

## CHAPTER 9

EDUCATIONAL PROGRAMS FOR PUPILS  
IN STATE FACILITIES

## Authority

N.J.S.A. 18A:7B-1 et seq.

## Source and Effective Date

R.1993 d.194, effective May 3, 1993.  
See: 25 N.J.R. 400(a), 25 N.J.R. 1889(b).

## Chapter Expiration Date

Pursuant to Executive Order No. 22(1994), Chapter 9, Educational Programs for Pupils in State Facilities, expires on November 3, 1999.  
See: 26 N.J.R. 3783(a) and 3942(a).

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SUBCHAPTER 1. PURPOSE, SCOPE AND  
OBJECTIVES

## 6:9-1.1 Purpose

The purpose of this chapter is to ensure that pupils in State facilities are provided with a thorough and efficient education pursuant to N.J.S.A. 18A:7B-1 et seq. (The State Facilities Education Act of 1979) and to identify general program requirements and establish procedures for the operation, administration and approval of educational programs in State facilities.

## 6:9-1.2 Scope

(a) The requirements of this chapter shall apply to all educational programs provided in accordance with N.J.S.A. 18A:7B-1 et seq. by the Departments of Corrections and Human Services.

(b) Educational programs and services shall be provided for all pupils between the ages of five and 20. Programs and services shall be provided for pupils ages three through 21 with educational disabilities who do not hold a high school diploma or who are not enrolled in a Graduate Equivalent Degree, adult education or college degree program.

## 6:9-1.3 Educational program objectives

(a) The educational programs provided for under N.J.S.A. 18A:7B-1 et seq. shall be developed to complement the primary mission of the implementing agencies and provide educational opportunities that meet the identified needs of pupils in State facilities. These programs shall be delivered through traditional or alternative education strategies. Alternative education programs, which allow high school credit to be awarded through alternative learning experiences, shall be provided in accordance with the program completion option authorized in N.J.A.C. 6:8-7.1(d)1ii.

(b) The following program objectives shall serve as guidelines for achieving the legislative goal and as the framework for developing educational experiences which meet the specialized needs of all pupils in State facilities. The educational programs provided for under the State Facilities Education Act shall:

1. Continue the development of the required skills and competencies and assist pupils in working toward fulfilling the high school graduation requirements contained in N.J.A.C. 6:8-7.1(c);
2. Provide relevant job training and enhance occupational competencies through vocational education programs where appropriate;
3. Promote interpersonal and social skill development and enhance appreciation of self; and
4. Provide special support and assistance needed to promote the development of responsible patterns of behavior.

## SUBCHAPTER 2. GENERAL PROGRAM REQUIREMENTS

### 6:9-2.1 Attendance and provision of programs

(a) Attendance is compulsory for all pupils, except for a pupil age 16 or above who may explicitly waive this right. Such a waiver may be revoked at any time by the pupil. For a pupil below the age of 18, a waiver is not effective unless accompanied by consent from a pupil's parent(s) and/or guardian(s).

(b) All education programs, with the exception of home instruction, shall be provided for at least four hours per day, five days a week, 220 days each year. The actual number of student contact days shall be determined by the individualized program plan under the program completion option pursuant to N.J.A.C. 6:8-7.1(d)ii and the individualized education program for pupils with educational disabilities in accordance with N.J.A.C. 6:28-3.6.

(c) Home instruction shall be provided according to N.J.A.C. 6:28-4.5.

(d) Activities shall not be scheduled that conflict with educational programs. Pupils shall not be excused from attending educational programs except for reasons of illness, religious observance, court appearance or other compelling personal circumstances.

(e) Pupils in State facilities shall comply with all rules established by the facility pursuant to N.J.S.A. 18A:37-1 and 37-2. Procedures shall be established by the Office of Education in the Departments of Corrections and Human Services for continued education in a different setting in cases where a pupil is guilty of ongoing defiance of the rules, and the pupil's continued participation in the program is disruptive to the ongoing educational process.

### 6:9-2.2 Pupils with educational disabilities

(a) All pupils with educational disabilities in State facilities shall have available to them a free and appropriate public education as set forth under the Individuals with Disabilities Education Act (P.L. 101-476, as amended by P.L. 102-119) and receive special education and/or related services in accordance with the rules and regulations governing special education at N.J.A.C. 6:28.

(b) The size of special education programs serving children with educational disabilities shall be in accordance with N.J.A.C. 6:28-4.3 and 4.4.

### 6:9-2.3 Staffing and class size

(a) The Departments of Corrections and Human Services, independently or through contractual agreements, shall employ the educational personnel required to ensure the provision of programs and services pursuant to this chapter.

(b) The Offices of Education in the Departments of Corrections and Human Services shall, with the approval of the Department of Education, assure that all educational personnel possess the appropriate certification endorsement issued by the State Board of Examiners for the positions they hold.

(c) The certification for all educational staff shall be on file in the respective Department's education office and in the appropriate county office of the Department of Education.

(d) Class size for nonhandicapped programs shall not exceed 12 pupils. The Departments of Corrections and Human Services may request exceptions to this requirement as part of the annual approval process required by N.J.A.C. 6:9-3.1(f). The Department's granting of exceptions will be made on a case-by-case basis using the following criteria:

1. The requested exception justifies the need for an alternate program structure;
2. The requested exception demonstrates that the specialized needs of the pupils served will continue to be met; and
3. The requested exception insures the necessary supervision, security, and safety of the pupils served.

