

State of Connecticut Department of Correction

Unified School District #1 24 Wolcott Hill Road, Wethersfield, CT 06109

#### Statement of Non-Discrimination

It is the policy of the Unified School District #1 that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, and past/present history of mental disorder, learning disability and physical disability.

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# Connecticut Department of Correction Unified School District #1

## **Mission Statement**

The Connecticut Department of Correction Unified School District #1 is dedicated to providing quality educational programs for incarcerated individuals. Academic knowledge, vocational competencies and life skills integrated with technology are offered to students in a positive environment to foster lifelong learning, multicultural awareness and a successful transition to society.

## Vision

The vision of Unified School District #1 is to be recognized as a community of dedicated professionals providing multifaceted educational programming to a diverse population in order to encourage the development of responsible citizens who will contribute to society in a positive way.



## Significant Accomplishments of Unified School District #1 2003-2004

- Duplicated enrollment of 19,111 students
- Unduplicated enrollment of 12,241 students (does not include post-secondary)
- Average daily enrollment of 2,927 students
- 637 GEDs were awarded, 4 with honors, 60% passing rate
- 7 students were awarded External Diploma Program (EDP) Certificates of high school completion
- 1,512 students were promoted to higher class levels
- According to the Test of Adult Basic Education (TABE) students demonstrated academic gain of 1 year, 8 months in reading, 1 year, 5 months in math and 2 years, 1 month in language arts
- On the Employability Competency System (ECS) test students met the State indicators of program quality by gaining 7 scale score points per semester
- Per monthly average, 475 students received programming in Family Education programs
- Per monthly average, 1,233 students received Transition Skills services
- 227 students returning to the community were placed into jobs, education and training programs or other social service agencies
- 214 students completed college courses within the Federal Youth Offender Grant program
- 74 students participated in correspondence courses
- 2,654 students received certificates of attendance or achievement in ABE, GED, TESOL, and Vocational Education
- 606 students received certificates of completion in Vocational Education
- 36 Connecticut Career Certificate (CCC) Awards were earned
- 450 students were tutored in the LVA program
- 4 Associate Degrees were earned
- 64 graduation ceremonies were held to recognize student achievement

## Unified School District #1 2003-2004

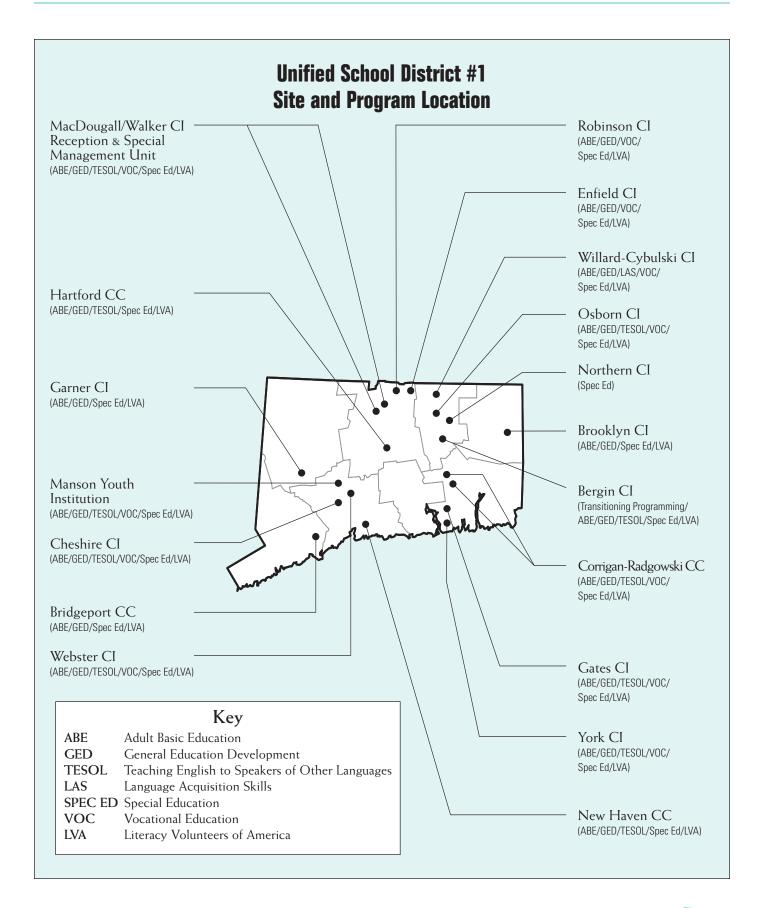
## **Administrative Staff**

#### Central Office:

William B. Barber	.Superintendent of Schools
Angela J. Jalbert	.Director of Academic Programs
Diana Pacetta-Ullmann	Director of Curriculum and Transition Services.
Christine Murphy	.Director of Special Education
David Gallicchio	.Director of Vocational Education

