

Indiana Detention Education

Proposed Best Practice Standards

2007 Edition



Created by:

Indiana Juvenile Detention Association – Educators’ Group
(IJDA-E) *(Statewide Detention Educators)*

Facilitated by:

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INTRODUCTION

Detention Educators are a unique group of teachers: unique in their responsibilities in the detention facility, unique in their relationship with the school corporation in which they reside, and unique in their teaching strategies. In an effort to end isolation of teachers in detention facilities, standardize best practices for teaching, and offer quality resources to detention educators, the Indiana Juvenile Detention Association – Educator’s Group (IJDA-E) began meeting in August 2005 with the support of the Youth Law T.E.A.M. of Indiana.

Through monthly meetings, the IJDA-E developed the *Indiana Detention Education Proposed Best Practice Standards*. Seventeen of the twenty-three detention facilities throughout the state of Indiana are represented in the manual. This includes educators employed by the county and educators employed by the school corporation. All detention educators were invited to contribute.

The proposed standards address the administrative foundation necessary to standardize and improve education for juveniles in detention. The goal of successful transitioning of students from detention facilities back into the school environment has proven difficult in some instances. The use of best practices in the classroom; standardized curriculum; standardized practices for special education issues and program evaluation are important tools for student success both inside and outside the facilities. With support, the IJDA-E believes the implementation of these proposed standards will bring detention educators one step closer to being able to consistently provide quality education to all of the students in detention facilities across the state.

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I. Administration

A. Governance, Philosophy, and Goals

Best Practice: Mission Statement: Provide each student with the necessary resources, experiences, and opportunities to realize his or her true potential in society. In addition, provide educators in youth detention facilities the resources, training, and support to implement best practices in individual facilities and establish consistency through the state of Indiana.

Action Needed: Facilities create individualized mission statements for each facility regarding the education program as a whole: staff and students.

Resources Needed: Support from facility staff and the Indiana Department of Education.

B. Written Policy and Procedure

Best Practice: Have in place a policy and procedure manual for the governance of educational programs that addresses administration, personnel, program and students. This manual will be made available to all staff and will be reviewed and/or updated as necessary and at least annually.

Action Needed: Policies and procedures must be immediately accessible to all staff for review and revision according to preset procedure.

Resources Needed: N/A

C. Organizational Structure

Best Practice: Student groups will not exceed the ratio of one teacher per ten students.

Action Needed: Facilities will provide additional educational or line staff when the teacher to student ration exceeds 1:10 or students with exceptional difficulties are present.

Resources Needed: Support from facility staff.

Best Practice: An education coordinator will be appointed in facilities with more than two educators.

Action Needed: Each facility will appoint a member of the education staff to serve as a lead teacher. The lead teacher will oversee daily curriculum coordination, as necessary.

Resources Needed: N/A

D. Budget

Best Practice: The education coordinator of each facility will maintain an appropriate budget to fund programming.

Action Needed: Education administrators will consult with education staff to maintain an appropriate budget.

Resources Needed: Educators need access to the education budget. Educators also need training in grant writing.

E. Program Approval

Best Practice: Each facility's education coordinator will oversee that educators, within their respective facility, adhere to the detention education manual.

Action Needed: Facility education coordinators will be contacted at least annually to attend a meeting to review the manual and maintain current practices.

Resources Needed: N/A

F. Staff Meetings

Best Practice: Educators will meet on a regular basis: the statewide association will hold meetings at least quarterly and individual detention facilities will hold meetings at least quarterly.

Action Needed: Building administration will allow educators an opportunity to meet regularly, with compensation, with educators within their facility and throughout the state.

Resources Needed: Facilities will provide additional staff and compensation for educators to attend regular meetings.

II. Personnel

A. School Administrator

Best Practice: Every facility will have a principal or a person assuming a similar role, from the local school corporation, such as an administrator, to ensure that student's needs are being met and facilities are adhering to detention education standards. Each building will need to work with their local school corporation to ensure that they have someone to fill the role of the school administrator.

Action Needed: A person will be identified as the School Administrator. This person will need to have a background in education or a related field. This person will need to be reflective of the educators as a whole and the curriculum being taught.

Resources Needed: An organizational chart depicting the role of the position of the agency.

Best Practice: The School Administrator must have regular contact with the program.

Action Needed: The School Administrator will need to make contact to set up a time to review every educational staff member.

Resources Needed: A standard staff review form.

B. Personnel Policies

Best Practice: Educators will receive training in crisis intervention, basic security training, CPR/First-Aid, emergency plans, procedures and responsibilities

Action Needed: Detention facility administrators at their respective facility will provide training.

Resources Needed: The existing training that is in place for all employees will be available to educators.

Best Practice: All educational staff must receive an annual review on personnel records, certification, student improvement products, classroom management, and crisis management.

Action Needed: A School Administrator will need to perform an annual review on every educational staff member.

Resources Needed: A standard review form for each facility.

C. Staff Development

Best Practice: Detention center educators will remain current in state certification and licensure requirements.

Action Needed: Detention center administrators must provide professional leave with pay for teachers employed by the county, teachers employed by privately owned facilities, and teachers that are employed year-round. This would allow educators to maintain teaching certification or license as required by Indiana law.

Resources Needed: Staff to supervise students during educators' absence.

Best Practice: Educators will have the opportunity to attend professional development trainings to remain current in best practices.

Action Needed: Detention center administrators will provide professional leave with pay for educators to attend trainings and workshops in order for teachers to continue teaching with up to date knowledge of the curriculum and current best practices.

Resources Needed: N/A

D. Business and Industry Involvement

Best Practice: Educators will make an effort to have guest speakers come into the classroom to show students new opportunities, different kinds of resources, and new knowledge on career choices.