### 6:9-2.4 Facilities

Facilities used for educational programs shall comply with the provisions of N.J.A.C. 6:22 where applicable. All educational programs shall be provided in locations separate from sleeping areas, except where appropriate for instructional or medical reasons.

### 6:9-2.5 Reports

(a) An educational progress report shall be developed for each pupil leaving a Department of Corrections or Human Services program. Minimally, the report shall include a designated contact person and the following information necessary to formulate an appropriate educational program and assure that credit for work completed is recorded:

1. Assessment information and diagnostic findings;
2. Credit earned towards high school graduation requirements contained in N.J.A.C. 6:8-7.1(c);
3. Required skills and competency level;
4. Grade level equivalent;
5. Vocational training experience;
6. Individualized Program Plan (IPP); and
7. Individualized Education Program (IEP) for educationally handicapped pupils pursuant to N.J.A.C. 6:28-3.6(g), (h) and (i).

(b) Annually the responsible board of education shall be notified of the pupil's progress toward meeting local and State high school graduation requirements according to N.J.A.C. 6:8-7.

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### SUBCHAPTER 3. FUNDING, PROGRAM APPROVAL AND MONITORING

#### 6:9-3.1 Funding and program approval

(a) The funding of educational programs will be in accordance with N.J.S.A. 18A:7B-2 of the State Facilities Education Act of 1979.

(b) The Departments of Corrections and Human Services shall submit, annually to the Department of Education, the resident enrollment of pupils in their State education programs on the last school day prior to October 16 of the pre-budget year.

(c) The Commissioner of Education shall notify the Commissioners of the Departments of Corrections and Human Services, of the entitlement for the following fiscal year prior to March 1 of the pre-budget year.

(d) The entitlement shall be forwarded to the Departments of Corrections and Human Services in two payments, 90 percent on July 1, and 10 percent on April 1. This payment schedule may be modified by written agreement(s) between the Commissioner of Education and the Commissioners of Corrections and Human Services. These payments may be withheld pursuant to N.J.S.A. 18A:7B-5.

(e) The entitlement shall be used by the Departments of Human Services and Corrections to support their educational programs in accordance with the provisions of N.J.S.A. 18A:7B-4 and requirements established in N.J.A.C. 6:9-3.2.

(f) By April 15 of each year, the Departments of Corrections and Human Services shall submit a detailed education program plan and budget to the Department of Education for approval for all programs and services under its jurisdiction on a form prescribed and provided by the Commissioner of Education. The plan must include at a minimum a program description, staffing patterns and facility level budget information.

(g) Any revision to the education program plan and budget shall be submitted to the Commissioner of Education. For revisions greater than 10 percent of any line item, prior approval from the Department of Education is required. Each revision shall be fully documented and contain a certification from the Office of Education and the Commissioner of Corrections or Human Services that the revision is essential to the education program.

#### 6:9-3.2 Monitoring

(a) The expenditure of funds shall be available for audit by the Department of Education and fully documented in the following manner:

1. All expenditures incurred will be fully documented.

i. Salary expenditures shall be supported by time and activity reports for each budgeted position, supplemented with a current job description;

ii. All expenditures other than salary shall be supported by a vendor's invoice, a signed receiving document and evidence that the service or supply is utilized at the program level; and

iii. All documentation will be retained for audit for a minimum of five years after the completion of the fiscal year. If an audit has been started or notice received of an audit to be started, all supporting documentation will be retained until the audit process is concluded.

(b) The Department of Education shall review all educational programs provided by the Departments of Corrections and Human Services for compliance with the rules established in this chapter and adherence to the approved education program plan and budget.

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### SUBCHAPTER 4. GRADUATION REQUIREMENTS AND DIPLOMAS

#### 6:9-4.1 Graduation requirements and credit

All educational programs provided for under N.J.S.A. 18A:7B-1 et seq. must meet the credit year curriculum requirements and satisfy the State high school graduation requirements contained in N.J.A.C. 6:8-7.1(c). These requirements may be met through the traditional course credit process, N.J.A.C. 6:8-7.1(d), or the program completion option authorized in N.J.A.C. 6:8-7.1(d)1ii which allows academic credit to be awarded through alternative learning experiences.

#### 6:9-4.2 Issuance of diplomas

For pupils in State facilities who have an identifiable district of residence as defined by N.J.S.A. 18A:7B-12, the district board of education shall grant State-endorsed diplomas in accordance with N.J.A.C. 6:8-7 and 6:28-4.8(a). For pupils who do not have identifiable districts of residence as defined by N.J.S.A. 18A:7B-12, a diploma shall be issued by the Commissioner of Education upon certification by the Departments of Human Services and Corrections that a pupil has successfully completed all graduation requirements contained in N.J.A.C. 6:8-7.1(c).

## SUBCHAPTER 5. PUPIL RECORDS

**6:9-5.1 Pupil records**

(a) Pupil records shall be maintained in accordance with N.J.A.C. 6:3-2. In addition, all educational records shall be kept in files separate from juvenile justice and other non-educational records required to be safeguarded from public inspection by N.J.S.A. 2A:4-65.

(b) In the case of pupils with no identifiable district board of education, records shall be maintained by the Departments of Corrections or Human Services according to N.J.A.C. 6:28-2.9.

(c) For all pupils exiting a State facility, educational records shall be transferred within 10 days to the responsible district board of education as defined in N.J.S.A. 18A:7B-12, in order to assure credit for work completed.