



Curriculum, Instruction and Field Services
 Office of Student Support Services
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June 2012

**NEW YORK STATE EDUCATION DEPARTMENT (NYSED)
 OFFICE OF STUDENT SUPPORT SERVICES (SSS)
 ROOM 318M EB
 ALBANY, NEW YORK 12234**

**Education of Incarcerated Youth – Program Plan
 July 1, 2012 – June 30, 2013**

Directions: All agencies providing mandated educational services to incarcerated youth under Chapter 683 of the Laws of New York State and Part 118 of the Regulations of the Commissioner of Education must complete this form. One form must be completed for each correctional facility in which services are to be provided. This report must be updated and resubmitted on an annual basis, no later than July 15th of each school year. Please return the original and one copy of the program plan to the address listed above by July 15, 2012.

1. GENERAL INFORMATION:

Correctional Facility Name and address	
School District (in which facility is located)	
Educational Provider Name/Address	
District contact person who will receive Program related correspondence from NYSED	
Phone Number (area code and number)	
E-mail address	

2. **In 2011-12:** Number of students served on a daily basis:

[Part 118.2 (d)] (Full time equivalents – FTE's) _____

a) Number of students with disabilities for each age group:

AGES 17 AND UNDER: _____ AGES 18-21: _____

b) The number and percentage of students who opt not to participate in educational programs:

of students _____ % of students _____

c) Is attendance in educational programs mandated by the correctional facility for inmates who do not have a High School Diploma or a NYS Equivalency Diploma?

YES _____ NO _____

d) If attendance is mandated for inmates, please indicate the age group (s) for which attendance is mandated:

(Check as many boxes as appropriate)

- all inmates regardless of age: _____
- inmates 21 years of age: _____
- inmates 20 years of age: _____
- inmates 19 years of age: _____
- inmates 18 years of age: _____
- inmates 17 years of age: _____
- inmates 16 years of age: _____

3. NUMBER OF INSTRUCTIONAL HOURS SCHEDULED PER DAY:

[Part (s) 118.2 (e); 118.2 (f); 118.4 (a); 118.4 (b)]

2012-13	
Fall Program Begins Fall Program Ends Number of Hours Per Day	September _____ June _____ Hours _____
2012 (Programming is Optional)	
Summer Program Begins Summer Program Ends Number of Hours Per Day	July _____ August _____ Hours _____

4. ACADEMIC PROGRAM SERVICES: [Part (s) 118.2 (b); 118.4 (b) ; 118.4 (ii)] Indicate the number of hours per week that instruction is offered to incarcerated youth for the development of basic reading, mathematics, oral and written communication skills and in the other identified areas. Describe how the instructional programs are modified to address the needs of students with disabilities and English language learners.

Instructional Program	Hours Per Week using blocked number of instructional hours.	Describe how the instructional programs are modified to address the needs of students with disabilities and English language learners. Please indicate the policy in place for students who are currently not being served that may need the services listed or instructional programs.
Basic educational skill development in reading, mathematics and communication skills		
High School Credit Courses support		
General Educational Development ® (GED ®)*		
The Provision of Services to Students with Disabilities (related services and, if offered, special education instructional services)		
English for Speakers of Other Languages (ESOL)		

Life Management		
Career Planning		
Career and Technical Education		

* Students in the GED @ program, who are less than 21 years old, are enrolled in an Alternative High School Equivalency Preparation Program (AHSEP). Submittal of the program plan fulfills the application process for operation of an AHSEP program for districts and BOCES that do not operate any other AHSEP programs. **However, information provided on the cover page of the AHSEP application is still required, as is SASS information.**

* Districts and BOCES that operate other AHSEP programs should complete the AHSEP application and include the jail as a separate site. The information related to the performance of these students is required to be reported on the System of Accountability for Student Success (SASS) form that is part of the Consolidated Application to operate AHSEP and a P-12 High School Equivalency (HSE) programs. The application and the form are available on the Office of Student Support Services (SSS), Alternative Education web site at <http://www.p12.nysed.gov/sss/ssae/AltEd/>