#### Sites:

Edward Korza	Principal	Bergin CI/Enfield CI
Fred Sgro	Department Head	Bridgeport CC
Mary Greaney	Principal	Brooklyn CI/Gates CI
Robert Matney	Principal	Cheshire CI/Webster CI
Melissa Stubbs	Principal	Corrigan-Radgowski Cl
Olivia Varanai	Department Head	Garner CI
Dorothy Durst	Department Head	Hartford CC
Ronald Napper	Principal	MacDougall-Walker CI
Gabe Riccio	Principal	Manson Youth Institution
Caryn Russell	Associate Principal	Manson Youth Institution
Kim Holley	Department Head	Manson Youth Institution
Maureen Reilly	Department Head	New Haven CC
Steven Ellis	Principal	Osborn Cl/Northern Cl
Robert Strawson	Principal	Robinson CI
Roland Joyal	Principal	Willard-Cybulski Cl
Dorthula Green	Principal	York CI





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## **Unified School District #1**

The Connecticut Department of Correction provides education programming through the Unified School District #1. The District provides academic and vocational training to inmates remanded to the Department's custody. Programs are flexible enough to accommodate a variety of learning styles and to provide sufficient structure to allow for the orderly assimilation of knowledge. Development of the learner's ability to reason and to know where to seek information is considered to be as essential as the mastery of facts.

In June of 1969, the state's General Assembly passed statutes formally establishing a legally vested school district within the Department of Correction. From a small and limited beginning, the district has grown to a multifaceted and dynamic part of the programs and treatment division of the Department. As the total prison population has grown, so has the number of students and variety of educational programs within the school district.

## **General Demographic Information**

The Unified School District #1 (USD #1) had 18 schools serving the Connecticut Department of Correction (DOC) facilities in 2003-2004. Inmate students had an average age of 28. According to the Test of Adult Basic Education Test (TABE), on the average, students functioned on a 6th grade level in reading, math and language arts.

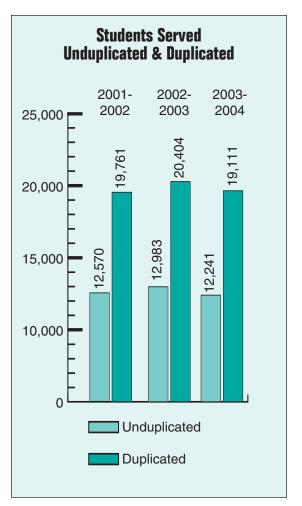
USD #1 had 19,111 class enrollments with approximately 1,407 women and 4,811 students under the age of 21. A total of 12,241 students (unduplicated enrollment) were served in 2003-2004. The average daily unduplicated enrollment was 2,927 students. These students attended adult basic education programs for 15 hours per week and students who attended vocational programs attended an average of 30 hours per week. Class size ranged from 12-18 students, depending on the program and available space. In addition, qualified students participated in post-secondary programs.

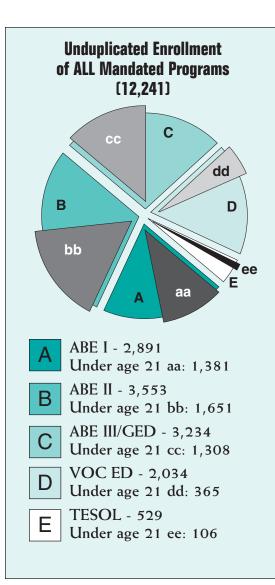
## **Program Descriptions and Participation**

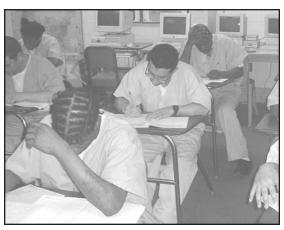
#### General Information

USD #1 provides correctional education programs specifically developed to meet the unique needs of adult offenders. A comprehensive adult basic education (ABE) program serves as the foundation for all program offerings. The mandated program includes Adult Basic Education (ABE), General Education









USD #1 academic programs provide comprehensive instruction in basic reading, writing and math skills.

