

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 900</p> <p>INMATE PROGRAMS AND SERVICES</p>	<p>OPR:</p> <p>IP&amp;R</p>
	<p>DEPARTMENT ORDER: 920</p> <p><b><i>INMATE SPECIAL EDUCATION SERVICES</i></b></p>	<p>SUPERSEDES:</p> <p>DO 920 (02/01/06)</p>
		<p>EFFECTIVE DATE:</p> <p>SEPTEMBER 18, 2015</p>
		<p>REPLACEMENT PAGE EFFECTIVE DATE:</p> <p>N/A</p>

## TABLE OF CONTENTS

<b>PURPOSE</b>		
<b>RESPONSIBILITY</b>		
<b>APPLICABILITY</b>		
<b>PROCEDURES</b>		<b>PAGE</b>
920.01	<b>FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE) .....</b>	<b>1</b>
920.02	<b>CHILD FIND .....</b>	<b>2</b>
920.03	<b>EVALUATION AND ELIGIBILITY DETERMINATION .....</b>	<b>2</b>
920.04	<b>INDIVIDUALIZED EDUCATION PROGRAMS (IEP) .....</b>	<b>2</b>
920.05	<b>LEAST RESTRICTIVE ENVIRONMENT (LRE) .....</b>	<b>3</b>
920.06	<b>PROCEDURAL SAFEGUARDS .....</b>	<b>3</b>
920.07	<b>CONFIDENTIALITY OF INFORMATION .....</b>	<b>4</b>
920.08	<b>EXTENDED SCHOOL YEAR SERVICES .....</b>	<b>4</b>
920.09	<b>DISCIPLINE .....</b>	<b>4</b>
	<b>DEFINITIONS .....</b>	<b>4</b>
	<b>CROSS-REFERENCE INDEX .....</b>	<b>6</b>
	<b>AUTHORITY .....</b>	<b>6</b>

## PURPOSE

This Department Order establishes the procedures the Department will use to take appropriate steps to ensure compliance with state and federal Special Education laws. However, nothing contained in this Department Order is intended to or will limit the authority of the Department from its primary responsibility of secure care, custody, and control of inmates.

The delivery of Special Education services to eligible inmates including placement, Individualized Education Programs (IEPs) and Least Restrictive Environments (LRE) may be modified if the Department demonstrates a bona fide security or compelling penological interest, which cannot otherwise be accommodated.

## RESPONSIBILITY

The Education Administrator shall:

- Establish and maintain a written, formal plan of operation for the Special Education services available to inmates.
- Ensure state and federal Special Education guidelines are followed at all times.
- Ensure correct placement codes are entered into the Adult Information Management System (AIMS).

## APPLICABILITY

This Department Order applies to all inmates eligible for Special Education services and education staff in Department operated institutions and private prisons.

## PROCEDURES

### 920.01 FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

- 1.1 The Department shall, in accordance with the federal Individuals with the Disabilities Education Act (IDEA), provide eligible inmates a free and appropriate public education (FAPE), including general or individualized Special Education and related services designed to meet inmates' unique needs to progress in the general curriculum.
- 1.2 Inmates shall remain eligible for Special Education and related services until one of the following:
  - 1.2.1 Graduation from secondary school with a high school diploma. A High School Equivalency (HSE) shall not be considered a regular high school diploma.
  - 1.2.2 The inmate receiving Special Education turns 22 years old.
- 1.3 Inmates with 8<sup>th</sup> grade literacy standard exemptions in accordance with Department Order #910, Inmate Education, shall not be exempt from participation in FAPE.
- 1.4 The Correctional Education Program Teacher (CEPT) shall screen all inmates qualified for FAPE within 45 calendar days of their enrollment in any adult education program utilizing the Student Screening Report, Form 920-1. Further screening shall only be required if inmates self-identify on a voluntary basis a physical or mental impairment which substantially limits their learning.

- 1.5 The Registrar or designee shall, when inmates transfer from another school district and enroll in Special Education, request their education records as outlined in Department Order #910, Inmate Education, pursuant to Arizona Revised Statute (A.R.S.) § 15-828.

