

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **JECA-AR(2)**  
Adopted: 3/15/95  
Readopted: 3/12/01  
Orig. Code(s): AR 5106

**Enrollment of Students Living in Substitute Care Situations**

ORS 339.133(4) and Board policy state that students placed by public or private agencies who are living in licensed, certified or approved substitute care programs shall be considered residents in this district if they reside here because of placement by the agency. Examples of such substitute care programs include the Albany Youth Care Center, proctor homes and foster homes.

The district recognizes and accepts responsibility for providing educational programs for these students, as it has for all students residing within the district. However, special issues may exist because of the circumstances that have caused the student to be in the substitute care facility. Thus, the following procedures and expectations will be followed in enrolling and placing these students:

1. Staff members of such programs shall present documentation to schools when enrolling students giving evidence of state approval of their program and facility. The documentation shall include the name and address of the facility, the name of the agency which supervises the facility and the name of the administrator at the local and state level who supervises the program;
2. Documentation presented at the time of registration of the student shall include the name and other personal identifying data about the student;
3. Before the student will be allowed to begin participation in the school program, the school must have a signed release of information letter and a copy of all student records necessary to assess possible school safety issues as well as the appropriate academic and behavioral placement of the student. The school may request a staffing before the student is allowed to attend school;
4. Although the district recognizes the responsibility of providing educational opportunity for the student, the district maintains the right to place the student in a program that will insure the safety and appropriate learning climate for all students in the district. Students who have been expelled in other districts or who are involved in the juvenile system because of acts that would be crimes if they were adults may not be enrolled in the regular program. Involvement in the regular academic program may involve a transition plan that contains special conditions;
5. The district believes cooperation and shared responsibility of the substitute care agency with the district is necessary if the best interest of the student is to be served. Within the district, the administration at each school shall be the liaison with the agency in cooperative efforts to provide appropriate programs for these students.