

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Educational/Vocational Training  
**Policy:** 5D-01  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5D-01  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure, and practice provide for coordination and continuity between educational, vocational, and work programs.

## **II. Definition**

A. Vocational- Applied educational instruction pertaining to skills relative to an occupation, trade or working profession.

## **III. Procedure**

### **A. CAS Academy**

1. CAS Academy is a part of the Montgomery County Juvenile Court Chartered school system and adheres to all rules and regulations of the State of Ohio Department of Education, thereby ensuring that student report cards and credits are transferable to local schools.
2. CAS will ensure coordination and continuity among educational, vocational and work programs through collaboration with home school district(s), the Montgomery County ESC, the Dayton Jobs Center, and several alternative educational programs available.
3. CAS Academy will serve as the educational component of the program.
4. Academic instruction will be individualized for each youth in accordance with their level of achievement.
5. Formal classroom instruction will be provided in the following subject areas:
  - a. Language Arts
  - b. History
  - c. Mathematics
  - d. Science
  - e. Physical Education
  - f. Health
  - g. Art
  - h. Life Skills

## **B. Special Education Programming**

1. Special education programming is made available to meet the needs of special education students as defined in public law.
2. CAS, through the Montgomery County Juvenile Court (MCJC), will establish, and maintain by contract with the Montgomery County ESC, special education services in accordance with State rules and regulations. These services will include, but not be limited to, the following:
  - a. Evaluation and assessment of youth in need of special education services;
  - b. Development of an Individual Education Plan (IEP) for each youth identified as needing special education services;
  - c. Psychological services;
  - d. Speech therapy services; and,
  - e. Full-time special education instruction for youth identified as being in need of such programming.

## **B. Vocational Services Training**

1. Youth will have access to vocational services and job training as follows:
  - a. Youth will participate in general life skills discussion groups on their Unit.
  - b. Kitchen Restitution Positions
    - i. Youth are encouraged to apply for restitution positions within the CAS Food Service Department using a Youth Service Application.
    - ii. The Food Service Manager will interview the applicant, choose the appropriate candidate, and supervise the youth selected. This provides the youth with practical work experiences.
  - c. Project Hope's Second Chance Program
    - i. Community based program for young adults returning from correctional facilities. Services include but not limited to group home placement and job training.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Special Education Programs  
**Policy:** 5D-02  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5D-02  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** It is the policy, procedure, and practice of the Center for Adolescent Services (CAS) that special education programs are available to meet the needs of special education students as defined in Public Law 94-142.

## **II. Procedure**

### **A. CAS Academy**

1. CAS Academy is a part of the Montgomery County Juvenile Court Chartered school system and adheres to all rules and regulations of the State of Ohio Department of Education, thereby ensuring that student report cards and credits are transferable to local schools.
2. Special Education Programming
  - a. Special education programming is made available to meet the needs of special education students as defined in public law.
  - b. CAS, through the Montgomery County Juvenile Court (MCJC), will establish, and maintain by contract with the Montgomery County ESC, special education services in accordance with State rules and regulations. These services will include, but not be limited to, the following:
    - i. Evaluation and assessment of youth in need of special education services;
    - ii. Development of an Individual Education Plan (IEP) for each youth identified as needing special education services;
    - iii. Psychological services;
    - iv. Speech therapy services;
    - v. Full-time special education instruction for youth identified as being in need of such programming.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Educational/Vocational Training  
**Policy:** 5D-03  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5D-03  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** It is the policy, procedure, and practice of the Center for Adolescent Services (CAS) will be in compliance with laws pertaining to individual, special education plans prior to the placement of juveniles into or out of special education programs
  
- II. **Procedure**
  1. CAS, through The Montgomery County Juvenile Court (MCJC), will establish, and maintain by contract with the Montgomery County ESC, special education services in accordance with State rules and regulations. These services will include, but not be limited to, the following:
    - a. Evaluation and assessment of youth in need of special education services;
    - b. Coordination of special educational services through the youth's home school prior to their placement within CAS;
    - c. Development of an Individual Education Plan (IEP) for each youth identified as needing special education services while in the facility;
    - d. Appropriate psychological services;
    - e. Speech therapy services;
    - f. Full-time special education instruction for youth identified as being in need of such programming.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Educational/Vocational Training  
**Policy:** 5D-04  
**Pages:** 1 of 2  
**Standards:** ACA 3-JCRF-5D-04  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** It is the written policy, procedure, and practice of the Center for Adolescent Services (CAS) that educational, vocational, work and treatment programs, credits, certifications, or diplomas are accepted by community agencies.
  
