fruits and vegetables listed above should not be mailed, due to spoilage. Dried fruits will not be accepted.

3. Snacks-Cookies, chips, candy.
4. Canned drinks and canned drink mixes.
5. Canned foods
6. Canned fruit and vegetables juices

D. CLOTHING:

personal clothing is allowed in accordance with the Inmate Dress Code dated August 28, 1975.

E. APPLIANCES:

1. Electric Razors (no edging blade)
2. Hand-held hair styers/Blow Dryers (no hood style)
3. Radios AC/DC - AM/FM frequency only
4. Fans (up to 12")
5. Curling Irons, Straightening combs
6. Sewing Machines
7. Typewriters
8. Clocks- non-electric only- NO AC or DC (battery) allowed

NOTE: Serial numbers must be recorded from all electrical items.

F. JEWELRY:

All jewelry accepted for delivery to inmates must be listed, described and the inmate must sign accepting responsibility for the same.

G. MISCELLANEOUS:

1. Small cigarette cases
2. Plastic combs, brushes
3. Hair lifts, rollers
4. Sun Glasses
5. Extension cords (1 outlet only-up to 6' in length)
6. Paint Sets (alcohol or flammable materials or any materials bearing a caution label will be removed from the kits.)
7. Pictures - Posters (up to 24" x 24")
8. Belts (no large buckles)
9. Small Plastic forks and spoons
10. Games: chess, checkers, puzzles, etc. (no dice)
11. Hand-held rotary can openers
12. Crayons
13. Ballpoint pens
14. Pencils
15. Nut Crackers
16. Picture Frames (no glass)

H. Sewing Notions:

1. Thread
2. Material
3. Yarn
4. Plastic Knitting Needles
5. Plastic Crochet Hooks
6. Pinking Shears
7. Zippers, elastic, lace, buttons, snaps
8. Pins
9. Sewing Machine Needles
10. Hand Sewing Needles
11. Fabric Cutting Board - Dressmaker size

I. EXTRA ITEMS ALLOWED: Honor Unit

1. Coffee (ground) in sealed metal cans

2. Cassette and 8 track tape recorders/player (no disc type) must be all one unit
3. Cassette and 8 track tapes (tapes must be factory sealed or will not be delivered)
4. Exercisers (Pull type)
5. Electric Coffee Pots

J. EXTRA ITEMS ALLOWED: Step III

1. 8-track tape players (no disc type) must be all one unit--no recorders
2. 8-track tapes (must be factory sealed or will not be delivered)

II. ITEMS RECEIVED BY MAIL OR VISITORS WHICH ARE NOT ALLOWED.

Any items sent via mail or brought in by visitors which are not allowed to inmates will be listed on the package receipt. Every attempt will be made to return items brought in by visitors which are not allowed on the same date.

Upon delivery, the inmate will sign the designated area for proper disposition of same.

The inmate has the option of (1) mailing, at her expense, any items not allowed to an address of her choosing; or (2) requesting that these items be confiscated or donated to a non-profit organization in accordance with Division Guideline #851, Inmate Correspondence; or (3) having these items picked up by visitors.

NOTE: If the inmate does not mail or send by visitors any item(s) not allowed within 30 days of receipt of notification of their arrival they will be automatically confiscated and donated to a non-profit organization, or destroyed as per S 53-23.1 of the Virginia Code.

III. ITEMS NOT ALLOWED FROM FAMILY AND FRIENDS BUT RECEIVED FROM DRUG STORES, APPLIANCE DEALERS, MAIL ORDER HOUSES AND PUBLISHERS.

The following items will be allowed only if they are shipped by suppliers listed below.

Packages received must clearly identify the shipper. Delivery will be withheld of any package not bearing the shipper's label, giving an address of the dealer, or if there is any question as to whether the shipper is a bona fide mail order house or drug store.

A. PUBLICATIONS:

Newspapers, magazines, books, etc. are allowed only if mailed by the publisher, in accordance with division guideline #852, Incoming Publications.

B. TELEVISION SETS:

Television sets with screens measuring no larger than 12" diagonally, may be delivered if direct from appliance in accordance with Division Guideline #834.1.

C. MAIL ORDER HOUSE ONLY

The following items may be received from a mail order house only:

1. Curtains
2. Bedspreads
3. Pillow Cases
4. Sheets
5. Blankets (not electric)
6. Area Rugs (no larger than 24" x 36")
7. Stationery and envelopes
8. Patterns
9. Scissors (must be factory round-end)
10. Candy
11. nuts
12. Non-Perishable snacks: cheese, nuts, fruit cakes

NO QUILTED ITEMS OR STUFFED ANIMALS WILL BE ALLOWED FROM ANY SOURCE.

