

Guidelines and Procedures for Services to Special Education Students in the Juvenile Justice Facility

Overview

Youth who are incarcerated in the Juvenile Justice facility, whether through detention or commitment, will be educated at the Providence School, which is operated by the Ventura County Office of Education (VCOE). Providence School is a small school serving primarily high school students and a few middle school students.

Class size at Providence never exceeds 15 students. Students are placed in classes according to the unit on which they are living. Unit placement is determined by the Probation Department, and unit placement may frequently change. This means that students may change teachers frequently.

Because of the highly transient population at Providence and the special nature of the school, the General Education teachers at Providence are trained and skilled in differentiation of instruction. Because many of the students attending Providence are behind grade level, the instruction is designed to be accessible to special populations. Providence School offers a full curriculum toward attainment of a high school diploma. Some students may actually graduate with a diploma from the VCOE, others will return to district and graduate there.

The Ventura County SELPA provides Special Education teachers and paraeducators at Providence to provide services to students with IEPs. There is flexibility in the way that the Special Education staff are utilized, based on the census of the day or week. In addition, there is a great deal of support provided at the school by Ventura County Behavioral Health as well as the Probation Department.

The Ventura County SELPA is committed to maintaining close communication between Providence School staff and the home school and district as much as possible. Because placement into Juvenile Facilities is not an educational placement, the district of residence will remain the same during the time the student is incarcerated. This means that the district of residence must remain in close contact with Providence staff regarding the student's progress and service needs.

Because Providence is a highly specialized school with very small class size, many Special Education students will be able to get their special needs met with a reduction of number of minutes of service that is required on a comprehensive high school campus. Other students will continue to need a great deal of specialized attention.

It is our goal that the home school/district and Providence School staff collaborate together to write an IEP that will describe services that are needed while the student is at Providence, as well as those that will be required upon return to home school district. The following guidelines were developed to address that goal.

Procedures

When students come into Providence the first time, and staff become aware during intake that they have an IEP, the VCOE Administrative Assistant for Court and Community Schools will locate the IEP in the IEP software (SESP), contact the district of residence and ask that Providence staff be put on as a Service Provider. District of Residence will remain the same, and the Case Manager from the district of residence will remain the Case Manager. Providence staff will have access to all four SESP servers so that they can access IEPs of students from all sending districts.

Once the level of service in the IEP has been reviewed, the Providence staff in collaboration with the district Case Manager or other representative of the home district will determine if the level of service is appropriate for the type of school and staffing at Providence. If the level of service as indicated in the IEP will be fulfilled, no changes to the IEP will be made.

If it is determined that the student's Special Education goals and services can be met with a different level of service while at Providence, either an Administrative Amendment or IEP Addendum will be developed. Rationale for completing an IEP Addendum rather than an Amendment would be whether or not there will be a substantive change to the IEP. An example of a substantive change would be a student going from a self-contained special education classroom or non-public school to a small group general education classroom at Providence.

The Administrative Amendment/Addendum will note any changes to the level of the service that the student will receive while at Providence. The Administrative Amendment/Addendum will specify that once the student returns to district, the services will revert to the original IEP, if appropriate. If the student returns to Providence at a later date, the Administrative Amendment or Addendum will stand as long as there has not been a review of the original IEP.

The Administrative Amendment will be completed within 2 weeks of receipt of the most recent signed IEP, and sent to the parent for signature. If necessary, Probation staff will be asked to assist in getting the parent signature.

If an Addendum will be developed, Providence staff will arrange for the Addendum meeting to include the district Case Manager. If there are any required IEP team members to be excused from the Addendum meeting, a "Team Member Excusal" form will be completed prior to the meeting. This will be completed within 30 days of receipt of the most recent signed IEP.

At the end of each Providence school quarter, IEP progress reports will be completed for all Special Education students who have been at Providence at least one month. Providence staff will enter progress report data into the SESP software and send the report to parents and Case Manager.

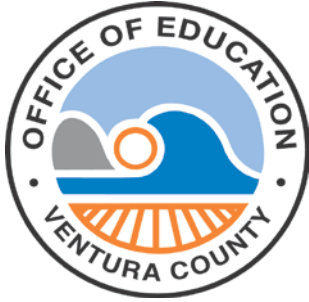
IEP Annual Reviews required for students at Providence will be scheduled by the Providence Staff with district of residence staff in attendance. Providence staff will provide information on progress toward goals. The IEP will stipulate the services the student will receive while attending Providence as well as the services he or she will receive upon return to district.

The School Psychologist assigned to Providence School is responsible for completion of the triennial evaluation if the student is enrolled at Providence School at the time it is due. The School Psychologist will collaborate with parents, a representative from the home school district, and Providence staff when determining the need for new assessment for a triennial evaluation. If determined appropriate, the School Psychologist will begin any new assessment. It may also be determined that it is appropriate to summarize existing sources of data in order to conduct the Triennial Review meeting.

If the student is enrolled at Providence School, the Triennial Review meeting will be scheduled by Providence staff and a representative from the home school district will be in attendance. The School Psychologist will present the findings in the form of either an Assessment Report or Triennial Review Summary, and Providence staff will provide information on progress towards goals and present levels of performance in order to develop the new IEP. If the student withdraws from Providence School prior to the Triennial Review meeting, the School Psychologist assigned to Providence School will contact a representative from the home school district and share any preliminary results from the re-evaluation.

The Case Manager from the home school will remain the Case Manager during the period of detention. If a student is adjudicated and receives a sentence for a term of three months or longer, the Providence Staff will assume Case Manager duties at that time, to be noted on an Administrative Amendment.

As the student is preparing to transition out of Providence, the home district and Providence staff will collaborate regarding exit from Providence. The **Release from Providence Form** will be sent to the representative of the district. If Gateway School is under consideration, an IEP will be held either at Providence, if the student is still enrolled at Providence, or at the home district if the student has been released.



Notification of Release from Providence

To: Director of Special Education –
CASEMIS Clerk

From: Providence School

Student Name:

Date of Birth:

Release Date:

Previous School:

Comments: _____

Please contact Debbie Lopez at 805.383.1921 for CASEMIS questions and Suzanne Reed at 805.981.5805 for questions regarding student.