**920.02 CHILD FIND**

- 1.1 The Department shall identify, locate, enroll, and evaluate all inmates under the age of 22 in accordance with the federal Child Find requirements.
- 1.2 The Department's responsibilities under Child Find shall be applicable to:
  - 1.2.1 Highly mobile inmates with a disability under 34 Code of Federal Regulations (CFR) 300.8, Child with a Disability.
  - 1.2.2 Inmates advancing from grade to grade perceived to have a disability in need of Special Education.

**920.03 EVALUATION AND ELIGIBILITY DETERMINATION** – Inmates with a disability shall be evaluated to determine their eligibility and specific educational needs prior to receiving Special Education and related services.

- 1.1 Proper procedures for conducting evaluations shall be maintained in accordance with state and federal requirements.
- 1.2 An inmate's Multidisciplinary Evaluation Team/Individual Education Program (MET/IEP) Team and other qualified professionals shall review existing evaluation data and collect additional data, if necessary, to determine an inmate's eligibility category and Special Education and related services requirements.
- 1.3 An eligible inmate shall be reevaluated at least every three years when the MET/IEP Team determines the educational or related services needs of the inmate warrant a reevaluation; or the inmate's parent/guardian or teacher requests a reevaluation, unless the parent/guardian and the public education agency agree a reevaluation is unnecessary.

**920.04 INDIVIDUALIZED EDUCATION PROGRAMS (IEP)**

- 1.1 Meetings shall be initiated and conducted to develop, review and revise the IEP of each eligible inmate with a disability in need of Special Education and related services.
  - 1.1.1 Evaluation data shall be utilized for the development, review and revision of each individualized IEP.
  - 1.1.2 IEPs shall be in effect for each eligible inmate at the beginning of each school year.
  - 1.1.3 The IEP Team shall review the inmate's IEP periodically, but not less than annually.
- 1.2 Eligible adult inmates with a disability and parents/guardians of minor inmates may attend IEP meetings and participate in IEP development.
- 1.3 An IEP may be modified by the IEP Team if the Department demonstrates a bona fide security or compelling interest which otherwise cannot be accommodated. Any modifications shall be documented on the inmate's IEP.

**920.05 LEAST RESTRICTIVE ENVIRONMENT (LRE)**

- 1.1 In accordance with the United States (U.S.) Department of Education's 2005a regulations IDEA, the Department shall ensure, to the maximum extent appropriate, that eligible inmates with a disability are educated in the LRE with inmates not considered disabled. Changes to an inmate's LRE may occur due to a bona fide security or compelling penological interest. The IEP Team shall review placement and document any changes.
- 1.2 Special classes, separate schooling, or other removals of inmates with a disability from the regular educational environment may only occur when the nature or severity of the disability is such that education in the regular educational environment cannot be achieved satisfactorily using supplementary aids and services.
- 1.3 Custody level shall be part of determining an inmate's LRE.

**920.06 PROCEDURAL SAFEGUARDS**

- 1.1 The Department shall ensure inmates with a disability are guaranteed procedural safeguards with respect to the provision of FAPE.
- 1.2 Adult inmates with a disability may inspect and review their educational records with respect to the identification, evaluation, educational placement, provision of FAPE, and have the right to amend records if requested.
  - 1.2.1 Parents/guardians of minor inmates with a disability may inspect and review their child's educational records with respect to the identification, evaluation, educational placement, provision of FAPE, and the right to amend records if requested.
- 1.3 The Department shall ensure adult inmates with a disability and the parents/guardians of minor inmates with a disability are invited to participate as members of any group making educational placement decisions.
- 1.4 Adult inmates with a disability and the parents/guardians of minor inmates with a disability shall have the right to obtain independent educational evaluations.
- 1.5 The Education Unit shall provide the Procedural Safeguards Notice for the State of Arizona, available in English and Spanish on the Arizona Department of Education (ADOE) website [www.azed.gov](http://www.azed.gov), to adult inmates with a disability and the parents/guardians of minor inmates with a disability:
  - 1.5.1 At least once per year.
  - 1.5.2 Upon initial evaluation referral.
  - 1.5.2 Upon evaluation request.
  - 1.5.4 Upon receipt of a due process request in accordance with 34 CFR 300.507.
  - 1.5.5 In accordance with discipline procedures resulting in a placement change in accordance with 34 CFR 300.530(h).
  - 1.5.6 Upon request.

