

**Humboldt County Office of Education  
Court School**

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**STUDENTS WITH DISABILITIES ENROLLED IN  
JUVENILE COURT SCHOOL**

***Introduction***

Per California Education Code 48645.2, Humboldt County Office of Education (HCOE) is responsible for the operation of the Juvenile Court Schools and the provision of special education. HCOE operates Von Humboldt Juvenile Court School which is the educational program at Humboldt County Juvenile Hall, and New Horizons Juvenile Court School which is the educational program at the Northern California Regional Facility (HCOE Court Schools).

The HCOE Court Schools are committed to maintaining close communication between the HCOE Court Schools' special education staff, the district of residence and the parents. Placement into HCOE Court Schools is not an educational placement; therefore, the district of residence shall remain the same during the time the student is incarcerated. This means that the district of residence must continue close contact with HCOE Court Schools' special education staff regarding the student's progress, service needs and placement upon release.

Since HCOE Court Schools are a highly structured, specialized school, with the capacity to individualize most of the instructional program, students' needs can often be met with a revision of the number of minutes of service listed on the current IEP.

It is our goal that the district of residence and HCOE Court Schools' special education staff shall collaborate together to write an IEP that shall describe services that are needed while the student is at HCOE Court Schools, as well as services that shall be required upon student's return to their district of residence. The following guidelines were developed to address this goal:

**GUIDELINES FOR STUDENTS WITH SPECIAL EDUCATION  
SERVICES IN SCHOOL AS PART OF THE VON HUMBOLDT  
JUVENILE COURT SCHOOL FACILITY**

Youth who are incarcerated in the Juvenile Hall facility shall be educated at HCOE Court Schools that are operated by the Humboldt County Office of Education (HCOE). Students served are primarily high school students and occasionally middle school

students. Class sizes generally do not exceed twenty-six (26) students and most classes are between twelve (12) and fifteen (15) students.

Due to the highly transient population at HCOE Court Schools and their special nature, the general education teachers are trained and skilled in differentiated instruction. Many of the students attending HCOE Court Schools are behind in grade level and, therefore, the instruction and curriculum is designed to be accessible to special populations. HCOE Court Schools offer a full curriculum toward a high school diploma. Students may graduate from HCOE Court Schools with a diploma issued from HCOE. Other students may return to their district of residence to graduate.

HCOE provides itinerant special education teachers, related service providers and para-educators to assist students with IEPs. Special education staff are itinerant and have flexible schedules. The Humboldt County Probation Department and Humboldt County Mental Health provide additional support for students with special needs at both HCOE Court Schools.

<p style="text-align: center;"><b>PROCEDURES FOR STUDENTS WITH SPECIAL EDUCATION SERVICES IN COURT SCHOOLS</b></p>
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1. Probation staff shall provide designated HCOE staff with a list of incarcerated students on a daily basis.
2. Designated HCOE staff shall determine students' special education status. The special education teacher assigned to HCOE Court Schools shall contact SELPA to identify those students eligible for special education services. Enrollment documents, court information and parent interview information are reviewed to assist in identifying HCOE Court School students who have active IEPs.
3. Designated HCOE staff shall communicate with district of residence representatives daily with a roster of all students entered and exited from HCOE Court Schools. It is the district of residence's responsibility to handle internal distribution.
4. Once the current IEP records are received by HCOE and services are reviewed, the HCOE Court Schools' special education staff, in collaboration with the district of residence case manager or other representative, shall determine if the level of service is appropriate for the student at HCOE Court Schools. If the services, as indicated in the IEP, are appropriate for a court school setting, then no changes to the IEP shall be made.
5. All students with an IEP expected to be enrolled in the HCOE Court Schools shall be served on an interim placement basis using the last agreed upon IEP to the extent that the setting permits. Upon enrollment in the HCOE Court School, the designated special education teacher shall request the SEIS record from the student's district of residence and be added as a service provider and change the student's school placement. Services and goals shall remain the same to the extent possible.

