



**Reference:** Management Directive (MD) 57

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**Page:** 1 of 5

# Management Directive

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**Subject:** Educational Programming for Restrictive Housing and Suspended In-Class Attendance

**Authority:** Kristina J. Hartman, Superintendent

**Directive:** Establish uniform guidelines for providing educational services to eligible students in restrictive housing and to general population students during events requiring suspended in-class attendance.

**Definitions:** **Restrictive housing** is a non-punitive status involving separation of a resident from general population for the purpose of maintaining safety, security, and order among general population residents and staff.

**Suspended in-class attendance** refers to the suspension of normal in-class attendance due to an unusual or planned event occurring on a unit requiring restricted student/resident movement. Suspended in-class attendance also refers to the suspension of normal in-class attendance when the teacher(s) is scheduled to be off-campus, but performing work-related duties such as attending a training or conference.

**Regularly scheduled remote learning day(s)** refers to an educational service model that defines planned school day(s) for educational material to be provided via instructional packets for student learning outside of the classroom.

**Suspension of classes** refers to the discontinuation of a class due to a teacher absent from duty for more than three class days.

**Instructional packet delivery model** refers to the continuity of educational services for students when in-class attendance is suspended.

**Instructional packet** refers to educational material developed for students to complete in their housing area. Instructional packets are delivered to students in their housing areas when in-class instruction is suspended.

**Inmate Education Information Management System (IEIMS)** is the information management system utilized by Windham School District (Windham) that creates attendance rosters, processes attendance hours and stores attendance related data.

**Special creation of official class rosters** refers to the process of creating attendance rosters in IEIMS that only permits the printing of select rosters for specified classes.

## Restrictive Housing Students

### Summary:

Windham will provide special education services to eligible students in accordance with all applicable federal regulations, state laws, State Board of Education rules and commissioner rules. The following operating procedures outline Windham attendance accounting for special education students enrolled in a restrictive housing course.

Residents required to receive educational services in accordance with the Individuals with Disabilities Education Act (IDEA) will receive the services determined to be appropriate by the Admission, Review and Dismissal (ARD) Committee.

**Procedures:****I. Creating Official Class Rosters**

- A. Official class rosters will be printed daily for students enrolled in a restrictive housing course.
- B. Students who require 15 hours per week of instruction will be printed on an official class roster.
- C. Students who require less than 15 hours per week of instruction will be printed on a separate official class roster.

**II. Instructional Packet Assembly**

- A. Instructional packet assembly is guided by each student's individualized academic education plan (AEP).
- B. Each instructional packet will have a sufficient amount of instructional material and contain designated work labeled for each day of the week.
  - 1. Monday – contains three hours of instructional material
  - 2. Tuesday – contains three hours of instructional material
  - 3. Wednesday – contains three hours of instructional material
  - 4. Thursday – contains three hours of instructional material
  - 5. Friday – contains three hours of instructional material

**III. Instructional Packet Delivery and Retrieval**

- A. The method for instructional packet delivery and retrieval for students enrolled in a restrictive housing course will be determined based on the needs of each campus as deemed suitable by the principal and unit warden.
- B. Student instructional packets are delivered at the beginning of the workweek (or the first day of enrollment) and picked up at the end of the workweek.
- C. No more than five days of instructional material will be delivered to students at any one time.

**IV. Awarding Contact Hours**

- A. Official class rosters will be completed daily.
- B. Students will be awarded the number of contact hours for which they are enrolled daily. Contact hours awarded each day will correspond with the total number of hours required for the week.
  - 1. Example: A student requires 15 hours of instruction; three contact hours will be awarded five days per week.
- C. Contact hours awarded will be posted, not processed, in IEIMS each day. The process of only posting contact hours in IEIMS allows for corrections to be made based on instructional packet completion.
- D. Instructional packets will be picked up from students at the end of the workweek and reviewed for completion. Daily contact hours will be awarded are based on work completed.
  - 1. Daily assignment not attempted (no effort made); student receives zero hours for the day
  - 2. Daily assignment partially completed (less than  $\frac{1}{2}$ ); student receives one hour for the day
  - 3. Daily assignment partially completed (more than  $\frac{1}{2}$ ); student receives two hours for the day
  - 4. Daily assignment fully completed; student receives all hours for the day
- E. If any corrections to contact hours are warranted based on instructional packet completion, official class rosters will be re-printed for all students enrolled in a restrictive housing course.
- F. The special creation of official class rosters will be printed when attendance hours must be corrected and will be the official class roster of record. Daily attendance rosters completed during the workweek (prior to reviewing packets) will be shredded.

- G. Accurate contact hours will be awarded on the official class roster for students who partially complete or failed to complete daily assignments. Only the teacher of record or principal will make corrections to official class rosters.
- H. Appropriate corrections to contact hours will also be made to the posted attendance rosters in IEIMS prior to processing.

#### **V. Teacher of Record for Restrictive Housing Rosters**

- A. The teacher of record for restrictive housing academic rosters will be the:
  - 1. Special education teacher assigned to the campus; or
  - 2. Academic teacher assigned to the campus if there is not an assigned special education teacher.
- B. If the teacher of record is not in a working status on a school day that contact hours would be awarded, students will receive zero contact hours for the day. A "T" will be placed in IEIMS indicating the teacher of record was absent for the day.
- C. If the teacher of record is scheduled to be off the campus, but in the performance of work-related duties such as attending a training or conference, students may receive contact hours for the day.