1.6 Adult inmates and parents/guardians of minor inmates shall provide written consent when it is determined additional data is needed for an initial evaluation, reevaluation or prior to beginning the provisions of Special Education and related services.

1.7 Adult inmates, parents/guardians of minor inmates, or the Department may initiate a Due Process Hearing on any matters described in 34 CFR 300.503(a)(1) and relating to the identification, evaluation, educational placement of an inmate with a disability, and provision of FAPE.

**920.07 CONFIDENTIALITY OF INFORMATION** – The inspection and review of educational records collected, maintained or used by the Department shall be in accordance with Department Order #910, Inmate Education, IDEA, and the Family Educational Rights and Privacy Act.

1.1 To access public benefits information, the Department shall ensure adult inmates with a disability or parents/guardians of minor inmates with a disability are informed of all legal protections when a public agency seeks access to their public benefits or insurance to pay for services. This is a onetime consent that indicates understanding that the public agency may access their public benefits or insurance to pay for services under IDEA.

**920.08 EXTENDED SCHOOL YEAR SERVICES** – Though the Department provides educational services year round, as outlined in Department Order #910, Inmate Education, Extended School Year services shall be determined on an individualized basis.

**920.09 DISCIPLINE**

1.1 When inmates with a disability have an educational placement change resulting from disciplinary removal, the Department shall provide services to the extent necessary to enable them to appropriately progress in the general curriculum and appropriately advance toward achieving their IEP goals.

1.2 Though guaranteed certain protections under IDEA, inmates with a disability shall be subject to the same consequences or punishments as non-disabled inmates.

1.3 When inmates with a disability are removed from their current educational placement, a change of placement may occur if:

1.3.1 The removal is for longer than ten consecutive school days; or

1.3.2 The series of removals constitute a pattern if they cumulate to more than ten school days in a school year.

1.4 When the removal of an inmate with a disability constitutes a change of placement, a review of the placement shall be conducted regarding the relationship between the inmate's disability and the disciplined behavior.

1.5 A non-qualifying inmate suspected of having a qualifying disability who engages in behavior that violates any rules or code of conduct may assert any of the protections of an inmate with a disability in accordance with 34 CFR 300.534(a).

## DEFINITIONS

**8th GRADE LITERACY STANDARD** – In accordance with A.R.S. § 31-229, inmates committed before January 1, 1994 who fail to score the equivalent of a 6<sup>th</sup> grade literacy level shall participate in the Functional Literacy program. For inmates incarcerated on or after July 1, 1997, the functional literacy standard shall be the equivalent of an 8<sup>th</sup> grade literacy level.

**CHILD** – For the purpose of this Department Order, an inmate under the age of 22.

**EDUCATION ADMINISTRATOR** – The Department employee responsible for administering the Department's education programs.

**FUNCTIONAL LITERACY PROGRAM** – Instruction in basic education (i.e., reading, math, and language) for inmates who test below the 8<sup>th</sup> grade literacy standard on standardized testing instruments as mandated by A.R.S. § 31-229.

**HIGH SCHOOL EQUIVALENCY (HSE) PREPARATION PROGRAM** – A course of study preparing an inmate for the High School Equivalency (HSE) examination. Successful completion of the HSE examination leads to the award of a HSE certificate by the ADOE.

**INDIVIDUAL EDUCATION PROGRAM (IEP)** – A plan developed for Special Education inmates to address their individualized educational needs.

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)** – Public Law #108-446 (or most current Public Law), passed by the U.S. House and Senate outlining requirements for the provision of services for inmates in need of Special Education services.

**LEAST RESTRICTIVE ENVIRONMENT (LRE)** – Inmates with a disability should have the opportunity to be educated with inmates without a disability to the greatest extent possible. Inmates with a disability shall have access to the general education curriculum, extracurricular activities, or any other program inmates without a disability would be able to access. Inmates should be provided with supplementary aids and services necessary to achieve their educational goals if placed in an educational setting with inmates without disabilities.

**MULTI-DISCIPLINARY EVALUATION TEAM** – A group of individuals including the adult inmate or the parent/guardian of a minor inmate, at least one CEPT, at least one certified Special Education teacher, a representative of the Department who can commit Department resources (such as the unit/institution Correctional Education Program Supervisor), an individual who can interpret the evaluative instruments and express their implications (who may be one of the above), and other individuals with knowledge of the inmate such as a Correctional Officer III or IV, medical staff, or other concerned staff.