Diploma (GED) preparation, Teaching English to Speakers of Other Languages (TESOL) and vocational education. Alternative high school programs such as the External Diploma Program (EDP), post-secondary education and enrichment classes, including transition and parenting skills are also offered to eligible students.

For all levels of learners, beginning readers through secondary level, the USD #1 academic program provides intensive instruction in the foundation skills of reading, writing and math. Curricular and instructional strategies are designed to foster the learning of concepts in real-world contexts. ABE teachers use an interdisciplinary approach to expose students to life and workplace skills such as responsibility, self-esteem, social skills, self-management, cultural sensitivity and teamwork. Special consideration is given to students with disabilities and special programming is available to students with limited English proficiency. All classes are ungraded and operate on a twelvemonth school schedule.

While basic employment skills are addressed through the literacy program, USD #1 also provides specific vocational training opportunities through an extensive vocational education program.

The provision of these programs meets the diverse needs of adult offenders and addresses the goals of USD #1. Studies indicate that participation in correctional education programs tends to reduce recidivism. From research conducted by USD #1 of 129 students who transitioned to jobs, education programs or rehabilitative services in the community, 57 men and no women returned to prison within one year.

#### Adult Basic Education (ABE) I, II

The Adult Basic Education I & II program is designed to provide training in basic academic skills in the areas of reading, mathematics, language arts, general science and social studies. The program is directed toward increasing proficiency to the eighth grade level.

During the 2003-2004 school year, 6,444 USD #1 students participated in 0-8 grade level basic education classes. Of these students, 3,032 students were under the age of 21. Community volunteers were recruited and encouraged to serve as tutors and mentors for students. Inmate tutors were also used to assist individual students with educational improvement. Computer assisted instruction was utilized as a supplement to the regular education program at all sites.

#### Adult Basic Education (ABE) III/ General Education Development (GED)

The General Educational Development program, also known as ABE III, is for students functioning above an eighth grade level who wish to earn a high school equivalency diploma through the examination process. Students receive a State High School Diploma upon successful completion of the test. The District awarded 637 GED Diplomas, 4 with honors.

During the 2003-2004 school year, 3,234 students participated in the Pre-GED academic skills areas of reading, language arts, mathematics, general science and social studies. There were 1,308 students under the age of 21. Volunteers from the community and inmate tutors were recruited, trained and encouraged to assist individual students with educational improvement. GED classes were supplemented with computer-assisted instruction.

#### External Diploma Program (EDP)

The state-approved External Diploma Program (EDP) was offered at the York and Cheshire Correctional Institutions. Seven (7) students earned their high school diplomas. The program measures school skills acquired through life and work experiences. USD #1 is the only correctional school district in the United States that has graduated students through this alternative high school method.

#### Teaching English to Speakers of Other Languages (TESOL)

The TESOL program is an instructional program for students whose primary language is not English. TESOL instruction helps students to speak, read and write English and assists them in developing the language skills necessary for overall academic and vocational progress. Certified TESOL teachers provided instruction in vocabulary and oral language development. As with the above programs, volunteers were recruited to assist student learners and computer assisted instruction was utilized as a supplement to the regular education program. There were 529 students who participated in TESOL instruction during the 2003-2004 school year. There were 106 students under the age of 21.



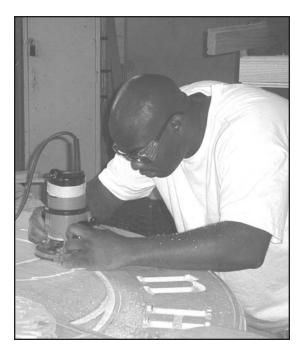
Trained inmate tutors assist individual students with educational improvement.



Proud students receive their State High School Diploma.



Students are immersed in the English language through the Teaching English to Speakers of Other Languages (TESOL) program.



Students are provided with a variety of choices to gain marketable skills in their preparation for jobs upon release.



