



**Office of Educational Services
Level I/III
Internal Management Procedures**

**Internal Management
Procedure #
SUP.003.SPED.03**

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Internal Management Procedure Title:

**Make-up Instruction for Special Education
SFEA Student Inmates**

Effective Date:

June 9, 2021

Revised:

N/A

Authority : N.J.A.C. 6A:14-6.2,

N.J.S.A. 18A:46A-2e,
SUP.003.014

Promulgating Office:

Division of Programs and Community Services
Office of Educational Services

Professional Association

Standard cited: N/A

Applicability: This Policy Statement applies to all New Jersey Department of Corrections' Organizational Unit Education Departments

Supersedes: N/A

Review Schedule:

This document is scheduled for review on or about **May 9, 2022** or as necessary.

Reviewed and Approved By: Jecrois Jean-Baptiste, Director, Office of Educational Services

Jecrois Jean-Baptiste

(Signature)

6/14/2021

(Date)

Reviewed and approved by:

**D. Patterson Sessomes, Assistant Commissioner
Division of Programs and Community Services**

Dorella Patterson Sessomes

(Signature)

6/17/21

(Date)

Documentation of the reviews/approvals are maintained by the APPM Unit.

I. PURPOSE

To establish procedures for the provision of make-up instructional time to students who are eligible for special education and related services.

II. DEFINITIONS

The following terms, when used in this procedure, shall have the following meaning unless the context clearly indicates otherwise.

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Active teaching staff means the instructors employed by OES whose positions require possession of instructional or educational services licenses in accordance with NJAC 6A:9-5.1 et. seq.

Assistant Supervisor of Education (ASOE) means OES employee serving as the designated secondary supervisor to the Supervisor of Education, and acts as the primary supervisor in the absence of the SOE.

Case Manager/Case Management is the N.J.A.C. 6A:14 responsibility fulfilled by a member of the CST whose role is to oversee the implementation of the student-inmate's IEP. The case manager coordinates the development, monitoring and evaluation of the effectiveness of the IEP.

Child Study Team (CST) means a multi-disciplinary team made up of a school psychologist, learning disabilities teacher/consultant, School Social Worker and can include a speech therapist. The Child Study Team's responsibilities include, but are not limited to: evaluations, determination of eligibility, IEPs, case manager and support services.

Disabled means a student who has been determined to be eligible for special education and related services.

Division of Programs and Community Services means the division responsible for correctional facility and community-based program opportunities for offenders, which includes the offices of Community Programs, Educational Services, Transitional and Social Services, Chaplaincy, County Services, Victim Services, Volunteer Services, PACE Unit, and the Gender Responsive Programming Unit.

Educational Staff is all staff hired to provide services under the direction of OES within NJDOC.

Individualized Educational Plan (IEP) means a written document that outlines the education plan for a student who is entitled to special education services (N.J.A.C. 6A:14).

Individualized Education Program (IEP) Team consists of the student, one general education teacher, one special education teacher, at least one CST member who can interpret the instructional implications of evaluation results, the case manager, and a representative of the district who is qualified to provide or supervise the provision of special education and who is knowledgeable about the general education curriculum. If appropriate, the related services personnel and other individuals with specialized expertise or knowledge of the student can also serve on the IEP Team as per N.J.A.C. 6A:14-2.3 (k).

LEA means a Local Education Agency limited to school districts.

Make-Up Instruction means evening instructional time provided to special education SFEA student-inmates to compensate for full half-day class cancellations.

NJ Department of Corrections (NJDOC) means the agency of the Executive Branch of the New Jersey State Government which functions are to protect the public and provide for the custody, care, discipline, training, and treatment of persons committed to State correctional facilities.

Office of Educational Services (OES) means the office within the Department of Correction, Division of Programs and Community Services, that has been established to ensure inmates are provided with academic, vocational, and life skills programming that meet their demonstrated needs, within a framework that is consistent with the department's overall mission and in concert with all appropriate federal and State education statutes, codes, and regulations.

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Related Services means developmental, corrective, and other supportive **services** as are required to assist a child with a disability to benefit from **special education**.

SFEA Student-Inmate means an inmate who is eligible to receive educational services as defined by the State Facilities Education Act (SFEA).

Special Education SFEA Student-Inmate means an inmate with an Individualized Educational Plan (IEP). Supervisor of Education (SOE) means under the direction of a supervisory official in a state department, institution, or agency, organizes, administers, and supervises the total educational program in institutions or agencies; does related work as required.

III. POLICY

It is the policy of the OES to adopt the following procedures related to the provision of make-up instructional time for special education SFEA students to ensure that appropriate educational and related services are provided to student-inmates identified as having educationally disabling conditions as defined in N.J.A.C. 6A:14.

IV. PROCEDURES

The Office of Educational Services will provide make-up instructional time to SFEA students who are eligible for special education and related services in the event of full half-day cancellation of class.

When a full half-day (am or pm session) class cancellation occurs, the facility-level Education office will assess the impact on the SFEA special education student population and develop a 'make-up' class schedule utilizing the **Make-Up Instruction Scheduling Form** (see form MUI).

Through completion, distribution, and submission of MUI Forms to OES, SFEA students entitled to special education services will receive 90-minute blocks of evening "make-up" instruction to be coordinated by the Education office within 10 school days, provided that the student is available to attend within this timeframe. Students will be enrolled in the make-up class via iTag. The make-up class teacher will maintain student attendance records, and the hours that the student attends the make-up class will count toward the total regular class attendance hours.

All documentation pertaining to class cancellations and provision of make-up instruction is subject to both internal and external audit; therefore, a binder for these documents will be maintained by Education staff at each facility.

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V. CROSS REFERENCE DOCUMENTS and POLICIES

Document/ Policy Number	Title	Effective/ Revision Date
SUP.003.014	Educational Services: Child Find	July 15, 2020
N.J.A.C.6A:142.3(g)7.	Parental Rights in Special Education	August 2016
SUP.003.000	Office of Educational Services: Mission, Goals and Objectives	September 1, 2016/ July 31, 2017

VI. APPLICABLE FORMS

Form Number	Form Title	Effective/ Revision Date
MUI	Make-Up Instruction Scheduling Form	June 1, 2021

NJDOC Office of Educational Services
Make-Up Instruction Scheduling Form
 [Facility Name] Education Department

Student/Course Information

This portion to be completed by Education Department staff prior to providing this form to the student.

Student First Name	Student Last Name	SBI#	Date			
Missed Subject Area(s)		Missed Class Date	Total Hours Missed			
Proposed Make-Up Schedule						
Date	Start Time	End Time	Location	Subject(s)	Teacher(s)	Total Time

Form Due Date: _____

This form must be completed by the student and returned to the Education Department within three school days.
 Make-up instruction will cover the relevant subject and content of the cancelled class.

Student Response

This portion to be completed by Student prior to form submission to Education Department.

Please check one:

<input type="checkbox"/>	I decline make-up instruction.
<input type="checkbox"/>	I accept the make-up schedule above and will attend as indicated.
<input type="checkbox"/>	I accept make-up instruction but need to change the date(s)/time(s). *Specify in the space below

Student SignatureSBI#Date

Request for Schedule Change:

In the space below, please explain requested changes to the make-up instruction schedule provided. Requests will receive responses within three school days.
