

## **Education Services Division**

The Education Services Division encompasses programs outside of the traditional scope of services provided by comprehensive school campuses. The Division is led by the Assistant Superintendent, Education Services Division. The Division includes the following programs: Adult Education, Adult ELL, Adult Corrections, Juvenile Corrections, Adult and Juvenile Detention Centers, Behavior School Programs, Continuation School Programs, Choice School Programs, Pupil Personnel Services, Office of Expulsion Due Process, Office of Student Adjudication, Office of Attendance Enforcement, and the Office of Safe and Drug Free Schools.

### **Pupil Personnel Services**

The Director, Department of Pupil Personnel Services, receives and reviews all behavior school and expulsion referrals. All behavior school and expulsion referrals from the approximately 320 Clark County School District schools are submitted electronically through Infinite Campus to this department for resolution. The Director assigns all referrals to administrators within the department for adjudication. Each administrator conducts hearings with the referred student and his/her parent/guardian ensuring the interest of the schools and the District are considered while protecting the referred student's and parent/guardian's rights and expectations for consistent and unbiased due process proceedings. The Department of Pupil Personnel Services is responsible for processing all student behavior school and expulsion recommendations and coordinating due process hearings as prescribed by state and/or federal laws and district regulations. Outcomes may include, but are not limited to, the following: return to a comprehensive school, referral to an outside agency, assignment to a behavior school, and/or placement in a continuation school. Furthermore, the department processes and evaluates out-of-district expulsions and other long-term suspensions in enrollment. The Department of Pupil Personnel Services annually processes an average of approximately 4,000 student disciplinary referrals. The Department of Pupil Personnel Services provides direct oversight of two offices: The Office of Expulsion Due Process and the Office of Student Adjudication.

### **Office of Expulsion Due Process**

The Office of Expulsion Due Process provides due process at the Education Services Division Hearing Panel and The Board of School Trustees' Expulsion Review Board levels. These functions include the coordination of service required for those student/parents electing to challenge such recommendations beyond a hearing officer's decision. The Office also coordinates student assignments for those students completing expulsion terms and providing recommendations to the Director, Department of Pupil Personnel Services, regarding such assignments. Additionally, the Coordinator facilitates the transition of all institutional releases to school assignments. Students are released from Juvenile Correctional facilities weekly as determined by Family Courts and the Division of Juvenile Justice Services

and based on the terms of their sentence. Once released, the Coordinator works with CCSD transition officers, as well as state and county parole officers, to assign students to schools or programs following incarceration. An additional responsibility of the Office of Expulsion Due Process is maintaining home school and work exemptions. Each year there are approximately 1,000 exemptions processed through this Office.

### **Office of Student Adjudication**

The Office of Student Adjudication conducts all non-statutory behavior school and expulsion referrals. The hearing officers conduct hearings with each referred student and the parent/guardian. Each hearing officers carefully reviews the referral noting the facts and evidence presented by the school, solicits input and explanation from the student regarding the incident, reviews each student's academic and behavioral history and status, and makes a determination based on the facts presented as well as the opportunities for student success. The Coordinator, Office of Student Adjudication, also conducts due process hearings for students recommended for expulsion or other long-term disciplinary action.

### **Office of Attendance Enforcement**

The Office of Attendance Enforcement includes the supervision of the day-to-day functions of the district's 25 Attendance Officers, the school Truancy Citation process (Over 2,500 citations are processed annually), and attendance and truancy initiatives as required of the State and the District. The Coordinator, Office of Attendance Enforcement, assumes a global responsibility of identifying the cause of student absences and working with schools, parents, and other district and community agencies to resolve attendance issues and ensure that all parties are in compliance with state and federal compulsory attendance statutes and applicable district attendance policies and regulations. The Coordinator also chairs the Student Attendance Review Board (SARB), a board that receives attendance referrals from participating schools. In addition to the Coordinator, Office of Attendance Enforcement, the Board is comprised of the Assistant Superintendent, Education Services Division; Manager, Division of Family Services; and Director, Juvenile Probation. The Board meets weekly to hold hearings with the referred students and parents/guardians to address attendance concerns, create a plan for student success, mandate sanctions, and remove attendance barriers for students in an effort to provide a remedy and support and avoid a Truancy Citation and involvement of the Juvenile Court System.

## **Office of Safe and Drug Free Schools**

The Coordinator, Office of Safe and Drug Free Schools, manages the District's Substance Abuse Awareness Program (SAAP). Students who commit drug/alcohol related disciplinary offenses are mandated to attend and complete a Substance Abuse Awareness Program. The Coordinator provides training, hires SAAP instructors, secures SAAP class locations across the District, schedules the SAAP classes, and manages SAAP Certificates for those who have successfully completed the program. The Coordinator is responsible for ensuring adequate professional development opportunities to District staff on drug related topics, current drug trends, and other related topics. Through collaboration with community agencies, the Coordinator also provides support to schools and staff with regard to the community resources available to schools, students, and families. As the representative for the District, the Coordinator applies for, manages, and provides oversight for the Reconnecting Youth Grant, a grant designed to work directly with identified at-risk youth at participating sites to provide a social curriculum, adult role models, targeted interventions, and a group counseling setting to get these youth back on track and reconnected with school, family, and community.

## **Programs**

Adult Education sites include the Department of Adult Education, Adult English Language Learners Program, and Desert Rose Adult High School. The adult corrections sites include Florence McClure Women's Correctional Center, High Desert State Prison, High Desert Youthful Offenders Program, and Southern Desert State Prison. Juvenile Corrections sites include Spring Mountain Youth Camp and Summit View State Youth Center. Detention sites include the Clark County Detention Center and Clark County Juvenile Detention Center. Behavior School sites include Cowan Behavior Junior Senior High School, Southwest Behavior Junior Senior High School, Morris Behavior Junior Senior High School, Jeffrey Behavior Junior Senior High School, and Peterson Behavior Junior Senior High School. Continuation School sites include Biltmore Continuation High School, South Continuation High School, and Washington Continuation Junior High School. Choice School sites include Burk Horizon High School, Cowan Sunset High School, Morris Sunset High School, Global Community High School, and Desert Rose High School. Students are assigned to the correctional programs as a court mandate based on sentencing and students are assigned to detention pending adjudication of the Adult or Juvenile Justice Department. Students elect to enroll in the adult education programs after aging out of the comprehensive programs. Students are assigned to behavior schools through either a direct site referral or through the adjudication process for less serious disciplinary offenses. Students are assigned to continuation schools as a result of committing statutory or mandatory expellable offenses. Students who are credit deficient or need flexible scheduling choose to attend choice schools with the exception of Global Community High School, which serves students who are new to the country and have limited English skills.