5. **ASSESSMENT PROCEDURES:** [Part(s) 118.2 (a) (b); 118.3 (a)] (Please use additional pages to respond to questions 5-11.)
- a. List the assessment tests or evaluation materials which will be used to determine the most effective academic (reading, mathematics, receptive and expressive language) and transition program services for all incarcerated youth. Identify the dominant language of the test.
 - b. List the procedures for a multidisciplinary assessment including test or evaluation materials used to serve students identified as requiring more intensive program services (i.e., limited English proficient).
 - c. Describe procedures employed by your jail education program and the Committee on Special Education (CSE) of the district in which the facility is located (referred to as district of location¹) to ensure that:
 - ✓ individual evaluations are conducted for inmates staying 10 days or more who are suspected of having a disability;
 - ✓ students are referred to the CSE of the district of location for review if the program recommended in the Individualized Education Program (IEP) is no longer believed to be appropriate; and
 - ✓ annual reviews and reevaluations are conducted when appropriate.

¹ The Committee on Special Education of the district of location is responsible for arranging for individual evaluations, determining eligibility for special education programs and services, developing the IEP, and arranging for the provision of special education programs and services (8 NYCRR §200.4).

- 10b. REQUESTS FOR **SPECIAL EDUCATIONAL SERVICES AND NOTICE OF SERVICE PROVIDED**²: [8 NYCRR §200.4] Indicate in the box below whether the following procedures take place. Use additional paper to describe in detail how the procedure is completed.

Procedure	Yes	No
Procedures are established to identify inmates who are possibly in need of special education services through self-referral, indicators from other educational records, referrals from outside sources, and referrals from parents and guardians		
The education program requests in writing to the Committee on Special Education (CSE) of the district of residence or appropriate New York City region, the Individualized Education Program (IEP) of any inmate identified as previously having received special education services.		
Procedures are in place to monitor requests for and ensure receipt of IEPs and evaluations from the CSE of the district of residence or appropriate NYC region.		
For inmates staying 10 days or more who are suspected of having a disability and who need an individual evaluation, the facility submits a request for education services to the school district in which the facility is located (district of location). [The CSE of the district of location is responsible for conducting the evaluation, determining eligibility, developing the IEP, and arranging for the provision of services (8 NYCRR §200.4)]		
Special education programs and services are provided to incarcerated youth consistent with each student's IEP or a referral is made to the CSE of the district of location for a review of the IEP.		
Procedures are established for referring a student to the CSE of the district of location if the agency believes that the program recommended in the IEP is no longer appropriate (8 NYCRR §200.4(e)(4)).		
Special education programs and services are provided by appropriately certified staff.		

11. RESULTS: The United States Department of Education has requested the following information for students enrolled in the Incarcerated Youth Program (IYP) for the period from July 1, 2011 to June 30, 2012. [Part 118.2 (d)]

Result	Number of Students
Students participating in the (IYP)	
IYP students who returned to school	
IYP students who received a high school or high school equivalency diploma	
IYP students who obtained employment after release	

² The Committee on Special Education of the district of location is responsible for arranging for individual evaluations, determining eligibility for special education programs and services, developing the IEP, and arranging for the provision of special education programs and services (8 NYCRR §200.4).

12. **COST CATEGORY SUMMARY:** [Part 118.2 (d)] List costs anticipated by budget category, which are required to operate the program.

BUDGET CATEGORY	PROJECT AMOUNT
Professional Salaries (15)	
Nonprofessional Salaries (16)	
Purchased Services (40)	
Supplies and Materials (45)	
Travel Expenses for Staff Development and Training (46)	
Employee Benefits (80)	
Indirect Cost (rate: _____%) (90)	
Purchased Services with BOCES (49)	
Equipment (20)	
TOTAL	

AUTHORIZED ORIGINAL SIGNATURE: Print or type the name of the Superintendent or District Superintendent of the Education Provider Agency below the individual's signature and enter the date on which the form is completed.

Signature, Superintendent of Educational Provider Agency

Print or Type Name

Date