



## **Incarcerated Students Procedures**

State Board LEA Policy 6921 – Incarcerated Students describes a State Board authorized charter school’s general obligations with regard to students incarcerated in a juvenile detention center or jail. This procedure document outlines the procedures that State Board staff and authorized charter schools will follow when a student is incarcerated in a juvenile detention center (“detention center”) or jail.

These procedures cover:

- [Incarcerated Students Liaison](#)
- [Students Incarcerated in a Detention Center](#)
- [Coding of Students Incarcerated in a Detention Center](#)
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### **Incarcerated Students Liaison**

Each charter school shall name an incarcerated students liaison who will be the main contact for families and students in the school as well as for the State Board’s incarcerated students liaison. The school’s liaison shall communicate on at least a monthly basis, but as frequently as necessary, with the State Board’s incarcerated students’ liaison with regard to reporting incarceration of students and transferring education records to the receiving district, if applicable. The school’s incarcerated liaison shall also be responsible for completing the relevant sections of the school’s annual Sub-recipient Monitoring Self-Assessment. More information about the Sub-recipient Monitoring Self-Assessment can be found in the State Board’s Sub-recipient Monitoring Guidebook.

### **Students Incarcerated in a Detention Center**

Pursuant to State Board Rules TRR/MS 0520-01-12, any general education student who is detained in a detention center shall receive education services from the school district where the detention center is located (the “Receiving District”). Since the State Board school district does not have any physical boundaries, no detention centers are located within the district. If the State Board<sup>1</sup> or authorized charter school is notified by the Receiving District that a student enrolled in a State Board authorized charter school is incarcerated, the charter school shall send the student’s educational records to the Receiving District within forty-eight (48) business hours of the request. The charter school shall also work with the Receiving District to develop an individualized Educational Service Plan (“ESP”) for the student. The

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<sup>1</sup> If the State Board is notified by the Receiving District, State Board staff will immediately notify the charter school that the student is incarcerated and communicate the charter school’s responsibility to send the student’s records to the Receiving District. If the charter school is notified by the Receiving District, the charter school shall also notify the State Board that the student is incarcerated.

Receiving District shall be responsible for providing all educational services to the student while they are incarcerated in the detention center.

If the State Board or authorized charter school receives notice that a student with a disability is incarcerated in a detention center, the charter school shall send the student's educational records to the Receiving District within forty-eight (48) business hours of the Receiving District's request. The authorized charter school shall ensure that the student is unenrolled from the State Board's EasyIEP system so that the student may be transferred to the Receiving District's EasyIEP system. The Receiving District is responsible for providing special education services and child find for students incarcerated in a detention center located in their district.

### **Coding of Students Incarcerated in a Juvenile Detention Center<sup>2</sup>**

Any student enrolled in an authorized charter school who is incarcerated in a Juvenile Detention Center shall remain enrolled in the school's Student Information System. The school shall ensure that such students are coded in the Student Information System with the attendance code for the corresponding Juvenile Detention Center. Relevant codes are as follows:

- Davidson Count Juvenile Detention Center: JDC04
- Middle Tennessee Juvenile Detention Center: JDC07
- Shelby County Juvenile Detention Center: JDC14

Additional codes are available from the Department of Education or the district.

### **Students with Disabilities Incarcerated in a Jail**

If the State Board or authorized charter school receives notice that a student with a disability is incarcerated in a jail, the charter school shall send the student's educational records to the Receiving District within forty-eight (48) business hours of the Receiving District's request. The authorized charter school shall ensure that the student is unenrolled from the State Board's EasyIEP system so that the student may be transferred to the Receiving District's EasyIEP system. The Receiving District is responsible for providing special education services and child find for students incarcerated in a jail located in their district.

### **Primary Point of Contact**

Pursuant to State Board Rule 0520-01-12-.06, the Director of Schools shall appoint a State Board staff member to serve as the primary point of contact to resolve issues with regard to incarcerated students. This designation shall be done in writing and sent to the Commissioner of Education for approval. The appointment will remain effective until a change is necessary. Any change to the primary point of contact shall also be made in writing to the Commissioner of Education.

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<sup>2</sup> TRR/MS 0520-01-12; T.C.A. § 49-6-3023