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| **Establish contact with the jail** | | |
|  | Visit the sheriff/regional jail superintendent | |
|  | Tour the jail | |
| **Identify the potential size of the population to be served** | | |
|  | Identify the number of inmates aged 18-22 who are in jail for over 10 days | |
|  | Identify the number of inmates under age 18 who are in jail for over 10 days | |
|  | Estimate the number of inmates who will need to be interviewed to identify potential eligibility for special education services | |
|  | Estimate the number of inmates who would receive special education services | |
| **Initiate a relationship between the local school division and the local or regional jail** | | |
|  | Identify contact people within the jail and school division | |
|  | Establish a communication process | |
|  | Identify training needs for jail and education staff. Begin discussion of interagency agreement between school and jail | |
| **Establish procedure to identify inmates who may need education services. This information will trigger an interview by education personnel** | | |
|  | Determine information needed to identify inmates who may need services | |
|  | Review existing intake process | |
|  |  | What modifications can be made? |
|  |  | Will additional information be needed? |
|  |  | Who will gather the information? |
|  | Establish process for gathering information and forwarding to educational staff | |
| **Identify location of space for education and time available for education services** | | |
|  | Identify local jail policy regarding separation of inmates by gender or by age *(e.g., multiple locations)* | |
|  | Identify time of day inmates are most likely to be available for services | |
|  |  | Mandatory programs |
|  |  | Predictable interruptions *(e.g., lockdowns)* |
|  | Identify if space allows for small group instruction or one-to-one instruction | |
|  | Identify if space allows for use of instructional equipment *(e.g., computers, AV equip., etc.)* | |
| **Review jail security procedures and issues with sheriff** | | |
|  | Identify security training requirements | |
|  | Identify security associated with hiring/assigning personnel *(e.g., background checks)* | |
|  | Identify security requirements associated with educational equipment and materials | |
|  | Identify if/how inmates will be transported to the education program | |

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| **Identify education staffing requirements** | | |
|  | Determine if the jail education coordinator position will be full-time, part-time, or hourly, based on the projected population | |
|  | Determine if the teacher position(s) will be full-time, part-time, or hourly, based on the projected population *(If less than FT, can the jail education coordinator assume all instructional responsibilities?)* | |
|  | Identify school division resources | |
|  | Identify supervisory responsibilities for staff, delineating the role of the school division and of the sheriff | |
|  | Hire or assign staff and begin the process of completing background checks, if required | |
| **Identify Budget** | | |
|  | Project budget for inmate identification and provision of services | |
|  | Establish mechanism for gathering demographic information for the quarterly report to the state and the December 1 Count | |
|  | Develop budget for purchases of equipment and materials | |
| **Training of education and jail staff** | | |
|  | Arrange training for educators in jail security | |
|  | Conduct training needs assessment and arrange for completion of necessary training | |
| **Arrangement for records management** | | |
|  | Establish procedures to ensure confidentiality of education records is maintained according to the requirements of both the school division and the jail | |
| **Identify instructional model and methods to be used** | | |
|  | Determine if the instructional program will involve the following and plan for implementation: | |
|  |  | Academic skills |
|  |  | Social skills |
|  |  | Vocational/Pre-vocational skills |
|  |  | Computer aided instruction |
|  | Identify linkages with adult education and other jail programs | |
|  | Purchase or gather instructional materials and equipment (review list with jail staff to determine that all materials and equipment are in accordance with jail security requirements) | |
| **Determine methods to streamline application of the special education process** | | |
|  | Identify assessment components that may be in the inmate’s non-educational records at the jail *(e.g., medical, psychological)* | |
|  | Identify process to move quickly from eligibility determination to IEP development and implementation | |
| **Transition planning** | | |
|  | Meet with jail staff to identify where inmates will go upon release or transfer from the jail | |
|  | Identify linkages that need to be made at those locations | |