

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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|-----------------|------------------|-----------------|
| <u>NUMBER</u>   | <u>REVISED</u>   | <u>REVIEWED</u> |
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SUBJECT: COURSE OF STUDY (DJC-194)

CATEGORY: EDUCATIONAL SERVICES

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**Policy**

The purpose of this policy is to establish the Course of Study (DJC-194)(DJC-194) form in order for all students at the Idaho Department of Juvenile Corrections (IDJC) to plan a path to graduation or completion of the General Education Development (GED) program.

It is therefore the policy of the IDJC to work with the student and their parent(s)/guardian(s) to create and update a DJC-194 form for each phase of their education: middle school, high school, and post-secondary.

**Operating Procedures**

- I. The DJC-194 form is completed for both general education and special education students. The student, with educational staff assistance, performs an annual review of the DJC-194. The DJC-194 has three forms: middle school (DJC-194 M), high school (DJC-194 H), GED (DJC-194 G), and post-secondary(DJC-194 P).

Reasonable efforts are made by IDJC educational staff to ensure participation by parent(s)/guardian(s) in the development or review of the DJC-194. Each plan includes an outline of the student's DJC-194 and learning activities for the student to become a productive member of society while working toward the Idaho Achievement Standards developed for high school graduation or for the GED Certificate.

- II. When a juvenile enters into the Observation and Assessment (O & A) process, the student undergoes an evaluation that includes assessment of academics, behaviors, social/emotional functioning, and vocational aptitudes. These tests, along with the student's cumulative education records, are used to develop the student's DJC-194.
- III. A Multi Disciplinary Team (MDT) meeting to develop the DJC-194 occurs no later than 30 days after the student has entered the treatment program. The student, their assigned general education Instructor Specialist, parent(s)/guardian(s), Special Education instructor, and other appropriate IDJC staff are invited to participate in the development of the DJC-194. The facility Education Program Manager and general education Instructor Specialist are responsible for ensuring that the DJC-194 is completed.

- IV. Students are encouraged to fully participate in the development of their DJC-194 with education staff facilitating the process.
- V. Parent(s)/guardian(s) are notified of the meeting via mail, phone call, or e-mail. They may participate in person or via a conference call.
- VI. Parent(s)/guardian(s) who do not respond to the invitation, or decline to attend the meeting, are mailed a copy of the DJC-194 with the initial Service Implementation Plan (SIP) developed by the treatment team.
- VII. A copy of the DJC-194 and supporting documentation is sent to the Education Technical Records Specialist at HQ and placed in the student's cumulative education file.
- VIII. Course of Study Review
  - A. The DJC-194 must be reviewed and updated annually following the same procedures for an initial DJC-194.
  - B. Upon completion of a high school diploma or GED, a DJC-194 is developed for post-secondary studies.
  - C. All updates are placed in the cumulative education file.

*Reference:* [Glossary of Terms and Acronyms](#)  
*IDAPA 08.02.03 THOROUGHNESS; IDEA '97*

*Desk Manual(s):* *None*

*Related Policies:* *Competency Testing (511)*  
*Control, Maintenance, and Movement of Educational Records (505)*  
*Title I Eligibility (513)*

*Related Forms:* *Course of Study ([DJC-194 M](#)), ([DJC-194 H](#)), ([DJC-194 G](#)), ([DJC-194 P](#))*