



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

EDUCATION PROGRAM APPROVAL AND SYSTEM-WIDE EVALUATION	Section	Programs and Services
	Number	4.28
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	<i>Jack C. Green</i>

1.0. PURPOSE:

To establish procedures for the approval of Diversion and Transition Programs in juvenile and adult correctional facilities by the West Virginia Department of Education and/or other accrediting bodies.

2.0 APPLICABILITY:

Procedures apply to all Diversion and Transition Programs in juvenile and adult correctional facilities under the administration of the WV Schools of Diversion and Transition (WVSDT).

3.0 POLICY STATEMENT:

This policy is essential in providing guidance to schools that seek various accreditations and dutifully endure several different monitoring processes. It is important for all schools to have knowledge of the various monitoring and accreditation that exist throughout the WVSDT.

4.0 DEFINITIONS:

4.1 "Annual School Improvement Plan" means a plan written by WVSDT based on staff input and data. This plan details facility and student needs and represents the focus and direction of the school for a given year.

5.0 PROCEDURES:

- 5.1** Each Diversion and Transition Program is approved annually for operation by the WVSDT via approval of an Annual School Improvement Plan including the Comprehensive School Counseling Program (CSCP).
- a. The Superintendent of WVSDT provides each facility with directions for completing the Annual School Improvement Plan including the Comprehensive School Counseling Program (CSCP).
 - b. The principal/lead teacher/counselor coordinates the development of the Annual School Improvement Plan including the Comprehensive School Counseling Program (CSCP) at the facility level and submits a copy of the plan in accordance with prescribed timelines to the WVSDT.
 - c. Each year, every juvenile school will submit an updated Comprehensive School Counseling Program (CSCP) per Policy 2315.

- d. The WVSDT reviews and approves the Annual School Improvement Plan. The principal/lead teacher is notified of approval of the plan via memorandum from the Superintendent of WVSDT.
- 5.2** The WVDE's Office of Technical and Adult Education approves adult basic education programs and technical education programs in institutions via on-site cyclical and desk audit monitoring of compliance standards (see procedures developed by the Office of Technical and Adult Education.)
- 5.3** The WVDE's Office of Federal Programs & Support approves special education programs in facilities via on-site and desk audit monitoring of compliance standards (see procedures developed by the Office of Federal Programs & Support.)
- 5.4** The WVDE's Office of Support and Accountability will monitor any school receiving Title I: Part D via on-site and desk audit monitoring of compliance standards (see procedures developed by the Office of Support and Accountability).
- 5.5** Diversion and Transition Programs in juvenile and adult correctional facilities shall be reviewed for accreditation by the Correctional Education Association (CEA) on a three year cycle in accordance with the schedule developed by the WVSDT.
- 5.6** The Office of Support and Accountability shall monitor all education programs within juvenile facilities as defined in West Virginia State Board Policy 2325. This policy excludes juvenile detention centers.

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 2800: *Regulations for Juvenile Diversion and Transition Programs.*
- 6.3** West Virginia Board of Education Policy 2315: *Comprehensive School Counseling Program.*