



## Superintendent's Circular

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AMT-03  
Version 01

### **ASSIGNMENT OF DEPARTMENT OF YOUTH SERVICES (DYS) COMMITTED STUDENTS**

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

The attached procedures for the assignment of Department of Youth Services (DYS) committed students new to the Boston Public Schools or re-entering the Boston Public Schools after previous discharges have been developed to ensure the efficient and appropriate assignment of DHS committed students to the Boston Public Schools.

These procedures are the result of a collaborative effort between staff of the Boston Public Schools and the Department of Youth Services and should be adhered to in all cases pertaining to DHS students.

#### **I. PROCEDURES FOR ASSIGNMENT OF DHS-COMMITTED STUDENTS NEW TO THE BOSTON PUBLIC SCHOOLS OR RE-ENTERING THE BOSTON PUBLIC SCHOOLS AFTER PREVIOUS DISCHARGES**

To initiate and successfully implement the assignment of DHS committed students to the Boston Public Schools, the procedures listed below shall apply:

(Please refer to Section II below for additional requirements for students recommended for special education.)

1. Prior to the student's re-entering BPS, DYS shall write a letter on its stationery including the following:
  - a. Verification of parent's address
  - b. Verification of the student's address if different from the address the student will live at once in a BPS program
  - c. Purpose of re-enrollment, i.e., to start school or request an evaluation by special education
  - d. Name, address, and telephone number of DYS education liaison and caseworker
  - e. Reason, if any, why the student should not be re-assigned to the previous school.
2. This letter shall be attached to the application and forwarded by a DYS caseworker, educational liaison, or representative to the student assignment specialist in the appropriate Welcome Center at the time of application for a school assignment, along with any other documents needed to enroll the student in a Boston Public Schools program. Documents should be provided if a student has been in an educational setting that would change the previous grade.
3. A DYS caseworker or educational liaison or representative shall assist the student in the entry/re-entry process and contact the school administrator in order to prepare everyone for a successful return.
4. The returning student must be accompanied by a DYS caseworker or educational liaison or representative when returning to a Boston public school.

Upon application, Welcome Center staff shall:

1. Provide the parent/guardian/student and DYS caseworker/liaison with a student registration form.
2. Explain and assist the parent/guardian/student and DYS caseworker/liaison in the completion of the student registration form.
3. Complete the appropriate information on the student registration form.
4. Provide the parent/guardian/student and DYS caseworker/liaison with a Home Language Survey form in the language of their preference and assist them in the completion of the form.

Attach to the student registration form:

- a. The completed Home Language Survey form.
  - b. The DYS letter cited on page 2, (a) and (b). If no address is stated in the letter, attach the proof of residency required by Welcome Services (i.e., social service agency ID or letter, preprinted, most recent utility bills, bank statement, mortgage with address).
  - c. Proof of grade if available (i.e., a transcript documenting courses and credits earned while in DYS facilities or private placement). If proof of grade is not available, the question of appropriate grade level placement shall be addressed in the same way it is done with non-DYS committed students.
  - d. Copies of immunization records for new enrollees.
5. Sign and specify the date on the bottom of the student registration and Home Language Survey forms.
  6. Provide the DYS caseworker/liaison with a copy of the

assignment form given to the parent/guardian or student.

**NOTES:**

1. DYS is responsible for notifying the school of assignment when a student is committed to DYS. Please note the distinction between DYS *detained* and DYS *committed* students. Notification for *committed* students will come in the form of a request for records.
2. The Office of Welcome Services is responsible for contacting the appropriate special education assistant program director in those cases where the DYS student re-entering the BPS has a current/signed IEP to determine the status of the student.

**II. PROCEDURES TO BE FOLLOWED FOR DYS-COMMITTED STUDENTS RECOMMENDED FOR SPECIAL EDUCATION PROGRAM**

If a DYS committed student is in a detention center, secure facility, or private special education school and is recommended for a BPS special education program, a special education evaluation shall take place. The private school coordinator or supervisor for contracted services is responsible for the evaluation procedures as follows:

1. If the DYS student is in a secure facility or detention center, the private school coordinator assigned to DYS is responsible for the evaluation.
2. If the DYS student is in a Chapter 766-approved private school, the private school coordinator assigned to that private school is responsible for the evaluation.
3. If the DYS student is out of school but last attended a Chapter 766-approved private school with Regional

Review Board approval within the previous school year, the private school coordinator assigned to the previously attended private school is responsible for the evaluation. If greater than one school year, or a private program is not 766-approved, the assigned school's coordinator is responsible for the evaluation.

4. If the DYS student is out of school and has no current school assignment, the private school coordinator is responsible for the evaluation. The DYS caseworker/liaison is responsible for submitting all current assessments of the student.

The DYS caseworker/educational liaison or representative shall determine the student's assigned school by calling the Office of Enrollment Services at 617-635-7750.