#### **VI. Removal of Restrictive Housing Status**

- A. The principal, student advisor and diagnostician are responsible for monitoring students restrictive housing status. Students that are released from restrictive housing, and are eligible based on their custody designation, will be re-enrolled in regular in-class programming immediately.

### **General Population Students**

#### **Summary:**

General population students will continue to receive educational services via the instructional packet delivery model when in-class attendance is suspended due to the occurrence of an unusual event or a planned restricted movement event. For the purpose of this directive, school closures due to bad weather are not considered an unusual event or a planned restricted movement event. School closures due to bad weather will be made up.

All district holidays are designated as school closure make-up day(s). Any campus required to make-up a school day(s) will make-up the day(s) on the first available district holiday/school closure make-up day(s). Exceptions to this rule may be requested through the division director of instruction.

General population students will continue to receive educational services via a substitute teacher or the instructional packet delivery model when the teacher(s) is scheduled to be off-campus, but performing work-related duties such as attending a training or conference.

The superintendent may authorize the instructional packet delivery model to be initiated during bad weather or other events on a case-by-case basis as determined appropriate.

The superintendent may authorize regularly scheduled remote learning day(s) as determined appropriate. The circumstances to implement a modified in-class school schedule will vary, and the district will be prepared to transition between a traditional in-class school model and a remote learning model as needed. The determination to implement regularly scheduled remote learning days will be based on objective criteria as identified and documented by the superintendent.

#### **Procedures:**

##### **I. Creating Official Class Rosters**

- A. Official class rosters will be printed daily for general population students receiving instruction via the instructional education packet delivery model.

##### **II. Instructional Packet Assembly**

- A. Instructional packet assembly will be guided by each student's AEP.
- B. Each instructional packet will have a sufficient amount of instructional material and contain designated work labeled for each day of the week.

### III. Instructional Packet Delivery and Retrieval

- A. The method for instructional packet delivery and retrieval for general population students will be determined based on the needs of each campus as deemed suitable by the principal and unit warden. Different methods may be used depending on specific unit circumstances.
- B. The number of days of instructional packet material delivered at one time will be based on the specific needs of the campus. However, no more than five days of instructional material will be delivered to students at any one time.
- C. The frequency of delivery and retrieval of instructional packets will be determined based on the needs of each campus as deemed suitable by the principal and unit warden. However, instructional packets must be delivered and retrieved at least once per work week.

### IV. Awarding Contact Hours

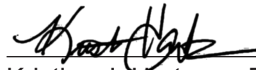
- A. Student rosters will be completed daily.
- B. An "L" may be placed in the IEIMS calendar on the first day of in-class suspended activity for general population students. General population students may be awarded contact hour credit on the first day of in-class suspended activity if time allows for the assembly and delivery of instructional packets on the same day.
- C. Students will be awarded the number of contact hours for which they are enrolled daily.
- D. Contact hours will be posted, not processed, daily in IEIMS. The process of only posting contact hours in IEIMS allows for corrections to be made based on packet completion.
- E. After instructional packets are retrieved, the teacher of record will review the instructional packet for completion. If any corrections to contact hours are warranted based on completion, the teacher of record will make corrections to attendance rosters. Appropriate corrections will also be made to the posted attendance rosters in IEIMS prior to processing.
- F. Daily contact hours will be awarded are based on work completed.
  - 1. Daily assignment not attempted (no effort made); student receives zero hours for the day
  - 2. Daily assignment partially completed (less than  $\frac{1}{2}$ ); student receives one hour for the day
  - 3. Daily assignment partially completed (more than  $\frac{1}{2}$ ); student receives two hours for the day
  - 4. Daily assignment fully completed; student receives all hours for the day

### V. Teacher of Record

- A. Only the teacher of record will complete attendance rosters while the instructional packet delivery model is being utilized.
- B. When the teacher of record is absent, the principal will print the words "Teacher Absent" on the class roster and initial. Each student will receive zero hours and a zero will be recorded for total hours. A "T" will be placed in IEIMS indicating the teacher of record was absent for the day.
- C. If the teacher of record is scheduled to be off-campus, but in the performance of work-related duties such as attending a training or conference and the instructional packet delivery model is being utilized, students may receive contact hours for the day.
- D. Other campus personnel are not permitted to serve as a substitute teacher while the instructional packet delivery model is being utilized.
- E. Teachers will not award contact hours to students via the instructional delivery model on one campus and award contact hours for in-class instruction at another campus, on the same day.

**VI. Suspended In-Class Attendance**

- A. In-class instruction and the instructional packet delivery model may be utilized on a campus at the same time.
- B. The instructional packet delivery model will not be used when a teacher is absent from duty. Substitute teachers will be utilized during teacher absences when available. Prolonged teacher absences may warrant suspension of classes. Classes may be suspended for individual teacher absences for more than three days. Suspension of classes must be approved by the respective regional principal. Classes shall not be suspended when a teacher takes discretionary leave.
- C. The campus principal will ensure that relevant, grade level appropriate instructional packets are developed in advance and ready to distribute upon initiating the instructional packet delivery model. Pre-assembled instructional packets allows for expedited implementation of the instructional packet delivery model. Pre-assembled instructional packets will be reviewed by the teacher prior to distribution to ensure relevance and grade level appropriate content. The teacher will update the instructional packets as necessary. No more than five days of instructional packets will be pre-assembled.



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Superintendent