



**Youth Detention Facility
OPERATIONS ORDER**

EDUCATION PROGRAM – TITLE XV 1370

Purpose and Scope

The Sacramento County Office of Education operates El Centro Junior/Senior High School within Sacramento County Probation Department’s Youth Detention Facility.

The educational program provides a range of instructional classes to meet the educational needs and improve literacy of the students in a five period, 300 minute instructional day. All teachers are credentialed by the state and work a contractual year of 200 days.

All residents under age 18 who do not possess a high school diploma are required to attend school.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title XV - 1370

Effective Date

1/14/2009

I. Guidelines

- A. The County Board of Education shall provide for the administration and operation of El Centro school in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws.
 - 1. The school principal shall meet with facility administrator on a bi-weekly basis to ensure communication and coordination between school staff and probation staff.
 - 2. Culturally responsive and trauma-informed approaches should be applied when providing instruction.

3. To facilitate learning and ensure safe technology practices, the Youth Detention Facility provides and supports the use technology to educational staff.
4. The Chief Deputy shall request an annual review of each required element of the school program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with the requirements of Title XV.

B. Required Elements

1. The El Centro school program shall comply with the State Education Code and County Board of Education Policies and provide for an annual evaluation of the educational program offerings.
2. As stated in the 2009 California Standards for the Teaching Profession, Teachers shall establish and maintain learning environment that are physically, emotionally, and intellectually safe.
3. Youth shall be provided a rigorous, quality educational program that includes instructional strategies designed to respond to different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.
4. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex, and gender-nonconforming youth by their preferred name and gender.
5. The course of study shall comply with the State Education Code and include, but not be limited to the following and courses required for high school graduation:
 - a. English/Language Arts;
 - b. Social Sciences;
 - c. Physical Education;
 - d. Science;
 - e. Health;
 - f. Mathematics;
 - g. Fine Arts/Foreign Language; and,
 - h. Electives, including career educations.
6. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.

7. Youth shall be informed of post-secondary education and vocational opportunities.
8. Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.
9. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.
10. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. Operational procedures will not interfere with the time afforded for the minimum instructional day. Absences, time out of class for educational instruction, both excused and unexcused, shall be documented.
11. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).

C. School Discipline

1. Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavior management program and security system.
2. School Staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.
3. Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct, School staff shall follow the appropriate due process safeguards as set forth in the State Educational Code, including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.
4. In the event a student is having difficulty completing the school day, the following protocols will be implemented:
 - a. The student will be advised of their right to submit a grievance or discuss concerns about school with the school principal and/or probation staff.

- b. The student will meet with the instructor and probation staff to discuss possible solutions and encourage school participation.
- c. The principal will notify the parent or guardian regarding their student having trouble completing the school day.
- d. If the student continues to have trouble completing the school day, the principal will meet with the teacher, the student and probation to come up with a reasonable solution, which may include: working independently in the day space, a modified school schedule, or completing school work in a separate location.

D. Provisions Special Populations

- 1. State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.
- 2. Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.

E. Educational Screening and Admission

- 1. New admissions are interviewed and a record maintained that documents a youth's educational history including, but not limited to:
 - a. School progress/school history;
 - b. Home Language Survey and the results of the State Test used for English language proficiency;
 - c. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.
 - d. Discipline problems
- 2. Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.
- 3. Within five school days following admission, a preliminary education plan shall be developed for each youth.
- 4. Upon enrollment, education staff shall comply with the State Education Code and request the youth's transcript from their prior school(s). Copies of the

resident's Individual Education Program (IEP) and 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. . Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.

F. Educational Reporting

1. The youth's complete educational record shall be forwarded to the next educational placement, in accordance with the State Education Code.
2. The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.

G. Transition and Re-entry Planning

1. In as much as possible, and if appropriate, prior to the youth's release from custody, an educational plan will be established and developed with input from the family, the youth or supportive adult, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.

H. Post-Secondary Education Opportunities

1. The school and facility administrator should, whenever possible, collaborate with local post- secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

Attachments

Amends/Replaces Previous Order

Authorized By _____ **Date** _____
Chief Deputy Dave Semon