DYS shall refer the student to the special education program director or SESS coordinator at the assigned school for an evaluation. For a reevaluation, a request letter will be sufficient containing the student's current address, telephone number and contact person if other than parent. Special education program directors or SESS coordinators are responsible for providing these forms and assisting in their coding, and for the evaluation procedures.

The supervisor of contracted services, special education program director, SESS coordinator, or private school coordinator and the DYS caseworker/liaison shall work jointly to obtain parent/guardian signature on a Consent for Evaluation or Reevaluation and Release of Information forms. The supervisor, program director, or coordinator shall complete the evaluation or reevaluation within the prescribed timelines and, based on the TEAM findings and the recommendation written on the

Individualized Education Program (IEP), request placement in a special education setting, as follows:

1. If the TEAM recommends that the student be assigned to a full or partial inclusion setting other than a sub-separate setting, the supervisor, program director, or coordinator and the DYS caseworker/liaison shall work jointly to obtain written parental approval of the IEP.
2. Upon receipt of the signed first page of the IEP, the supervisor, program director, or coordinator shall give a copy of the signed approved IEP to the DYS.
3. If the TEAM recommends that the student be assigned to a substantially separate setting, the supervisor, program director, or coordinator shall submit copies of the required assessments and IEP to the assignment coordinator for a decision regarding the student's placement in collaboration with the level assistant director prior to requesting or recommending a specific school assignment.
4. The supervisor, program director, or coordinator shall present DYS and the parent/guardian/student over 18 years of age the recommended placement option.
5. The supervisor, program director, or coordinator and DYS shall work jointly to obtain written approval of the IEP.
6. Upon receipt of the signed IEP, the supervisor, program director, or coordinator shall forward a copy of it to the appropriate level assistant director and give a copy to the DYS caseworker/liaison, who will then attach such copy to the DYS letter referred to in Section I.A. and present both documents at the time of application for a school assignment, along with any other documents needed.

7. The level assistant director shall complete the DI5 form and forward it to the Enrollment Planning and Support Unit to finalize the assignment.

**It is important to note that the TEAM may also determine that the student needs no special education services.** In these cases, the program director or coordinator will provide a letter indicating the TEAM decision of no eligibility and provide it to the DYS caseworker.

### **III. PROCEDURES FOR MAINTAINING COMMUNICATION BETWEEN DYS AND BPS AFTER A DYS COMMITTED STUDENT IS ASSIGNED TO A BOSTON PUBLIC SCHOOL**

#### **Contact Person in School of Assignment**

For students who have entered/re-entered the Boston Public Schools from a DYS placement, DYS staff shall contact the head of school or principal, who may delegate the ongoing liaison function to any of the following school-based staff:

1. For regular education students, the guidance counselor/advisor designated by the head of school or principal (for secondary schools) or the principal or designee (for elementary schools).
2. For special education students, the special education program director or SESS coordinator. At the middle and high school levels, the program director or SESS coordinator shall keep the guidance staff informed of all DYS contacts made.

**NOTE:** In the case of both regular and special education DYS students, the school's contact person(s) is responsible for keeping the building administrator fully informed relative to the status of DYS students assigned to the building.

### **Contact Persons at DYS**

For students who have entered/re-entered the Boston Public Schools from a DYS placement, school-based staff may contact the following DYS personnel. (Because names may change, only titles are given; school staff may need to ask for specific names.)

1. Director of caseworker services, 617-727-7575
2. Educational liaisons, 617-727-7575

### **The following steps should be taken in case of emergency:**

1. The head of school/principal who is having an emergency with a DYS student should contact the director of casework services, 617-727-7575, who will refer the case to the appropriate DYS staff.
  2. In non-emergency situations, the head of school/principal or designee should maintain the usual ongoing communication with the assigned caseworker or other DYS staff. When in doubt, the director of casework services, 617-727-7575, may be contacted.
- If a student committed to a DYS facility enrolls in the Boston Public Schools at any time during the school year or in the summer, DYS shall advise the respective head of school/principal that the student was assigned and provide the name of the DYS contact person.
  - If a DYS student who enrolled in a designated BPS school transfers to another BPS school during the year, the head of



school/principal or designee of the sending school shall contact the head of school/ principal of the receiving school and inform them about the transfer.

- By September 1st of each year, DYS shall generate a list of DYS students assigned to Boston Public Schools, indicating the school to which the student is assigned and the DYS contact person for each student. This list should be updated bi-weekly until December and monthly thereafter and sent to the Office of Welcome Services for verification.
- DYS shall designate a liaison to meet periodically with staff from the Office of Welcome Services or designee to follow up on the status of DYS students who have been assigned to BPS schools.

Principals/heads of school interested in annual in-service sessions for their staff with participation of DYS staff should contact the director of casework services, 617-727-7575.

**For more information about this circular, contact:**

Owner:	Director of Student Assignment and Selective Admissions
Department:	Office of Family and Community Advancement
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-7698
Email:	<a href="mailto:ofca-staff@bostonpublicschools.org">ofca-staff@bostonpublicschools.org</a>

Mary Skipper, Superintendent

