

EDUCATIONAL SERVICES

STANDARD NO(S):

NYSSA #

DATE:

June 6, 2010

Reissued: 04/22/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish guidelines for educational services within the correctional facility.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide educational services to all eligible youths in obtaining their high school diploma or general education diploma (GED). In cooperation with the Romulus School District and BOCES, inmates will be encouraged to attend educational classes so that they may obtain skills necessary to function more productively both during incarceration and after release.

III. DETAILS:

A. Eligible youths will mean an inmate who:

1. is less than 21 years of age
2. has not received a high school diploma
3. has been incarcerated in the facility for ten (10) or more calendar days or who in the judgment of the Chief Administrative Officer can reasonably be expected to be incarcerated for a period of ten (10) or more calendar days

B. Educational services will mean:

1. services made available by the Wayne/Fingerlakes BOCES
2. evaluation of each eligible youth to determine educational needs
3. individual or small group instruction designed to focus on educational needs for each youth

C. A school day will mean any day when school is in session as determined by the Romulus School District.

D. The Chief Administrative Officer or designee will act as a liaison with education personnel and is responsible for coordinating the delivery of educational services to eligible youth within the facility as follows:

1. Give educational personnel an orientation relative to security procedures to be followed while inside the facility. All support staff will receive an orientation as outlined in policy “Health and Support Staff Orientation”.
2. Scheduling of instructional time for eligible youth participating in educational services. Services will be conducted Monday through Friday in the inmate’s respective housing unit’s classroom.
3. Supervision of classroom areas as deemed appropriate while inmates are receiving educational instruction.
4. Ensuring inmates are escorted to and from classrooms by escort officers.
5. Providing a program office and program storage area within the facility for the storage of instructional materials, equipment and records.

E. During the admissions process the Booking Officer will:

1. Advise each eligible youth they may attend the educational program during their incarceration. Each eligible youth will be asked if they do or do not wish to participate in the program. Regardless of the youth’s wishes, an interview will be conducted by the facility teacher.
2. Advise the youth if they chose to participate in the program, they will be in class for at least three (3) hours each day when school is in session in the Romulus School District or BOCES, and stress the importance of regular class attendance.
3. Advise the youth, the program is designed to increase their level of achievement in reading, math and written and oral communication and to prepare them to pass the high school equivalency diploma examination. The program will also provide employment preparation education, which will identify their skills and assist on how to search for employment and how to develop positive work habits.
4. Advise the youth they can request to participate in the program at any time during their incarceration pursuant to the facility procedures.
5. Advise the inmate the program will enable them to continue with studies if they plan to return to school or BOCES program after their release.
6. When an eligible youth is admitted to the facility and their physical or mental condition is such that it is determined it would be more appropriate to delay providing the youth with information on the program, the requirements will be completed as soon as possible, but in no case later than three (3) days after admission to the facility.

F. All officers will make reasonable efforts to assist all eligible youth, including those who may be non-English speaking, to understand the information provided concerning the educational services program, and if necessary, the facility teacher will provide special assistance to speaking or writing English.

G. After the admissions process has been completed, all eligible youth will be permitted to request access to educational services at any time during the period of their incarceration by advising their housing unit officer in writing using Form CF-019 (General Inmate Request). The housing unit officer will then forward the

- H.** When an eligible youth indicates their desire to access educational services during incarceration by following facility procedures, the facility teacher will submit a request for such services to the Romulus School District or BOCES by the end of the next school day. Such request will be made using Form “NYS Education Department (STAC -201)”. Distribution of this form is contained within. A copy will be forwarded to the State Education Department by the end of the next school day and a copy will be retained with the inmate’s file in the booking office.
- I.** Pursuant to section 3202 of the Education Law, the facility teacher will apprise each eligible youth upon release that further educational services may be available through the school district in which they reside, or are otherwise entitled to attend, and upon the youth’s request notify the school district of their wishes to enroll in such school district.
- J.** When an eligible youth who is to be released and indicates the desire to access educational services, the facility teacher will consult with the Romulus School district or BOCES, if necessary, to determine the school district in which such youth will be eligible to attend.
- K.** Within three (3) school days after an eligible youth indicates their desire to access educational services after release, the facility teacher will notify the appropriate school district.
- L.** A written record will be maintained in the inmate’s file.
- M.** The Chief Administrative Officer will maintain a written record of educational services and will contain the following information:
1. The dates and times when educational services were provided
 2. A daily list of all eligible youths participating
 3. The dates and times when educational services were restricted or denied due to an emergency situation, including an explanation why such action was necessary.
 4. A list of all eligible youths restricted or denied from participating in educational services.
- N.** The daily schedule of activities, programs and services with the facility will be organized so that no eligible youth who participates in the educational program is denied the opportunity to also participate in the following programs or services because of attendance at educational instruction:
1. Exercise
 2. Legal Services
 3. Religious Services

4. Visitation
 5. Health Services
- O.** Eligible youths confined in special housing units will not be denied access to educational services solely on the basis of their classification status.
- P.** An eligible youth's participation in education services will not be restricted or denied as a result of such youth's involvement in a disciplinary matter unrelated to the youth's participation in the facility's educational program, except when such involvement demonstrates that the youth's presence in such program presents a clear threat pursuant to subdivision Q. (1) of this section.
- Q.** An eligible youth's participation in educational services may only be denied or restricted by the Chief Administrative Officer under the following conditions:
1. A determination that the youth's presence in the program presents a clear threat to themselves, the safety of other inmates and/or the safety of the facility teacher or officers.
 2. An emergency situation exists within the facility which temporarily prevents or significantly interferes with the delivery of such services.
- R.** Whenever possible, prior to making a determination to restrict or deny educational services pursuant to subdivision Q. (1) of this section, the Chief Administrative Officer will discuss the matter with the facility teacher.
- S.** Any determination to restrict or deny an eligible youth's participation in educational services pursuant to subdivision Q. (1) of this section will be made in writing, and will include:
1. The date of the determination
 2. The name of the eligible youth affected
 3. The date when the service are to be denied and the date when services may be resumed, if applicable
 4. The nature and/or time period for any restriction of services
 5. The specific facts and reasons underlying the decision
 6. Comments and/or recommendations made by the youth's instructor, if solicited
 7. The signature of the Chief Administrative Officer
- T.** When an eligible youth has either requested to participate or is already participating in educational services and is transferred to another local or state facility, the Chief Administrative Officer will:
1. Notify the facility teacher by the end of the next school day following the youths transfer.
 2. Complete, if not already, the Form (STAC-201) prescribed by the New York State Education Department and forward a copy to the receiving facility.