D. COSMETICS, PERSONAL HYGEINE (Mail Order House or Drug Store)

The following items may be received if from a Mail Order House or Drug Store only:

- | | |
|----------------------------|------------------------------|
| 1. Lotions | 8. Denture Cream |
| 2. Nail Polish | 9. Toothpaste |
| 3. Toilet soap | 10. Hair spray |
| 4. Lipstick | 11. Hair conditioner & rinse |
| 5. Liquid or pressed power | 12. Hair grease |
| 6. Shampoo | 13. Deodorant |
| 7. Bouches | 14. Eye makeup |

NOTE: Any items ordered by inmates must be paid for in advance. Inmates may not order items to be shipped C. O. D. and may not charge items.

ADDITIONAL ITEMS APPROVED FOR DELIVERY TO INMATES

FROM VISITORS OR THROUGH REGULAR MAIL

Batteries: AA, C, D, 9 volt transistor radio, watch batteries
Clothers hangers - wire or plastic only (no tubing)
Embroidery hoops
Toothbrushes
Plastic containers - small, for storage of cookies, chips, etc.
Jewelry boxes - unlined
Foot lockers - no larger than 15" x 30" x 12" high
Sewing notions - Hand-held tailor markers
Interfaceng
Hemming tape, iron-on tape

FROM DRUGSTORE OR MAIL ORDER HOUSE ONLY

Cologne and perfume
Hair grease

MAIL ORDER HOUSE ONLY

Sketch pads
Towels and washcloths

FROM FLORIST

Cut Flowers

EXTRA ITEMS ALLOWED-HONOR UNIT

Wigs - From MAIL ORDER HOUSE ONLY

NOTE: 1. No lotions will be allowed from any source which contain an appreciable amount of alcohol.
2. No item will be permitted, regardless of listing, if it is considered to present a safety hazard.

SPECIAL NOTE: The privilege of ordering certain articles from drug stores is being abused. If there are any more incidents of abuse, this privilege will be discontinued immediately.

This committee will meet again in June to consider changes to the list. All requests for changes/additions will be addressed to Lt. Betty Lewis. All others will be disregarded.

VISITING REGULATIONS

Due to an increase in the population and because the number of visitors on the visiting list has been increased, several modifications for the visiting regulations are needed. In order to allow the orderly handling of visitors, the following regulations are established:

1. The maximum number of 7 visitors (this includes children) will be allowed per visit.
2. There will be only one visit per week per inmate.
3. A visitor may come to see only one inmate per week.
4. There will not be any "split" visits, i.e. one group of visitors using a part of the allotted time and another group using the remaining part of the time.
5. Due to the large number of visitors and the space limitations, inmates and their visitors will share the same visiting area.
6. Visitors should be instructed by the inmate to bring only what the inmate can personally carry in one trip back to her hall. (no assistance will be given by officers)
7. On May 1, outside visiting will begin for honor level inmates and their visitors. This will end October 30, unless weather changes necessitate an earlier date.
8. There will be no additions to or deletions from the visiting list except every 4 months. The changes are to be submitted at the first of the month, as listed: Jan. 1, May 1, and Sept. 1.
9. The changes should be submitted to your assigned counselor of that date.
10. The Institution reserves the right to remove someone from the visiting list if they are considered to be detrimental to the inmates, a threat to the institution, or if they do not abide by the visiting rules and present a problem to the institution.

I trust each of you will follow the above regulations as well as the visiting regulations as described by DGL #854. With cooperation from all, these modifications should make the visiting days more pleasant and more orderly.

Visitors must register at desk in the hall.

All PACKAGES, PICTURES, ETC., FOR INMATE, must be left in the Post Office, Nothing may be given directly to the inmate by visitors.
Purses, wallets, etc., are not to be opened for any reason, while visitors are in the visiting room.

Money will only be accepted at the registration desk, in the hall, after the visit.

A visit is automatically discontinued if the visitor leaves the visiting room for any purpose, including using the restroom. The use of the bathrooms will be discouraged in the cases of small children and this must be in the discretion of the officer in charge.

Eating, or drinking is not permitted in the visiting room.

Visitors must remain seated until the visit is over.

Any visitor being disruptive or violating any of the above requirements will be required to leave.

Visiting Hours-- 8:30 A.M. -- 4:00 P.M. ON WEEKENDS AND HOLIDAYS

EDUCATION

The Rehabilitative School Authority in cooperation with the Adult Division Department of Corrections provides at this institution an opportunity for you to enter an Academic, Vocational School Program. College Classes are offered when money is available.

If you do not have High School Diploma and/or a Vocational Skill it would be to your best interest to enter school as soon after your orientation period as possible.

You will be going before an Institutional Screening Committee some time during your three weeks of orientation. You should discuss with this committee your Educational plans and they will advise you as to what will best meet your needs.

Please take the educational testing that you will be doing during this period seriously. This will determine your grade level for school placement.

If you do not have a High School diploma or a G.E.D. you may enter academic school at any time.

You must have a G.E.D. or High School Diploma to enter our vocational business class. If you have either of these then you should request a transcript release form from the school so that we can obtain verification. We must have a copy of your diploma or G.E.D. on file before we can enter you in Business Class. You must go through our business training before you can enter the Key punch Program. Our business instructor will recommend you for the Key punch Program when she feels you qualify. If you choose to go into Key punch, you would then be in key punch one half day and business one half day.