Vocational education programs offer opportunities for bands-on experience.

#### Vocational Education

Vocational education courses incorporate classroom instruction and occupational training. Thirteen sites provided students with the opportunity to learn 23 different trades and a variety of marketable skills in preparation for entry level jobs upon release. There were 2,034 students who participated in this program during the 2003-2004 school year with 365 students under the age of 21. Of these students, 606 received certificates of completion. The State Department of Education program for students to earn a Connecticut Career Certificate (CCC) was offered in the career cluster for Retail, Tourism, Recreation and Entrepreneurship. There were 36 students who earned this certificate by completing a rigorous program of academic, technical and employability skill requirements.

USD #1 teachers, representing each trade area, participated in curriculum revision and development to meet entry level industry standards. Community partnerships for services were established with many non-profit organizations to provide on-the-job experience to students in their respective fields. Technology was used extensively in most vocational classes and micro-computer application classes were offered as well.

#### Apprenticeship

Within the vocational education program is a smaller component known as the Prospective Apprenticeship Program. Coordinated through the State Department of Labor, this program provided real work training and experience for specific vocational programs. Until this program was suspended in January, due to circumstances at the Labor Department, 45 students participated. There were 5 students who completed the program. The program is expected to begin again in November, 2004.

#### Special Education Services

A comprehensive identification and referral process is used to identify those inmates who are remanded to the Department of Correction and have been found in need of special education services or educational accommodations. Special education services are provided to students who have an Individualized Education Plan (IEP). Individualized Accommodation Plans (IAP) are developed for those eligible students for accommodations under Section 504 of the Rehabilitation Act.

Certified special education teachers and pupil services specialists provided special education services as deemed appropriate by students' Individual Education Plans. Special education staff collaborated with regular education staff to provide educational services in a least restrictive educational environment with non-disabled peers. This collaborative effort provides strategies, modifications and accommodations to ensure that eligible students with disabilities make satisfactory progress in the general education curriculum. Related services were provided in areas such as speech and language therapy whenever needed. There were 205 students who progressed to higher levels, with 39 disabled students earning their GED diplomas.

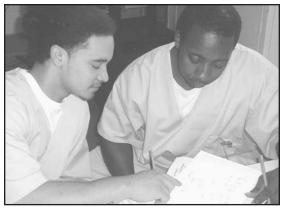
#### Volunteers

The Literacy Volunteers of America (LVA) program, currently called the Pro Worldwide Literacy Program, continues to be a strong component within the school district for additional student support. A total of 40 Literacy Community Volunteers and 240 LVA inmate tutors at 5 sites provided services for 450 students.

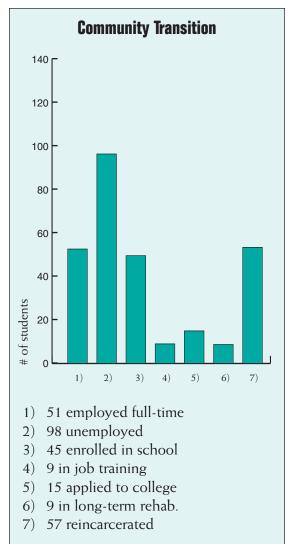
#### Community Transition Program

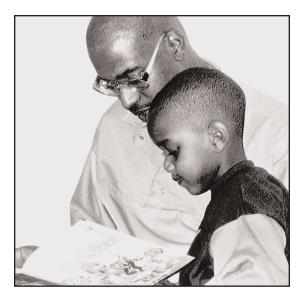
The Unified School District #1 offered a comprehensive School to Community Transition Program to students. In addition to these services being offered to enrolled students, the libraries offered School to Community resource information to the population at large. Transition counselors offered services ranging from employment skills such as resume writing, interview practices and job placement referrals were given as well. A job developer was hired this year to meet with businesses throughout the state in an effort to build our job bank. The job bank is a collection of employers who agree to interview ex-offenders and consider them for employment. Over 150 jobs are already included in our job bank, and the number grows daily. The Adult Basic Education Program and the Youth Offender Program provided intensive training to students participating in these programs. Counselors worked with approximately 1.500 students individually, as well as with small and large groups, to expose students to life skills and employability skills needed to survive successfully in the working world. Eight job fairs were organized throughout the district with over 2,000 students attending, gaining valuable information and making important job linkages for future employment.

