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|  | WEST VIRGINIA DIVISION OF JUVENILE SERVICES | <u>POLICY NUMBER:</u> 504.00 | <u>PAGES:</u> 5 |
| <u>CHAPTER:</u> Juvenile Services | <u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-5D-01 thru 5D-18; ACA 3-JDF-5C-01 thru 5C-08; and ACA 3-JCRF-5D-01 thru 5D-07 | | |
| <u>SUBJECT:</u> Academic and Vocational Programs | | | |
| <u>DATE:</u> July 1, 2012 | | | |

POLICY

This policy of the West Virginia Division of Juvenile Services governs the facility's academic and vocational education for residents, including program accreditation, staff certification, and coordination with other facility programs and services as well as the community.

CANCELLATION

This policy has been reviewed and supersedes Policy 504.00 dated January 1, 2009.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

PROCEDURES

1. Each Facility Education Plan shall contain the following features:
 - a. A vocational program will be provided that is consistent with the needs of the resident population.
 - b. Each resident shall enter the program at his or her instructional level and will proceed at a comfortable pace.
 - c. Each resident shall receive educational and vocational counseling to assist in developing his or her educational goals.
 - d. Each resident shall receive pre-vocational counseling training in correctional facilities authorized to have a vocational/work program which will include:

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- a. pre-vocational orientation
 - b. world of work orientation (work ethics)
 - c. vocational instruction
 - d. counseling
 - e. related remedial education
 - f. employability plans
 - g. work experience
2. Facilities may use community resources to supplement the facility's programs.
 3. Selected post adjudicated residents (with appropriate classification) may participate in academic and vocational programs outside the facility.
 4. Resources from the community may provide help planning, funding, and coordinating the vocational program within the facility.
 5. The Education Department shall develop a facility educational plan which shall include:
 - a. The development of Individual Education Plans (IEP) for all Special Education residents.
 - b. Assessment materials and procedures to determine the need for remedial or special education services.
 - c. Outlines of coursework and individualized education programs provided to meet the resident's needs.
 - d. Schedules of curriculum activities.
 - e. Lists of materials and specialized equipment which meet minimum Education Department standards.
 - f. An education staff profile depicting all academic instructors and their appropriate certification.
 - g. Establish a communication link between public school agencies and the facility to

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provide continuity to the resident's education.

6. The facility education program will be reviewed on an annual basis by education staff including review of equipment, curriculum, assessment and testing materials, health and safety, and certification of the facility education plan.
7. The facility educational and vocational program shall be reviewed every three years by qualified individuals who are knowledgeable in the standards set by professional educators, licensing boards, and in labor market trends.
8. Liaison with Community Schools: The facility educational program shall establish a cooperative relationship with a year-round public school system.
 - a. Residents shall receive academic credit for education which may be transferred to community schools.
 - b. Diplomas shall be awarded by state or local boards of education.
 - c. Academic and vocational training programs are recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or GED are available at no cost to residents. Provision is made for formal recognition of specific educational accomplishments.
9. Teacher Responsibility: Educational and vocational instructors must be licensed and accredited by the state and are required to:
 - a. Assess the capabilities and needs of individual residents assigned to the education program.
 - b. Develop and implement an individual educational program that will provide a strong structured environment for each resident.
 - c. Develop and implement short-term educational units appropriate to each resident's needs.
 - d. Maintain an on-going record of resident progress.
 - e. Maintain an accurate record of the total number of residents taught and the total number of hours of instruction.
10. Exemption from the School Program

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- a. Residents may be removed from the school program for a period of time not to exceed one day without the notification of the Facility Superintendent/Director.
 - b. Residents may be removed from attending school due to a guilty finding of a category offense but must be provided alternative educational programming.
 - c. Residents who have already graduated from high school need not attend, but may do so if they choose and if room is available in the classroom. The education department shall verify the resident's graduation. Residents who have graduated will have alternative programming made available to them.
11. Special Education: Special education services shall be available to residents who have been evaluated with appropriate diagnostic tests and who have been found to:
- a. Exhibit below average intellectual functioning and/or;
 - b. Exhibit average intellectual functioning but whose learning potential is limited by emotional and/or physical difficulties and/or;
 - c. Exhibit specific learning disabilities.
12. Class attendance is a high priority. No resident will leave the classroom without coordination with the teacher.
13. Classroom Facilities – Designed in conformity with local and state educational requirements, classrooms have:
- a. Adequate classroom space to accommodate the design capacity of the facility.
 - b. Storage space for classroom supplies.
14. Education Supplies and Tools
- a. Educational supplies include all technology and electronic items, books, office supplies or other items purchased and used in the educational program.
 - b. The Board of Education will determine the means and methods of inventory control for all educational supplies.
 - c. Inventories on tools (regardless of purchasing agency) used in education programs shall follow the definitions and procedures of Division Policy 309.00 – Tool Control.

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15. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED: *Dale Humphreys* *July 4, 2012*
Director Date