



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:110
505 KAR 1:080
704 KAR 3:305
3-JCRF- 5D-01-05
2-CO-5B-01**

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| CHAPTER: Program Services | AUTHORITY: KRS 15A.0652 |
| SUBJECT: Group Homes: Educational Services | |
| POLICY NUMBER: DJJ 334.2 | |
| TOTAL PAGES: 3 | |
| EFFECTIVE DATE: 4/05/2019 | |
| APPROVAL: Carey D. Cockerell | , COMMISSIONER |

I. POLICY

The Department of Juvenile Justice (DJJ) shall ensure educational services are provided to youth in a group home placement.

II. APPLICABILITY

This policy shall apply to each DJJ group home.

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. Educational services available through the local school district shall be made available to each youth upon admission.
- B. For youth in group home placement not enrolled in the local school district, education may be made available in a day treatment program or other alternative collaboratively developed with the local school district.
- C. Educational, technical, and treatment services shall be integrated and individualized to meet the assessment, educational, rehabilitative, and developmental instructional needs of each youth.
- D. Post-secondary course fees may require a youth to access grant money, individual youth accounts, parent contributions, or community sponsors.
- E. Juveniles may receive credit for education that can be transferred to schools and diplomas are awarded by the state or local school district.

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- F. DJJ and school district staff shall establish criteria for allowing opportunities for selected youth to supplement the facility's educational programs with community offerings.
- G. Incentives shall be provided for educational participation and formal recognition of specific educational, technical, and vocational achievements.
- H. Youth enrolled in a community school shall be transported in accordance with the local school district's transportation policy.
- I. DJJ may assist education staff in obtaining education records when feasible. Federal and state laws and regulations shall govern the confidentiality, maintenance, handling, and access of educational records.
- J. Available social history information and the results of medical and mental health screening, conducted by DJJ staff, shall be shared with the school administrator or designee, to the extent permissible by law.
- K. Group home staff who suspect a youth may have an educational disability, shall communicate the concern in writing to the Youth Services Program Supervisor (YSPS) or to the Administrative Duty Officer (ADO). The YSPS or ADO shall forward the documentation to the facility Superintendent and the on-site school Principal or head teacher. A record of the communication shall be included in the electronic record.
- L. An individual client record (ICR) shall include academic and vocational information, to the extent permissible by law.
- M. The Individual Learning Plan (ILP) and the Individual Education Plan (IEP), when applicable, shall be integrated with the Individual Treatment Plan (ITP). Group home staff shall coordinate with school district staff, to the extent possible, in the development, periodic review, and revision of the youth's ITP, ILP, the IEP if applicable, and Aftercare Plan.
- N. Discipline of youth during school activities shall be in accordance with local school board procedures and DJJ policy.
- O. Youth, who demonstrate behavior so disruptive that they shall be removed from the classroom, may be remanded to the supervision of group home staff until readmitted to the classroom.
- P. Group home staff shall monitor the progress of youth in public school weekly. Group home staff shall provide supportive assistance in the course of academic activities, when applicable.

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Q. The Superintendent shall ensure that work programs for youth do not interfere with educational programming. Disciplinary measures shall not interfere with educational programming, except if there is substantial evidence to justify otherwise.

R. The Facilities Regional Administrator (FRA) shall be notified when a group home youth is not allowed to enroll in the local school program or day treatment program or is suspended or expelled from a local school program.

V. MONITORING MECHANISM

The Superintendent shall monitor these activities.