This year, a video component was added to the School to Community Transition Program and was successfully piloted at three of the USD #1 schools. This component, which includes video and workbook information on topics such as social security, housing and employment, will be expanded to more schools in USD #1 in the upcoming year.

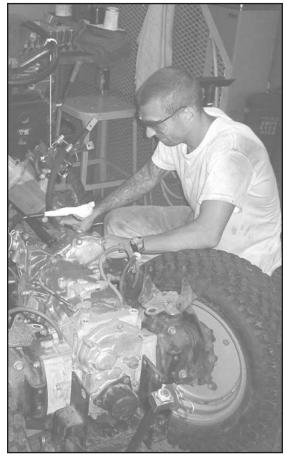


LVA inmate tutors give additional student academic support.





Fathers and their children connect through the "Read to Your Children" initiative.



The Prospective Apprenticeship Program provides real work training and experience for vocational students.

#### Family Education and Parenting

The Family Education and Parenting Program was incorporated within the school district Life Skills Program in response to the complex issues facing today's families and their children. Many of these issues involve work/family conflict, single parents, teen parents, substance abuse, violence, family communication and parenting styles. This program involves a variety of activities including the "Read to Your Children" initiative. This is an opportunity for incarcerated fathers or mothers to read to their children during facility visiting hours or when that is not possible, to videotape their reading sessions and send them to their children. Other activities involve learning effective parenting skills, exposing students to children's literature and helping to strengthen the bond between inmate fathers/mothers and their children. At 8 sites as many as 475 inmate students per month participated in this program throughout the year. In some facilities, family dinners were introduced so that inmates could share a meal with their children at the culmination of a parenting class series.

#### Outreach

The Unified School District #1 participated in several outreach programs within the community. These programs took many forms, such as designing and producing pamphlets and brochures for non-profit organizations, fixing bicycles for needy children and creating braille books for the blind.

## Outreach programs included but were not limited to the following:

The Action Drama Program of the Willard/Cybulski Correctional Institution is an outreach program for at-risk students in the community provided by the Safe and Drug-Free Grant. There were seven drama student/inmates who offered 20 performances to 1,910 students and adults. Four performances were given in-house.

We continued our partnership with the "Good News Garage" at two of our facilities. This program, an outreach of the Lutheran Social Services, elicited donations of motor vehicles. The vehicles are then re-furbished at three of our automotive shops, at no cost to the state, and then the Good News Garage donated them to needy people. For the academic year we refurbished 7 automobiles. The MacDougall Correctional Institution's Carpentry and Cabinet Making programs constructed projects for Yale New Haven Hospital. The Graphic Printing Technology Program completed numerous community projects for: Special Olympics, Correctional Education Association, Town of Suffield, National Sports Festival for the Disabled, Greater Hartford Leadership Group, Fermi High School, Enfield Italian Festival and the American Legion.

The Electronics Program offered an electronics repair program to Suffield senior citizens. The MicroComputer program offered a Braille transcription program for the State Services for the Blind. Inmates transcribed text to Braille on a wide range of reading materials.

The Cheshire Correctional Institution's Bicycle/Wheelchair Repair program delivered 300 wheelchairs that were refurbished and repaired to the "Wheelchairs for the World" program. These were distributed to third world countries such as Peru, Albania, Vietnam, India, Belarus, and China. One hundred and thirtyeight bicycles were refurbished and donated to needy children.

The Pre-Voc program produced and distributed 138 items for 20 different community organizations and the facility. A total of 2,270 student-hours were spent building these various wooden projects.

The Carl Robinson Correctional Institution's Horticulture program continued to provide landscaping care and maintenance to the "Adopt-a-Spot" located outside the facility. They also donated 45 plants to the Enfield Senior Citizens Center.

A new program was initiated in the small engine repair shop whereby senior citizens were allowed to bring in power equipment for repair. The small engine repair program continued to repair all facility lawn mowers, snow blowers, trimmers, etc.

Two-thousand cookies were baked and sent to our men and women serving in the war zone.

The Graphic Arts program produced 9,000 copies of the Gales Ferry Community College Winter/Spring catalog. Additionally, they completed numerous projects for the facility, school district, Correctional Education Association and agency.