- II. **Procedure**
  - A. CAS Academy
    1. CAS Academy will serve as the educational component of the overall program of treatment at CAS. School is in session year-round.
    2. Upon placement within the CAS Treatment Program, the youth is placed within the CAS Academy School Program.
    3. A Request for Student Records is issued from CAS Academy to the youth's assigned home school. Requests for student records include but are not limited to requesting the following documents:
      - a. Transcript, Proficiency Test, and/or OGT Scores;
      - b. Courses, grades and dates of attendance to date of withdrawal;
      - c. Immunization & Health Records;
      - f. Evaluation Team Reports (ETR);
      - g. Multi-Factored Evaluation (MFE);
      - h. Individualized Education Plan (IEP); and
      - i. State Student Identifier (SSID)
    4. Upon completion of placement at CAS, the youth's academic performance is forwarded to the youth's identified next school of record. The information forwarded to the school includes the following:
      - a. Transcript of Academic Performance from CAS Academy;
      - b. Any OGT Scores completed while a student in CAS Academy (if applicable);
      - c. Current Individualized Education Plans while at CAS Academy (if applicable)

5. The CAS Academy is a part of the Montgomery County Juvenile Court Chartered school system and adheres to all rules and regulations of the State of Ohio Department of Education, thereby ensuring that student report cards and credits are transferable to local schools.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Employment  
**Policy:** 5D-05  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5D-05  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** It is the policy, procedure, and practice of the Center for Adolescent Services (CAS) work does not interfere with educational and treatment programs.
- II. **Procedure**
  - A. This standard is not applicable to the Center for Adolescent Services.
  - B. Youth placed at the Center for Adolescent Services are not employed while placed in our program.

**Montgomery County Juvenile Court  
Center for Adolescent Services**

**Chapter:** Education/Vocation  
**Subject:** Educational/Vocational Training  
**Policy:** 5D-06  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5D-06  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide that youth are not employed while placed in our program.
- II. **Procedure**
  - A. This standard is not applicable to the Center for Adolescent Services.
  - B. Youth placed at the Center for Adolescent Services are not employed while in placement.



# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Education/Vocation  
**Subject:** Educational/Vocational Training  
**Policy:** 5D-07  
**Pages:** 1 of 1  
**Standards:** ACA 3-JCRF-5D-07  
**Issue Date:** 1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practices provide that agency resources and staff time will be devoted to assisting employable juveniles in locating jobs.
- II. **Procedure**
  - A. Youth placed at the Center for Adolescent Services are not employed while in placement.
  - B. **Employment Preparation**
    1. Youths who have attained Re-Entry Phase in the program are eligible for limited employment in the community, as recommended by the treatment team and/or as requested by the youth.
      - a. Under no circumstance will a youth's employment conflict with attendance and participation in the educational or treatment program.
      - b. Under no circumstance will a youth's restitution or community service program conflict with attendance and participation in the educational or treatment program.
    2. Family Specialist will be responsible for assisting youth in preparing for employment in the following manner:
      - a. Identify suitable and appropriate places for employment;
      - b. Complete application materials;
      - c. Prepare for interviews;
      - d. Assist in negotiating work hours;
      - e. Arrange transportation.
    3. Family Specialist will coordinate and document employment preparation using the following:
      - a. Leave Pass Permission Forms
      - b. Leave Pass Activity Summaries
      - c. CAS Re-Entry Leave With Permissions Service Plans