

## Timelines for Procedures The Tehama County Juvenile Court School

*Note: All activities listed below must be documented in the student's Event Log*

### For **All Students** Entering The Tehama County Juvenile Court School

1. At intake, each student will be asked about their educational history, including any special needs using the **Mandatory Questionnaire**. A copy of the Mandatory Questionnaire will be placed in the students file. This should be done as soon as possible and no later than 24 hours unless student is unable due to intoxication etc.
2. Before a student completes their 72 hour mandatory room rest teaching staff will review and explain the **Student Handbook**. The verification sheet must be signed and placed in the student's file.
3. Probation will send a copy of the "**Juvenile History Report**" to the school office upon intake. If Probation has been able to obtain information from the parent about the student's school history, this information will be shared via this confidential report.
4. Within 48 hours of enrollment in court schools, the school office will **send a records** request (only a copy is necessary) to the school reported to be the student's last known school of attendance. Faxing (rather than mailing) the request to the school is encouraged to speed up the process of obtaining records.
5. A **log of records requests** is to be kept in the school office and monitored each work day. If there has been no response to a request for regular education records, within 4 working days, a second request shall be made to the district. If there as been no response to a request for special education records within 2 working days, a second request shall be made to the district. A request to the Special Education Department at TCDE will be made ASAP to identify any students who may have an IEP.
6. Each student shall receive a **reading and math assessment** during the first 1-2 days of attendance in court schools. This may be done during the student's 72 observation time if convenient and or possible. These assessments, along with teacher observation and work samples, will be used to guide instruction in the absence of educational records.
7. If a student or parent report that special education services are required and no **IEP** can be located with in 10 working days, an assessment plan shall be developed and sent to the parent or legal guardian for signature. The Special Education teacher will be the case carrier with responsibility for coordinating development of the assessment plan. Upon receipt of the signed assessment plan from the parent/guardian, a new assessment will be conducted and an IEP developed. If a student leaves the court school before completion of the assessment, the assessment information will be forwarded to the next LEA. If the receiving LEA cannot be

8. If the Mandatory Questionnaire shows that the student may have an IEP the special education teacher must be notified immediately.
9. For **Inter-District Transfers**, a copy of a student's IEP should be requested within 48 hours of entry.

#### When A Student Is Suspended

1. Complete investigation of events, which allows for those involved due process, no later than 4:00 of the day the event happened unless more time is needed..
2. Complete the Suspension Form by 4:00 of the day of the event. Cite appropriate Education Codes for each violation committed by student.
3. Complete Suspension Notice, no later than 4:00 of the day the event occurred. The notice must be read by or to the student and signed by the student.
4. Notify Parents and Probation (EC48900.8). A copy of the Suspension Notice must be sent to both the Parent/Guardian and the Probation Officer of that student. The letter may be sent through the Probation Office to the parents. This should occur no later than 48 hours after the suspension.
5. Copy of the Suspension and Suspension Notice are to be placed in the student's file and a record of the completion of these suspension procedures are to be written in the student's Event Log.

Note: If a student with an IEP is suspended a copy of the parents rights must also be sent with the notification.