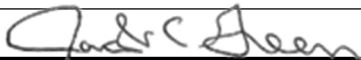




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

ORIENTATION SERVICES IN JUVENILE FACILITIES	Section	Human Resources
	Number	3.5a
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

To provide orientation for juveniles in Diversion and Transition Programs.

2.0 APPLICABILITY:

Procedures apply to all juvenile education programs located in state facilities.

3.0 POLICY STATEMENT:

Juveniles in state institutional facilities are often transferred between the facilities; therefore, optimal levels of success in programming needs can be met with consistency of services throughout Diversion and Transition Programs, including the development and implementation of a Personalized Education Plan (PEP).

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

- 5.1 Institutional education staff will follow procedures set forth in the intake process policy; Intake Process for Juvenile Education Programs (4.3.1).
- 5.2 The principal/lead teacher is responsible for the orientation of all students and will designate specific education staff to assist in the process.
- 5.3 The completion of the orientation will be documented in writing and become a part of the student file.
- 5.4 Assistance in the orientation process will be provided for any student with special needs that inhibit comprehension otherwise.
- 5.5 All juvenile students will be supported by the Comprehensive School Counseling Program Policy 2315.

6.0 AUTHORITY

- 6.1 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*
- 6.2 State Board of Education Policy 2315: *Comprehensive School Counseling Programs.*