**PARENT/GUARDIAN** – A biological or adoptive parent of a child; a foster parent, unless state law, regulations, or contractual obligations with a state or local entity prohibit a foster parent from acting as a parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the state if the child is a ward of the state); an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent who has been appointed in accordance with CFR Sec. 300.519 or section 639(a)(5) of the Act.

**SPECIAL EDUCATION SERVICES** – Educational services provided to eligible inmates without a high school diploma up to the age of 22 identified under IDEA as being eligible for Special Education services.

{Original Signature on File}

---

Charles L. Ryan  
Director

## FORMS LIST

920-1, Student Screening Report

## CROSS-REFERENCE INDEX

Department Order #910, Inmate Education

## AUTHORITY

A.R.S. § 15-701.01, High School; Graduation; Requirements; Community College or University Courses; Transfer from Private Schools; Academic Credit

A.R.S. § 15-761, Definitions

A.R.S. § 15-764, Power and Duties of the School District Governing Board or County School Superintendent

A.R.S. § 15-766, Evaluation of Child for Placement in Special Education Program; Due Process Hearing Procedures

A.R.S. § 15-828, Birth Certificate; School Records; Exception

A.R.S. § 15-1372, Equalization Assistance for State Educational System for Persons in the State Department of Corrections; Fund

A.R.S. § 31-229, Functional Literacy Program; Evaluation; Certificate; Exemptions; Wages; Definition

A.R.S. § 31-240, Prisoner Education Services Budget; Prohibitions

A.R.S. § 41-1604.07, Earned Release Credits, Forfeiture; Restoration; Released Prison Health Care

A.A.C. R7-2-401, Special Education Standards for Public Agencies Providing Educational Services

34 CFR 300.8, Child with a Disability

34 CFR 300.42, Supplementary Aids and Services

34 CFR 300.101, Free Appropriate Public Education (FAPE)

34 CFR 300.102, Limitation – Exception to FAPE for Certain Ages

34 CFR 300.106, Extended School Year Services

34 CFR 300.111, Child Find

34 CFR 300.114, LRE Requirements

34 CFR 300.115, Continuum of Alternative Placements

34 CFR 300.116, Placements

34 CFR 300.117, Nonacademic Settings

34 CFR 300.121, Procedural Safeguards

34 CFR 300.300, Parental Consent

34 CFR 300.301, Initial Evaluations

34 CFR 300.302, Screening for Instructional Purposes Is Not Evaluation

34 CFR 300.303, Reevaluations

34 CFR 300.304, Evaluation Procedures

34 CFR 300.305, Additional Requirements for Evaluations and Reevaluations

34 CFR 300.306, Determination of Eligibility

34 CFR 300.307, Specific Learning Disabilities

34 CFR 300.308, Additional Group Members

34 CFR 300.309, Determining the Existence of a Specific Learning Disability

34 CFR 300.310, Observation

34 CFR 300.311, Specific Documentation for Eligibility Determination

34 CFR 300.320, Definition of Individualized Education Program

34 CFR 300.321, IEP Team

34 CFR 300.322, Parent Participation

34 CFR 300.323, When IEPs Must Be in Effect

34 CFR 300.324, Development, Review, and Revision of IEP

34 CFR 300.328, Alternative Means of Meeting Participation

34 CFR 300 Subpart E—500-520 Procedural Safeguards Due Process Procedures For Parents and Children

34 CFR 300.530, Authority of School Personnel

34 CFR 300.531, Determination of Setting

- 34 CFR 300.532, Appeal
- 34 CFR 300.533, Placement During Appeals
- 34 CFR 300.534, Protections for Children Not Determined Eligible for Special Education and Related Services
- 34 CFR 300.535, Referral to and Action by Law Enforcement and Judicial Authorities
- 34 CFR 300.536, Change in Placement Because of Disciplinary Removals
- 34 CFR 300.610, Confidentiality
- 34 CFR 300.613, Access Rights
- 34 CFR 300.618, Amendment of Records at Parent's Request
- Individuals with Disabilities Education Act (IDEA), PL. 108-446 (or most current Public Law)
- Family Educational Rights and Privacy Act