6. For those students who remain at HCOE Court Schools longer than thirty (30) days, an IEP meeting shall be scheduled within thirty (30) days of their initial enrollment to review the existing IEP and make changes as determined by the IEP team. A designated HCOE special education staff member is responsible for written Parent Notification of IEP Team Meeting. A district of residence representative must be in attendance at the IEP meeting.
7. If it is determined that the student's special education services can be met with a different level of service while at HCOE Court Schools, an IEP Amendment shall be developed.
8. The district of residence, in collaboration with the HCOE Court Schools, shall determine IEP placement upon release of a student as determined necessary.
9. If a student is eligible for related services, these services shall be continued in the HCOE Court Schools to the extent the setting permits.
10. In the event that parents are unable to attend the IEP meeting, local SELPA procedures shall be followed. Every effort shall be made to schedule the IEP to ensure parent participation.
11. Once the IEP meeting is completed, the HCOE Court Schools service provider shall enter all new information into SEIS and affirm and attest the new IEP or amendment.
12. When a student is placed outside of Humboldt County by the court, the district of residence shall follow SELPA procedures and Education Code.

***Progress Reports***

1. At the end of each school quarter IEP progress reports shall be completed for all special education students who have been at HCOE Court Schools for a month or more.
2. HCOE Court Schools staff shall enter progress report data quarterly into the SEIS software and shall forward the report to parents and the district of residence case manager.

***Annual Review IEPs***

1. An HCOE Court Schools special education staff member shall schedule an IEP annual review, as required by Education Code. A representative (case manager) from the district of residence shall coordinate with HCOE Court Schools' special education staff to develop the annual IEP.
2. HCOE Court Schools special education staff and the district of residence case manager shall work together to provide information on progress toward goals.

3. The annual IEP shall stipulate the goals and services the student shall receive while attending HCOE Court Schools, and shall include the services the student shall receive upon return to district of residence.

***Triennial Evaluations***

1. The school psychologist from the district of residence shall assist HCOE Court Schools special education staff in determining the need for a new assessment or a triennial evaluation.
2. A school psychologist from the district of residence shall assist with testing and/or be consulted to complete testing if the student is released before the assessment is completed.
3. It may also be determined that it is appropriate to summarize existing sources of data in order to conduct the triennial review meeting. The district of residence representative and parent must agree that a review of existing data is appropriate and no additional testing is needed for the triennial assessment.
4. If the student is enrolled at HCOE Court Schools, the triennial review meeting shall be scheduled by the HCOE Court Schools special education staff and a representative from the district of residence shall be invited to attend.
5. The HCOE School Psychologist shall present an assessment report or triennial review summary. HCOE Court Schools staff shall provide information on progress towards goals and present levels of performance in order to develop the new IEP.
6. If the student is released from HCOE Court Schools prior to the triennial review IEP meeting, the assigned HCOE School Psychologist and service provider shall contact a representative from the district of residence and share any preliminary results from the re-evaluation such that the district of residence can complete the assessment, and hold the IEP.

***Amendments***

1. The rationale for completing an IEP Amendment is whether or not there shall be a substantive change to the IEP.
2. The IEP Amendment shall note any changes to the level of service that the student shall receive while at HCOE Court Schools.
3. The IEP Amendment shall specify that once the student is released from an HCOE Court School, all the services shall revert to the original IEP unless the IEP team agrees to modify the original IEP.

4. If the student returns to HCOE Court Schools at a later date within the same school year, the IEP Amendment or Administrative Placement shall remain effective until the original IEP has been reviewed and updated.
5. The IEP Amendment of Administrative Placement may be completed within approximately two weeks of receipt of the most recent signed IEP, and sent to the parent for signature.

***Notification of Release***

HCOE Court Schools staff shall collaborate with the district of residence as a student is preparing to exit. HCOE Court Schools staff shall notify the district of residence when they receive information from the Humboldt County Probation Department regarding date of student's release.