Action Needed: Educators will allot time to allow guest speakers, community leaders, or business personnel to come into the classroom to share their knowledge or experience with the students.

Resources Needed: N/A

III. Students

a. Student Orientation

Best Practice: As part of the Intake process, a separate “education information questionnaire” should be administered including the following information: name, age, last school attended and status—enrolled, suspended, expelled, ocr withdrawn, special needs and teacher of record.

Action Needed: Detention facilities will use the same “education information questionnaire” to provide accurate and pertinent data to education staff.

Resources Needed: Standard/uniform “education information questionnaire” fact sheet—part of the intake process.

b. Educational Incentives

Best Practice: Within each detention facility there are policies, procedures, evidence of implementation, and practice that provides educational incentives to encourage student involvement and achievement in educational programs. The education staff will develop an academic plan—that is personal and appropriate, with the ultimate goal of earning a HS diploma or GED.

Action Needed: Academic plan for each student to enable one’s academic success and accomplishment in order to be a productive member within the community.

Resources Needed: Current school records including ISTEP scores; current materials including textbooks, tests and assessments, computers and appropriate software; local school district curriculum guides; funding needed for materials and to remain current.

c. Screening, Assessment, and Evaluation

Best Practice: A standardized testing process will be used by all detention facilities statewide.

Action Needed: Research on most efficient and most cost effective education assessment tool. **Potential Testing:** TABE (Test of Adult Basic Education)

Resources Needed: Funding needed to purchase and maintain assessment tool.

d. Student Instructional Plan

Best Practice: Each detention facility will attempt to keep students on track in their education by receiving and returning assignments from the school the student is currently attending when detained. Teacher developed instructional/lesson plans exist according to policy and procedure in accordance with Indiana state standards...four core subject areas – language arts, mathematics, science and health, social studies, and also a physical education component in the program.

Action Needed: Research the current education programs of the detention facilities throughout the state to determine consistency and appropriateness.

Resources Needed: Funding for research and release time from instructional responsibilities at detention centers.

E. Maintenance of Student Records

Best Practice: A system of transferring records between facilities holding juveniles should be established to increase efficiency and reduce costs.

Action Needed: Research the current code for transferring records between facilities and to professionals who are not licensed teachers.

Communication with the Department of Corrections and Residential Treatment Care Facilities regarding best practices and how to create a system to transfer records with all facilities holding juveniles. There are approximately 7 DOC facilities and 290 Residential Treatment Care Facilities.

Teachers maintain student education progress reports and/or grades that are reported to the school the student is currently enrolled in and may be incorporated into the student cumulative records.

Resources Needed: List of all facilities holding juveniles.

F. Comprehensive Education Programs

Best Practice: A standardized remediation tool will be used by students outside of school hours (i.e. evenings, weekends, and summer) to fill in academic gaps.

Action Needed: Research on most efficient and cost effective remediation program. Potential Programs: PLATO; NovaNet.

Resources Needed: Funding for two computers for each facility and funding to purchase and maintain the computer software program. All facilities will need minimal access to the internet to run the program. All programs are web-based.

IV. Programs

A. Education Equity and Opportunity

Best Practice: All juvenile detention education programs provide a minimum of 5 instruction hours per day, 180 days per year, consistent with the school corporation calendar in which the detention center resides. Enrichment programs may be provided during extended breaks.

Action Needed: Legislation change or addition.

Resources Needed: Funding for programs to continue year round.

Best Practice: Education Opportunities will be available for all detention residents.

Action Needed: There should be policies, procedures and evidence of implementation and practice on education equity and opportunity for students to ensure all qualified students have equal access to all detention education opportunities regardless of race, disability, sex, age, color, national origin, creed, religion, sexual orientation, ancestry or any other legally protected classification.

Resources Needed: Legislation changes or additions.

B. Curriculum

Best Practice: The Department of Education mandate that textbooks and curriculums for all grades 5-12 be provided by the local school corporation in which the juvenile detention facility resides.

Action Needed: Detention directors and educators convene with the Department of Education. DOE provide documentation to the school corporations, and detention directors and educators make arrangements to meet requirements.

Resources Needed: Access to text books and materials to create curriculums.

C. Education for Special Education Students

Best Practice: Individual education plans [IEPs] will follow students to detention centers.

Action Needed: Facilities will send a list of admittees to the special education district office in the district in which the facility is located. Special education district offices, where the detention facilities are located, are responsible for contacting special education district offices from where the children are sent. IEPs are to be provided to the facilities by the home school district 48 hours following the first court appearance or within 48 hours of admission if no court appearance is scheduled within 7 days of admission.

All initial and re-evaluation assessments for Special Education students must be administered by the school district personnel and at the school district's expense.

IEPs should be implemented within the detention education program. If the IEP cannot be implemented within the detention facility classroom as written, then a new IEP case conference must convene and a new IEP must be written to accommodate the student within the confines of the detention facility.

Resources Needed: Availability to fax or mailed IEPs. Legislation change.

D. Education for Segregated, Restricted, or Suspended (SRS) Students

Best Practice: All residents will be offered an education.

Action Needed: All residents regardless of suspension or expulsion status in the public school have the right to education services within the detention facility.

Resources Needed: Legislation change.

E. Program Evaluation

Best Practice: The educational program in each facility will be evaluated on an annual basis.

Action Needed: The curriculum should be evaluated to ensure alignment to the state standards. The evaluation should review that all residents should have access to all curricular activities, and should receive appropriate support for achieving academic success. A variety of assessment tools should be used to determine the resident's level of understanding. The administration of the facility should work as a team with the education staff.

Resources Needed: Multi-level instructional materials should be available as well as a record of the current state standards.