#### Personal and Social Development

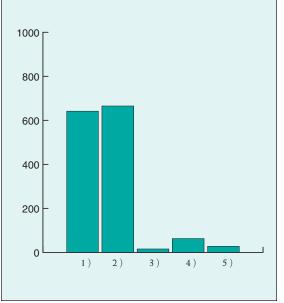
An Extension Curriculum provided for student programming in the areas of Family Education, Transition Skills, HIV/Aids and

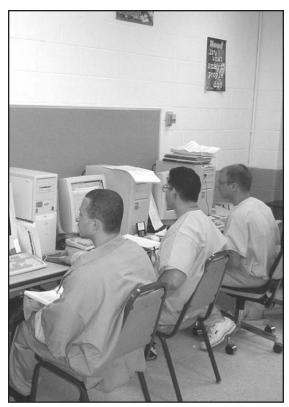
# Number of New Participants in USD #1 Programs for 2003-2004

Adult Basic Education (ABE)6,444			
General Education Development (GED) Program3,234			
Vocational Education2,034			
Teaching English to Speakers of Other Languages (TESOL)529			
Total12,241			

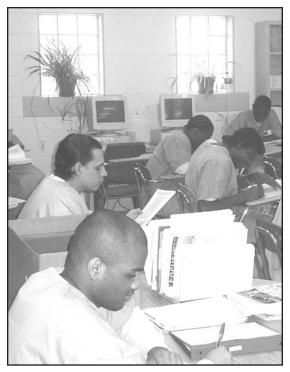
#### **Certificates & Diplomas**

- 1) GED Certificates of Diploma 637, with Honors 4
- 2) Vocational Certificates of Completion – 606
- 3) Apprenticeship Training Certificates of Completion 5
- 4) Connecticut Career Certificates 36
- 5) Tech-Prep Certificates of Completion – 16





Students are vocationally assessed by using career software.



District-wide testing provides planning information for program placement.

Sexual Harassment. Each month as many as 475 students participated in the Family Education and Parenting program, 1,233 students participated in transition skills training, 335 students participated in HIV/Aids training, 217 students were involved in sexual harassment training and 224 students received suicide prevention training. Additional components on suicide prevention and creating climates of respect will be added to the Extension Curriculum during the next school year.

#### Technology

Nearly 1,200 students per month participated in some level of computer instruction throughout the year. Students were offered many opportunities to increase their computer instruction knowledge of basic academic skills in reading, language, math, science, social studies and Teaching English to Speakers of Other Languages. Technology was used extensively in most vocational classes and micro-computer applications were offered as well.

## **Student Services**

#### Assessment

The USD #1 administers the Test of Adult Basic Education (TABE) to offenders to determine educational level. There were 4,358 tests administered during the year. Pre and Post-TABE testing is administered twice a year, September and May, to determine progress of students. On the average during the 2003-2004 school year, USD #1 students made impressive gains. Students improved their reading grade level by 1 year, 8 months, math grade level by 1 year, 5 months and language arts grade level by 2 years, 1 month.

As mandated by the Connecticut State Bureau of Adult Education, USD #1 participates in the Comprehensive Adult Student Assessment System (CASAS) by administering the tests for the Employability Competency System (ECS) to adult basic education students. This instrument measures a person's ability to apply reading and basic math skills that they will encounter in the workplace as well as in their personal life. During the school year of 2003-2004, over 2,793 tests were administered. Students made an average gain of 7 scale score points per semester, meeting the State Department of Education's expectations for program quality.

USD #1 also serves as the agency assessment center for the General Educational Development (GED) program, the largest preparation and testing site in Connecticut. During the school year, a total of 637 diplomas were awarded, 4 with honors.

The National Occupational Competency Testing Institute (NOCTI) assessment was administered to 33 vocational education students, all who completed their course of study. This test has been mandated by the Connecticut State Department of Education and will continue to expand in the upcoming year. USD #1 students achieved a 97% pass-rate this year.

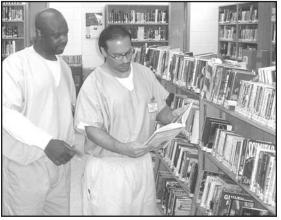
#### Libraries

During the 2003-2004 school year, 12 professional library media specialists/librarians were employed to oversee 14 libraries. The librarians were responsible for operating and maintaining inventories of unit libraries that circulated a total of 66,084 books to the entire inmate population.

