

5.13 Residential Treatment Center (RTC)

“Any school age person shall have the right to attend public school within the school district in which he resides or is present.” [NMSA 22-12-4, 1978]

I. Overview

Gadsden Independent School District (GISD) provides core academic educational services to all students of public school age who reside at the residential treatment center (RTC) administered by Peak Behavioral Health Services and which is located within the geographic boundaries of the Gadsden Independent School District.

Students are placed at the Peak Behavioral Health Services RTC due to a variety of factors including, but not limited to, mental health concerns, substance addiction, family trauma and truancy. The RTC provides students with a therapeutic program that includes psychiatrists, therapists, nurses, recreation therapist, mental health technicians and administrative support.

Students at the RTC are enrolled in classes at the educational program at RTC (RTC - The Pointe) that are designed to complete required grade-level course work based on the New Mexico Common Core Standards as well as earn credits, as appropriate, toward graduation in their home school district. The educational program at RTC, RTC – The Point, is administered by the Special Education Department located at the Gadsden Administrative Complex (GAC). RTC students’ educational records are maintained at the RTC - The Point.

II. Student Registration/Enrollment

A. Students Placed Via IEP from Another District in New Mexico

In situations where students with IEPs are placed in hospital or residential treatment settings in another district by an IEP team, joint powers agreements must be in place regarding the funding and counting of those students.

B. Students from Another District in New Mexico Placed Outside of The IEP Process

1. When the Stay Is Anticipated to be 10 School Days or Less

- a. The home district should continue to show that student as enrolled.
- b. The home district should report the student on Average Daily Attendance By Student (ADS) if a count date occurs during the RTC stay.
- c. GISD is NOT expected to provide educational services.

2. When the Stay Is Anticipated to be More Than 10 School Days

- a. The home district should show that student as withdrawn.
- b. GISD should show the student as enrolled.
- c. GISD should report the student on ADS if a count day occurs during the RTC stay.
- d. GISD should provide educational services under the current IEP (when the student is already a special education student), as possible at the RTC, or under a new IEP.

C. Out-of State Students Placed Outside the IEP Process

All public school-age students residing at the RTC in the Gadsden Independent School District, even those from out of state, shall have the right to attend public schools within the district.

D. Registration/Enrollment Procedures

The GISD site- administrator at RTC will ensure that the student's home school district (when the student is from a public school in New Mexico) is contacted prior to enrollment in GISD. The data clerk assigned to RTC (RTC data clerk) will contact the previous school district to ensure that the student has been dropped from that district. Then, subject to guidelines in A, B, and C above, public-school age students will be enrolled into this district. The RTC data clerk will complete the GISD registration form and will enter the new student into the district PowerSchool system no later than the following school day.

III. IEP Meeting

For students who were previously identified as eligible for, and in need of, special education and related services prior to admittance to the RTC and whose stay at the RTC is expected to be more than 10 school days (see section B.2. above), an IEP meeting will be held within 10 school days of the date the student is registered at the RTC - The Pointe.

A surrogate parent will be appointed to act on behalf of the student when no parent can be identified; when the whereabouts of a parent is not known; or when the student is a ward of the state or in state custody through the Protective Services Division of the Children, Youth and Families Department. It is the responsibility of the RTC data clerk to contact the parent, or agency acting as the parent, such as New Mexico Children, Youth & Families Department, Bureau of Indian Affairs, etc., to determine if the conditions are met that require the appointment of a surrogate parent.

At the conclusion of each IEP meeting, the RTC data clerk will enter the IEP information into the PowerSchool program within one working day of receiving the IEP. For students whose home school is within GISD the RTC data clerk will send the original IEP documents to the GISD Special Education Department data clerk and maintain copies in

the student's file at the RTC- The Pointe. For students whose home district is outside GISD the RTC data clerk will file the original IEP documents in the student's file at the RTC-The Point. A copy of the IEP documents will be provided to the Peak Behavioral Hospital Services and the parent.

A. Special Procedures When Student Was in Special Education in Last District

When there is documentation that a student was receiving special education services prior to enrolling in GISD, the student will be placed into GISD's special education program at RTC-The Pointe with a Temporary IEP (effective for no more than 30 calendar days). A completed Request for Educational Records form will be forwarded by the RTC data clerk to the student's previous public school district. Upon receipt of additional records from the previous district, an updated IEP (marked Annual Review) will be developed by the IEP committee at the RTC-The Pointe. If incomplete records are received GISD's assessment staff will initiate a Review of Existing Educational Data (REED).

B. Students Not in Special Education in Last Placement

Child Find. For students not previously receiving special education services, but for whom the district suspects may be disabled under the Individuals with Disabilities Education Act, the RTC-The Pointe Student Assistance Team (SAT) will consider currently available data including educational records and diagnostic data such as psychological or medical records in determining whether or not a student should be referred for a special education evaluation. When GISD suspects that the student may be a student with a disability and in need of special education, additional testing will be conducted by GISD instructional and assessment staff to assist the IEP committee in determining eligibility for special education.

Students subsequently found NOT eligible for special education will be considered, as appropriate, for eligibility/services under Section 504 of the Rehabilitation Act of 1973.

IV. Withdrawal Procedures

Upon being given notice that a student will be discharged from the RTC, the RTC site administrator will ensure that a Student Withdrawal Form (which includes attendance, classes, grades, and credits) is completed and the original form is placed in the student's file at RTC-The Pointe. If the student enrolls within GISD the RTC-The Pointe data clerk will send a copy of the Student Withdrawal Form to the receiving GISD school. If the student enrolls outside GISD the RTC-The Pointe data clerk will provide a copy of the Student Withdrawal Form to the receiving school district, upon written request.

The student, student's parent, and future districts of residence may request copies or additional copies of the student's educational records including the completed Student Withdrawal Form, transcripts, and copies of IEPs from the RTC-The Point data clerk.

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