

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

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SUBJECT: GED PROGRAM

CATEGORY: EDUCATIONAL SERVICES

Policy

The purpose of this policy is to establish the process for pursuing a General Education Development (GED) certificate while in custody at the Idaho Department of Juvenile Corrections (IDJC). The IDJC provides appropriate educational services for all students enrolled in IDJC's Juniper Hills School. The IDJC strives to have all eligible students earn either a high school diploma or a GED prior to release, to the extent appropriate.

GED Tests are administered to students meeting the criteria established in Office of the State Board of Education, Idaho Administrative Rule 08.02.01, Rules Governing Administration.

It is therefore the policy of the IDJC to provide eligible students educational services that will best prepare them to pass the GED exams.

Operating Procedures

I. GED Eligibility

- A. The applicant must be a resident of the state of Idaho.
- B. The applicant must be 18 years of age to be eligible for GED testing without parental permission.
- C. Applicants who are 16 and 17 years old are eligible for GED testing if they are one or more years behind in earning credits, expelled, pregnant, or recommended by the school or a parent/guardian.
- D. At a Multidisciplinary Team (MDT) meeting that includes staff, parent(s)/guardians(s), and the student, the team determines if the student should move from the high school path to the GED path.
 - 1. If the juvenile is coming to IDJC with GED Ready Tests or GED Real Tests, at the MDT Meeting, the parents will be asked if they have signed a GED testing form. If they have not already signed one, then the parents will be asked to sign one.
 - 2. The GED Facilitator will go into the Juvenile's account and take a screen shot of the screen that indicates the parent's signature is

on file and the date they have signed. This document will be uploaded into PowerSchool along with where the student began the GED testing.

- E. If a student receiving special education services wants to take the GED, an IEP meeting must occur before the final decision is made. The purpose of this meeting is:
 - 1. To determine the most appropriate academic path for the student;
 - 2. To inform student/parent(s)/guardian(s) or adult student of the necessity to withdraw the student from school to pursue a GED;
 - 3. To inform student/parent(s)/guardian(s) or adult student that special education services will cease for the duration of time that the student is withdrawn from school, and that written notice will be provided to state such.
- F. When the student decides that they would like to take the GED and the MDT concurs, the process includes:
 - 1. The student meets with their parent, core teacher, and Education Program Manager to determine if the student should move to the GED track.
 - 2. The student could be given GED Ready Tests to determine the starting score and if the student would be successful in earning their GED.
 - 3. If the student is determined to be a good candidate, and the student is under 18, the parents will be requested to sign the GED Testing Youth Waiver Form.
 - a. As with for special education, IDJC will attempt to contact the parents three different times in three different ways, and if unsuccessful, IDJC will check the box on the form and give permission. Each attempt will be noted in PowerSchool to demonstrate the attempts to gain a signature from parents.
 - 4. If the juvenile is 18, the juvenile may sign the form to indicate they are aware that they are moving to the GED track.

II. GED Preparation and Materials

- A. Once it is determined that the student should pursue a GED, the student will take the GED Ready assessments: Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies.
- B. The Instructor Specialist and Education Program Manager develop the plan for preparing the student for the GED based on the GED ready assessment. The resources that can be utilized are:

1. GED Curriculum through the current online curriculum platform;
2. Additional materials and resources deemed appropriate through the School Curriculum and Learning Resources (506) policy/procedure.

III. GED Testing

- A. The Education Program Manager determines when the student is prepared to attempt the official GED subject area tests.
- B. The school and parents must complete and sign the Idaho GED Testing Youth Waiver Request Form. The Idaho GED Testing Youth Waiver Request Form is sent to the Program Information Coordinator to upload into PowerSchool prior to the student's enrollment in the GED program.
- C. Instructor Specialists follow GED guidelines, as it pertains to number of attempts made to pass each test.
 1. The four GED tests the student needs to pass are Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies.
 2. Candidates must earn the minimum score for passing the GED test, as established by the GED testing service.
- D. Students that complete the GED are provided an unofficial certificate of completion from Juniper Hills School. Students are advised on how to obtain the official GED certificate.

Reference: [Glossary of Terms and Acronyms](#)
 20 U.S.C. 6312
 Administrative Rules of the State Board of Education

Desk Manual(s): *None*

Related Policies: [Observation and Assessment Evaluations \(404\)](#)
 [Release of Juveniles from IDJC Custody \(437\)](#)
 [School Curriculum and Learning Resources \(506\)](#)

Related Forms: *Recommended Educational Service Plan*
 Course of Study ([194 M](#)), ([194 H](#)), ([194 P](#)), ([194 GED](#))
 Pre-Post Test Form
 Official GED
 Official School Transcript
 [Idaho GED Testing Youth Waiver Request Form](#)