

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.37</u>
SUBJECT: CORRECTIONS SPECIAL SCHOOL DISTRICT PROGRAM CURRICULUM	EFFECTIVE DATE <u>06/15/14</u> REVIEW DATE <u>06/14/15</u> SUPERSEDES PPD# <u>7.37</u>
PROPONENT: <u>Joseph Diament, Director</u> <i>Name/Title</i> <u>Division of</u> <u>Community Corrections 271-5601</u> <i>Office Phone #</i>	DATED <u>11/30/10</u>
ISSUING OFFICER:	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
_____ <i>William Wrenn, Commissioner</i>	
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To set forth an institutional policy for the Corrections Special School District (CSSD) education and career and technical education program curriculum and to ensure that inmates receive educational programming that includes counseling toward specific educational or career goals.

II. APPLICABILITY:

To all inmates and all employees involved with the department's Corrections Special School District education or career and technical education programs.

III. DEFINITIONS:

- A. Interagency Agreement (hereafter IAA) means the agreement between the Commissioners of the NH Department of Education and the NH Department of Corrections that sets program standards for the Corrections Special School District as established in New Hampshire RSA 194:60.
- B. Eligible inmate with disabilities, in accordance with ED 1118, within the provisions of the IAA means offenders who:
1. Are ages 18 up to 21;
 2. Had been identified as an individual with a disability prior to incarceration;
 3. Had an individual education program (IEP) prior to incarceration;
 4. Meet the appropriate correctional classification criteria; and/or
 5. Individuals under the age of 18 who have been evaluated by CSSD in need of services.
- C. Individualized Education Program consistent with RSA 186-C:2, III and Ed 1102.18 means a written plan for the education of an eligible inmate with a disability that has been developed by the Corrections Special School District in accordance with rules adopted by the State Board of Education and as amended in the IAA and that provides necessary special education or special education and educationally related services within an approved program.

IV. POLICY:

It is the policy of the Department of Corrections, Corrections Special School District (CSSD) that:

- A. All education and career and technical education course curricula at the secondary level is established consistent with the standards for curriculum development set by the NH Department of Education (DOE) for secondary education.
- B. All education and career and technical education course curricula at the post-secondary level are established consistent with the standards for curriculum development set by the cooperating post-secondary institution.
- C. All technical education course curricula follow the NH Department of Education Technology Education plan and counseling and follow the established counseling procedures established in the Introduction to the Workforce Program (IWP) Program Plan.
- D. A performance-based curriculum will be established for the career and technical education programs' labs or classes that allow inmates staggered enrollment and/or quarterly enrollment for structured classes.
- E. Inmates with an educational disability such as specific learning disabilities are screened. Education and career and technical education counseling is provided so inmates are placed in the phase of educational/career and technical education instruction most suited to their needs and abilities consistent with their identified learning disabilities.
- F. Specialized programs will be made available to eligible inmates with disabilities under the age of 21. These programs will provide for specialized instruction under the supervision of or in consultation with a certified special education educator. Support from tutors and other related educational services will be coordinated through the special education educator and Curriculum Supervisor. To the maximum extent appropriate to the educational needs of the inmate and consistent with the safety and security needs of Corrections, eligible inmates with a disability are educated with inmates who do not have disabilities.
- G. When feasible, college programs will be made accessible to qualified inmates by:
 1. Providing instruction by CSSD faculty. Such instruction is to meet the same course requirements and be sanctioned by the NH Division of Postsecondary Education.
 2. Supporting local colleges and universities in their effort to provide courses at departmental facilities as long as the courses are not funded with departmental funds.
 3. College programs will be made accessible to qualified inmates through correspondence courses. All college opportunities will be coordinated and managed by the Division of Community Corrections faculty/staff as designated.

V. PROCEDURES:

- A. Performance-Based Curriculum
 1. Student assignment for academic and career and technical education programs is based on the level of competency demonstrated by intake assessment, classroom performance, examination scores and/or other appropriate measures.
 2. Flexible scheduling will be provided to allow inmates entry and pacing on an individual basis.
- B. Educational Counseling

To properly place an inmate in an educational program, the following points shall be considered:

 1. Highest grade completed and courses completed;
 2. General academic level of functioning;
 3. Career and technical education interests and aptitudes;
 4. Nature of educational disability conditions if present and known; and/or
 5. Intelligence test results (only if available and pertinent to the considered assignment).
- C. Level of Programming

All CSSD secondary educational programs offered will meet the overall needs of the inmate population in accordance with the IAA between the NH Department of Education and the NH

Department of Corrections.

D. Career and Technical Education Center

The Career and Technical Education Center also provides coordination, supervision and instruction in technology education. The IWP provides voluntary technology education for inmates with a limited work background and/or foundational understanding of technology. Inmates may be screened and counseled for enrollment into the program through the established procedures in the IWP Program Plan. They are:

1. Program interest identified through the R & D (initial/post) intake process;
2. Student generated interest; and/or
3. Program/personnel referral.

E. Career and Technical Education Center programs are available in a number of facilities and custody levels, such as Auto Mechanics, Building Trades, Business Education, Computer Education, Culinary Arts/Food Service Management and Power Mechanics. These programs will:

1. Provide work-related skills;
2. Coincide with the results of academic and vocational intake information;
3. Prepare inmates for entry level employment and/or more advanced training opportunities following release;
4. If applicable, be awarded high school credit as an elective following the guidance set forth under the Interagency Agency Agreement; and/or
5. Generate competency based certificates for each career cluster as the inmate completes each career and technical education programming area. Career and Technical Education Center faculty will follow a centralized method of generating competency certificates coordinated with the NHSP/Men's facility.

F. Special Education Services

1. As required by RSA 198-C:10, the Corrections Special School District shall establish an approved program(s) for eligible inmates with a disability. Eligibility for participation in this approved program of special education shall be determined by the terms set forth in the IAA in accordance with RSA 194:60.
2. When eligible inmates with a disability participate in regular education classes or programs, the integrity and appropriateness of the curricula of the classes or programs shall be maintained for both the students with educational disabilities and the students who do not have educational disabilities.
3. Prior to the participation of an eligible inmate with a disability in a regular class or program, the Corrections Special School District shall, based on the student's individualized education program, identify any expectations for the student with disabilities that are different from the range of expectations for other students and shall, according to the nature and severity of the student's disability, provide the student and/or teachers with additional assistance in accordance with the IAA.
4. At any time during implementation of the student's individual education program, should the student have his/her custody status upgraded for legitimate correctional issues of safety and security, the decision as to whether to continue with participation in a regular class or program will be guided by:
 - a. The nature and severity of the safety and security concerns;
 - b. The standing routines and physical limitations placed on inmates in the more secure setting; and
 - c. The special education or special education and educationally related services delineated in the student's individualized education program.
5. The Operations Manual defines the responsibilities and titles of the Department of Corrections personnel necessary for supervision and administration of the Corrections Special School District. The Operations Manual is kept in the Education and Career & Technical Education Director's offices.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

2-CO-5B-01

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other:

RSA 186-C:2, III
RSA 194:60
RSA 198-C:10
ED 1118.01
ED 1102.18

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