Our Vocational sewing class requires that you have a grade placement level of at least grade 5 to enter this program. When your sewing instructor feels you qualify, you would be recommended to enter the Industrial Sewing Dept. as your work assignment. You would then be in your sewing class one half day and Industrial Sewing one half day.

You must have an 8th grade placement level to enter Cosmetology and enough time to possibly complete the training before you are released from the center. If you do not have a high school diploma or a G.E.D., then you must attend academic school to work towards your G.E.D. It takes 2000 hours to be eligible to take the test to obtain your

license. If you enter Cosmetology, this would be your vocational training as well as your job assignment.

You must have training in our business dept. to enter our shorthand course.

College courses are for those who have completed high school or who have a G.E.D. We must have your transcript before we can consider you for college courses.

You can be involved in only one school program at a time. You cannot take academic classes and vocational at the same time.

If you have questions concerning the school, direct your letters to the Education Department.

The Academic Course

The Academic course includes grades 0-4, 5-8, and 9-GED. The subjects involve English, Mathematics, Reading, Social Studies, and Science.

The program is voluntary and each resident is encouraged to further her education. After a series of tests, a woman is placed in the level in which it is felt she can operate successfully. Each student advances at her own rate of achievement. The General Education Development test (GED) is administered by the Principal every three months to those in the upper levels of the Academic Program.

College Courses

Evening college courses are offered to all eligible women and are given to them when funds are available. You must have a high school diploma or an equivalency to enroll in a course.

YOUTHFUL OFFENDER PROJECT

This program is open to all women 16 to 21 years of age without a high school diploma or an equivalency. The instruction is individualized and the material given is based on the student's level of performance.

Business Class

The purpose of the Business Education Program is to give instruction in recordkeeping, filing, office machines, and typewriting. The requirements for entry to this course is a high school diploma or equivalency. A woman must also have at least a six-month sentence in order to participate, and it is preferred that she has ten or more months for advanced training. Instruction is individualized, and testing is done throughout the course.

Shorthand Class

Three Levels of shorthand are included in the course:

- I. Theory
- II. Theory review and speed building
- III. Transcription and speed building

Each stage will consist of 90 hours of individual instruction. Pre-requisites for this program are a high school diploma or GED, completion of the business course here at the institution, and ability to type 35 wpm.

Cosmetology

The cosmetology course is devoted to the learning and mastering of the essential skills for treating the hair, scalp, face, and nails. This course will also prepare you for the State Board Examination in order to obtain a license to practice cosmetology. A resident requesting this course must have completed the 8th grade and test at least 8.5 on her initial testing. She must also continue her education for a GED if she does not have a high school diploma or an equivalency while in cosmetology training.

Sewing Class

The sewing class teaches basic construction, alterations, tailoring, designing, millinery, and interior decoration. A minimum of 5th grade education is required, and the course takes six months for completion. All instruction is individualized and the student tailors a basic wardrobe for herself.

STUDENT CODE OF ETHICS

The faculty and myself have given serious thought to ways of making your school hours as close as possible to those on the outside.

Rules and regulations exist everywhere. Staff members, teachers, and all executives have a Code of Ethics to abide by and superiors to account to. We are sure you will realize that doing everything we are asking of you will result in your receiving not only the benefits that come through education but the self-satisfaction of knowing that the respect you are gaining you are earning.

Following is your Code of Ethics. Success in any endeavor can come only with cooperation, and we know we have yours.

1. Establish a high goal for your school program.
2. Maintain a high degree of interest in your progress.
3. All cosmetology appointments must be made through your work department officer, never during school hours. You may have a cosmetology appointment once every two weeks.
4. Smoking will be allowed ONLY at break time.
5. No food of any kind will be permitted in the school.
6. Calls to the Clinic will be made ONLY in case of an emergency. You will only be excused from school if you are excused by the Clinic.
7. You may go to the library with your instructor during the scheduled hours only; books must be returned on or before their due date.
8. Typewriters cannot be used during class periods for personal letters.

9. Counselors can be contacted only through the procedure stated in I.O.P.s.
10. Any woman excused by the Clinic because of illness will return to school immediately upon her release.
11. Any woman dropping out of school will not be re-enrolled for three months.
12. Any woman leaving the classroom without permission will be considered in an unauthorized area and will be given a disciplinary report.
13. Any student loitering in the hall or on the porch will be considered in an unauthorized area and will be given a disciplinary report.
14. Windows in the school must remain shut at all times.
15. You must refrain from using language unbecoming to a lady.
16. Cosmetology students who do not have a GED must attend academic school to try to obtain it. If she drops out of academic school, she must also drop out of cosmetology.
17. You must come directly to school and return directly to your hall when you are called to and from school.
18. Progress is measured through tests and through monthly evaluations.

END