#### Guidance Program

During the 2003-2004 school year, there were 16 full-time education counselors and psychologists serving the Unified School District #1. In addition, there were 9 part-time transition counselors. Every facility was served by at least one full or part-time counselor or psychologist.

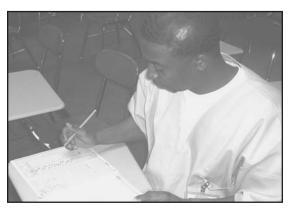
Counselors/psychologists provided services such as group counseling, student recruitment for program participation and student placement in various classes. They also created and maintained career information centers and provided career guidance activities and placement services. Counselors/psychologists assisted students with the development of career path plans to enable them to make informed educational and occupational choices. Psychologists and counselors coordinated the administration of standardized education achievement tests, coordinated and administered the GED tests, and administered the vocational interest and aptitude tests. They also assisted students in developing problem-solving skills, communication skills and employability skills. Counselors and psychologists consult with staff members and assist with helping students achieve a level consistent with their abilities.



Thousands of books are available for circulation from 14 different libraries.



Career and education counseling is an important aspect of guidance activities. Full-time and parttime education personnel, as well as community volunteers, offer services in community placement and planning.



College programming provides an opportunity for students to go above and beyond the secondary education level.



Students who qualify for the Federal Youth Offender Grant Program take part in transition classes and college courses.



Students prepare for the working world by taking part in job skill training activities.

## **Continuing Education**

Students with a GED or high school diploma were offered the opportunity to take part in continuing education. Appropriate post-secondary academic and vocational programs were provided to students who met eligibility requirements.

#### Youth Offender Program

State community college academic and vocational post-secondary courses, coupled with transition services, were offered to youth offenders who met particular federal requirements for this special program. Students at 7 sites took part in the State and Community for Workplace Transition Training for Incarcerated Youth Offenders Program during the 2003-2004 school year. There were 642 college credits received by 214 students who completed this program.

# Tech-Prep Program, Correspondence Courses and DANTES

USD #1 also offered the Tech-Prep program to students who qualified. There were 48 students who participated in one or more tech-prep course. Of these students, 16 completed courses, achieving a total of 48 Tech-Prep credits.

There were 74 students who participated in correspondence courses and 7 students involved in the DANTES college testing program. Four students received their Associates Degree.

## Personnel

#### General Information

During the 2003-2004 school year, the Unified School District #1 employed 238 full-time education staff and 49 part-time staff. All teachers, instructors and administrators are appropriately state certified with an Initial, Provisional or Professional certification. All beginning teachers are registered in the state mandated program for Beginning Educator Support and Training (BEST).

#### Employment

In the 2003-2004 school year, 12 state school teachers, 1 vocational instructor, 2 psychologists and 2 department heads were hired to fill vacancies in the district. All new full-time state employees attended the Department of Correction Maloney Center for Training and Staff Development for 6 weeks to receive training relative to correctional issues. All durational employees participated in facility orientation and training.

### **District Performance Information**

#### Unified School District #1 Student Performance Information

Performance Item		District
1)	Overall growth gain on the Test of Adult Basic Education (TABE)	2 years of demonstrated gain over the course of one school year
2)	Overall growth gain on Employability Competency System (ECS)	7 scale points per semester (met State standards of program quality)
3)	Number of ABE, GED, Vocational and ESL students who received certificates of achievement and attendance	2,654
4)	Number of students promoted to higher class levels	1,512
5)	Number of students who received Vocational Certificates of Completion	606
6)	Number of students who earned a Connecticut Career Certificate	36
7)	Number of Apprenticeship students who received certificates of completion	5
8)	Number of Tech Prep students who received certificates of completion	16
10)	Number of students who earned GED diplomas	637
11)	Number of students who earned their GED with honors	4
12)	Number of students who earned their EDP Diploma	7

Theresa C. Lantz Commissioner

Mary M. Johnson Director Programs and Treatment

William B. Barber Superintendent Unified School District #1



#### State of Connecticut Department of Correction

Unified School District #1 24 Wolcott Hill Road, Wethersfield, CT 06109

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