



New Hampshire Division for Children, Youth and Families Policy Manual

2200 EDUCATIONAL SERVICES

Chapter: **Sununu Youth Services Center**

Section: **Academic Vocation and Work**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **20-46**

Effective Date: **December 2020**

References Of Note

Federal Authority: [20 USC 1400, et seq.](#) and [34 CFR 300](#)

Statutes: [RSA 186-C](#), [RSA 193-C](#), [RSA 621](#) and [RSA 621-A](#)

Administrative Rules: [Ed 500](#), [Ed 1114](#), [Ed 1118](#), and [Ed 1123](#)

Case Law:

This policy establishes expectations and procedures for the John H. Sununu Youth Services Center (SYSC) Educational Department, including special education services.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. All students at the SYSC School shall be treated with dignity and respect, and they shall be afforded equal opportunity to education regardless of ethnicity, gender, religion, sexual orientation, or disability.
- II. The SYSC School shall maintain accreditation as determined by the NH Department of Education (DOE).
- III. The SYSC School shall provide comprehensive education programs to all youth at the facility. This shall include a 225-day school year comprising of 6 class periods per day with an additional study hall and incorporate:
 - A. Special education programming, inclusive of modified regular programming and regular classroom support;
 - B. Implementation of supports necessary to ensure compliance with any 504 plan a student may have; and
 - C. General education programming.
- IV. SYSC teachers shall implement daily lesson plans that:
 - A. Are clear, concise, and reflective of the educational goals specific to the student; and

- B. Reflect any related reports and evaluations, as well as staff input, provided by the sending school district (also known as the legally liable school district), responsible for the youth's education and welfare.
- V. Youth shall be provided opportunities to learn academic and literacy skills, technical and vocational skills, job skills, and independent living skills in order to transition smoothly into community schools, employment settings, and independent living situations.
- VI. The SYSC School shall coordinate with the LEA around how the sending school district will ensure that a youth with disabilities has access to prescribed hearing aids, low vision aids, orthotics, prosthetic devices, and other adaptive equipment used by the youth.
- VII. A formal written description of admissions policies and criteria shall be provided to youth entering the SYSC and to the youth's parents/legal guardians.
- VIII. The SYSC School shall have a written statement of the policies and procedures in place for managing youth behavior. This statement shall be offered to the sending school district and the parents/legal guardians and made available upon request:
 - A. At the time any youth becomes enrolled in the program;
 - B. At the time of the annual review of the youth's IEP (specific to Special Education students); and
 - C. Any time the SYSC's policies and procedures for managing behavior are revised.
- IX. The SYSC School shall provide parents/legal guardians information about their youth's educational rights upon the youth's entry to the program.
 - A. The SYSC School shall direct parents/legal guardians of eligible youth who have questions regarding their rights under the Individuals with Disabilities Education Act (IDEA) to the LEA.
- X. The SYSC School shall encourage the participation of youths' parents/legal guardians in the education process through open and frequent communication.
- XI. The SYSC School shall provide communication access as needed to assure meaningful access for youth, parents/legal guardians, and eligible students that require communication assistance in accordance with federal civil rights laws requirements, rules and guidance. This shall include:
 - A. Interpreter services for all encounters and interactions (using over the phone, in-person, or video-remote services);
 - B. Translation of written materials (vital documents and significant materials) including Braille; and

- C. Communication assistance for individuals with hearing, speech, and vision needs.
- XII. The SYSC School shall develop and provide incentives to students for educational participation and formal recognition of specific educational achievement.
- XIII. The SYSC School shall provide youth and their parents/legal guardians with documentation of the youth's progress towards educational goals by providing transcripts/report cards each quarter or upon the youth's release, whichever occurs first.
- XIV. All educational staff shall be knowledgeable of, and adhere to, approved behavioral interventions in keeping with training and policy.
 - A. Educational staff shall be aware of procedures around seclusion, but at no time are youth to be secluded within the SYSC School.
- XV. Any allegations of abuse/neglect of youth within the SYSC School shall be fully investigated in accordance with Division policy and state law.
- XVI. When youth are ready to leave SYSC, the SYSC School shall provide the parents/legal guardians and the sending school district information relevant to the youth's education while at the SYSC, including information as to the retention and destruction of educational records.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
2200.1	General Education Services	SYSC
2200.2	Special Education Services	SYSC
2200.3	Standards for Supervision-SYSC School	SYSC

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date