
SUBJECT: Post-secondary Opportunities
NUMBER: ED-02-22
APPLICABLE TO: Juvenile Services Education Program Employees

APPROVED:  _____
Sam Abed, Secretary

DATE: 5/6/2022

I. POLICY

DJS provides high school graduates enrolled in Juvenile Services Education Program (JSEP) schools with 2.5 hours of postsecondary education each school day.

II. AUTHORITY

- A. MD Code Ann., Human Services §9-506, §9-603 and §9-604
- B. MD Code Ann. Education § 7-205.1
- C. COMAR 13A.03.02 and 13.03.03

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

SUMMARY OF REVISION	DATE OF REVISION
New policy issued.	5/6/22

PROCEDURES

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APPLICABLE TO: JSEP Employees

APPROVED: /s/ Kimberly Pogue
Kimberly Pogue, JSEP Superintendent

DATE: 5/6/22

I. PURPOSE

The purpose of this policy is to ensure all Juvenile Services Education Program (JSEP) students are provided the opportunity to work toward their career readiness and college goals once they have completed their secondary education.

II. DEFINITIONS

Accuplacer means the tests given to students to determine their readiness to take credit-bearing courses at a community college. If a student is unable to pass an Accuplacer test in a certain area, remedial coursework may be a co- or pre-requisite of the credit bearing course.

Certifications means a credential earned that shows the student has specific knowledge or skills. These are usually tied to an occupation, industry, or technology standards.

Career and Technical Education (CTE) means the training for a specific occupation, trade, or industry.

Certificates means a document that shows completion of a program, for example, workforce development or computer certificates. These are often designed to give students prerequisite skills for entering college or vocational programs or entry level jobs.

College Courses means the courses taken online or at an accredited college that earn the student credits that can be applied toward earning a college degree.

III. PROCEDURES

A. General Responsibilities

1. JSEP Superintendent is responsible for securing a diverse selection of post-secondary opportunities for students.

2. JSEP Coordinator for Guidance Services and Records Management is responsible for assuring all JSEP school counselors are aware of all the opportunities for their students and that the JSEP school counselors are trained in administering assessments and filling out applications to ensure students can take advantage of the full range of available post-secondary options.
3. JSEP Teachers are responsible for providing instructional support as well as remedial services to a student enrolled in post-secondary options.
4. JSEP Records Clerks are responsible for ensuring that the student records are updated with all post-secondary documentation.
5. The JSEP School Principals are responsible for ensuring their school guidance counselors or designee are following all the protocols in this policy. The Principal also shall provide data on post-secondary participation in their school to the JSEP Superintendent and Field Directors.
6. The JSEP school counselors are responsible for identifying and promoting post-secondary options for students at their schools by holding information sessions as well as one-on-one sessions with students to determine appropriate post-secondary options. The JSEP school counselors also are responsible for registering students in the appropriate post-secondary course and monitoring their performance.

B. Post-secondary opportunities while in a DJS facility

JSEP schools shall provide post-secondary opportunities to all students who have completed their secondary education either while enrolled in or before coming to a JSEP school. These opportunities will be provided for a minimum of 2.5 hours per school day, contribute to the student's career and/or college goals, and provide meaningful educational experiences. These may take the form of credit-bearing college courses, CTE training, certifications, or certificates if they meet the above criteria.

1. The JSEP School Counselor will meet with all students once they earn their high school diploma or are close to completion. The Counselor will help the student to determine their strengths and interests and discuss available career and college options.
2. Those students who want to continue their education at the college level are eligible to take the Accuplacer assessment. The JSEP School Counselors are responsible for administering the Accuplacer assessment in accordance with all testing procedures, filling out applications to all programs, and gathering all materials including transcripts, and score reports needed to qualify for the post-secondary programs. If needed, the JSEP school counselor will advocate for remedial services for students.

3. The JSEP school counselors (or in the absence of a school counselor, the principal or principal designee) are responsible for enrolling students in appropriate post-secondary programs. Appropriate programs will be determined by the student's Accuplacer assessment scores, interest inventory results and in conjunction with the student's participation. Lists of all available opportunities will be readily available to students and their guardians.
4. The JSEP school counselors shall register students for opportunities that can be completed during the school day to allow for computer access as well as teacher support.
5. The JSEP school counselor or principal designee shall monitor the student's progress in their post-secondary pursuits and provide or obtain assistance for the student as needed.
6. The JSEP school counselor shall secure a copy of the student transcripts and provide them to the JSEP Records Clerk for filing in the student's file as they are earned, when applicable. The school counselor shall obtain certifications and vocational completion certificates and provide them to the JSEP Records Clerk for filing in each student's file as they are earned, when applicable.

C. Post-secondary opportunities upon release from a DJS facility

JSEP schools also must support the ability of students to continue their post-secondary endeavors once the student is released.

1. The JSEP School counselors will provide information to students concerning continuing their post-secondary programs prior to discharge from a DJS facility and a JSEP school.
2. When applicable, JSEP school counselors, with the student, shall fill out applications for programs or colleges the student wishes to attend when the student is released.
3. If a student is planning to attend any type of college or vocational program, the school counselor shall assist the student and their family in filling out the Free Application for Federal Student Aid (FAFSA).
4. JSEP Schools will maintain all post-secondary information in the event that a student should need that information in the future. This would include, but is not limited to, certifications, grades and school transcripts, applications and acceptance materials, FAFSA information, and computer login and password information.

IV. RESPONSIBILITY

The JSEP Field Director is responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The JSEP Superintendent shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

None

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Post-secondary Opportunities

NUMBER: ED-02-22

APPLICABLE TO: JSEP Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

***SEND THE ELECTRONICALLY SIGNED COPY TO YOUR SUPERVISOR FOR
PLACEMENT IN YOUR PERSONNEL FILE.***