
**INDIVIDUALIZED EDUCATION PROGRAM FOR JUVENILE
DETENTION CENTER (SED-P022)**
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 To describe the Wenatchee Juvenile Detention Center-Wenatchee School District Residential Education Program

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY

- 2.1 Special Education Teacher at Juvenile Detention Center

3.0 APPROVAL AUTHORITY:

- 3.1 Special Education Administration

4.0 DEFINITIONS:

- 4.1 Individualized Education Program (IEP) - is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.2 Juvenile Detention Center (JDC) - the Juvenile Detention Center is a locked facility housing youth to age 18 who have been arrested and incarcerated for criminal behavior.
- 4.3 Residential Education Program (REP) – Educational component at the JDC staffed by an endorsed special education teacher who is responsible for overseeing the provision of services for students on an IEP.
- 4.4 Prior Written Notice (PWN) - a written document provided in writing to the parent that explains any action taken, or not taken, by the district in reference to the IEP program, placement options or evaluation of the student. The notice includes date that was used to support the team decision.

5.0 PROCEDURE:

- 5.1 Education Staff at the JDC contact the student's school district as soon as a student comes into the detention center.
 - 5.1.1 Staff will determine whether the student was receiving special education services.
 - 5.1.1.1 If yes, they request a copy of the IEP.
 - 5.1.1.1.1 Staff checks the annual review date of IEP. If the IEP must be rewritten while the student is incarcerated, staff also requests a copy of the latest evaluation report.

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- 5.2 The REP teacher contacts parents to establish a meeting date to review IEP and revise the program placement to the JDC.
 - 5.2.1 The meeting date and time are set.
 - 5.2.2 The REP teacher sends out an Invitation to Meeting and Parent Rights and Responsibilities to the parent and notifies the IEP Manager prior to the meeting.
 - 5.2.3 A Special Education district representative is requested to attend the meeting. The Special Education representative is from the district in which the JDC is located.
 - 5.2.4 Teacher documents all attempts to contact parent.
- 5.3 The IEP team reviews the IEP sent from student's home school district.
 - 5.3.1 The revision of the IEP is completed to include any service changes and change of placement to the RED while the student is incarcerated.
 - 5.3.2 If parents do not attend the IEP review meeting, the IEP team attending may review and sign off on the IEP.
- 5.4 Copies of all paper work are provided to the parent, including IEP Amendment, PWN, and Rights and Responsibilities (SED-F006).
- 5.5 A copy of all special education paper work received by and developed by staff will be kept in a locked file cabinet in the at the Residential Education Program setting in the JDC.
- 5.6 The student is provided specially designed instruction while attending the REP.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Invitation to IEP Meeting
- 6.2 Documentation of Invitation to Meetings
- 6.3 Individualized Education Plan (IEP)
- 6.4 IEP Amendment
- 6.5 Prior Written Notice
- 6.6 SED-F006 Parent Rights and Responsibilities

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|---------------------------------|-----------------------|--|--------------------|-------------------|
| All documents referred to above | Locked filing cabinet | Six years after student withdraws from program | N/A | Fireproof |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 21-Jan-03 | A | Original Release |
| 12-Sept-03 | B | Updated records retention data |
| 04-Nov-04 | C | Adds "after student withdraws from program" to record retention table |
| 2-Oct-08 | D | Rewrite definitions and edit document list |

**** End of procedure ****