

## Education of Incarcerated Youth LEAS without a JDC in their District

Pursuant to T.C.A. § 49-6-3023 and TN State Board of Education Rule (SBE) 0520-01-12, local education agencies (LEAs) must provide educational services to students incarcerated in juvenile detention centers (JDCs) licensed by the Department of Children’s Services (DCS).

### Juvenile Justice Contact

- All LEAs are required to appoint a point of contact (POC) for justice-involved youth (JIY). This person is responsible for communicating with the center and the LEA in which the center is located to assist with the transfer of school records in an expedited manner. The POC will also be the individual who is notified when a child from that district is incarcerated.
- The JIY POC shall be the person currently filling the attendance officer position unless the LEA designates another position.
- Any designation other than attendance officer shall be done in writing and sent to the department of education for approval.

### Coding

- Each detention center has a separate code, which will be the letters “JDC” followed by a number from 01 through 17.

JDC01 Bedford County JDC	JDC10 Richard L. Bean Service Center/Knox County JDC
JDC02 Blount County JDC	JDC11 Rutherford County JDC
JDC03 Bradley County JDC	JDC12 Scott County JDC
JDC04 Davidson County JDC	JDC13 Sevier County JDC
JDC05 Hamilton County JDC	JDC14 Shelby County JDC
JDC06 Madison County JDC	JDC15 UHS/McDowell Juvenile Detention
JDC07 <del>Middle Tennessee JDC (closed)</del>	JDC16 Upper East Tennessee Regional JDC
JDC08 Putnam County JDC	JDC17 Williamson County JDC
JDC09 Rhea County JDC	

- When an LEA receives notification from a JDC that a student has been detained, enter the juvenile detention center student classification for that facility in your student information system and upload it to EIS. Please note that these codes went into effect July 1, 2018.
- While a student is coded with a JDC code, the student is considered present and should not be coded as absent.

### Course Scheduling

- Students with one of the juvenile detention center student classifications retain the course schedules/codes that existed prior to their placement in the juvenile detention center.

#### Special Education Students

- Tennessee State Board of Education Rule 0520-01-12, which has been revised to include requirements for students with disabilities, superseded the former Policy and Procedures for Incarcerated Children with Disabilities.
- Students placed in a center and served through an Individualized Education Program (IEP) shall be unenrolled from their home LEAs and enrolled in the LEA in which the center is located.

#### General Education Students

- Each receiving LEA will be responsible for providing educational services to general education students detained in centers located in the LEA's jurisdiction. Educational services may be provided directly by the LEA, through contract, or through other methods deemed appropriate by the LEA.
- The receiving LEA will provide a minimum of four hours of educational services per day.

#### Assessments

- The receiving LEA will be responsible for ensuring the required tests are administered.
- Each student will complete a nationally norm-referenced pre-test approved by the department, no later than the student's fifth instructional day at the facility.
- Each student will complete a benchmark assessment at least every four weeks the student remains incarcerated in the facility.

#### Home LEA Responsibilities

- Students held in a facility outside of their home LEA, except for special education students, will remain enrolled in the home LEA and coded appropriately with the JDC code for the purpose of generating funds.
- The Home LEA shall provide the student's education records to the Receiving LEA within five (5) business days after receipt of the request from the Receiving LEA, but shall provide, at a minimum, the student's transcript and any education records indicating a need for specialized support or instruction within two (2) business days of receiving the request from the Receiving LEA.
- No later than the student's eighth (8th) Instructional Day in the Center, the Receiving LEA shall work with the Home LEA to develop an ESP for the student.

#### Process for Students Returning to the Home LEA

- Upon a student's return to their home LEA, the receiving LEA will return all educational records back to the home LEA.
- The JDC codes input into the student information system will notify the department of the change of placement for students. The department will transfer (reimburse) the funds from the home LEA to the receiving LEA on a regular basis.



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### Contact Information

**Erin Yarbro Christian**

Non-Traditional Educational Programs Manager

JYI Point of Contact

[Erin.Christian@tn.gov](mailto:Erin.Christian@tn.gov)

(901) 504-9627

**Scott Indermuehle**

Senior Director of IDEA and NEP Programs

[Scott.Indermuehle@tn.gov](mailto:Scott.Indermuehle@tn.gov)

(615) 648-9048