

**SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL**

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Programs

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School Program

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POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall to provide educational services to all residents, addressing individual learning needs. The School Program is operated by the Sonoma County Office of Education (SCOPE).

PROCEDURES

1. GENERAL INFORMATION

- A. School attendance is mandatory for all residents.
- B. The expectations for school participation and consequences for not participating are posted on a School Program Flyer in each unit bulletin board.
- C. Residents are encouraged to fully participate in the educational programs offered.
 - i. If a resident refuses to attend school, staff are to attempt to find out the reason why.
- D. If a resident does not attend school due to illness and feels better later, or refuses to attend, or is suspended from school and they are not an immediate threat, they will receive level I privileges.
- E. Residents on Orientation will participate in school enrollment & placement testing during their first full school day. A preliminary education plan shall then be developed within five (5) school days.
- F. Residents who are 18 years or older, or who already have a GED or High School Diploma are still expected to participate in supervised school programming.
 - i. During their school program, these residents may work on vocational research, college prep material, or other items approved by SCOPE staff.

2. SCHOOL ATTENDANCE TRACKING AND BEHAVIOR MANAGEMENT

- A. Positive behavior management expectations will be implemented to reduce the need for disciplinary action in the school setting through the Juvenile Hall Behavior Management System.
- B. JCC staff are responsible for tracking each resident's school attendance in the Behavior Tracker.
- C. The School Section has an "Attendance Code" column where the staff will log attendance.
- D. JCC staff and the teacher will work together in determining how many points a resident has earned during the school block based on school participation and behavior.
- E. School staff shall be advised by JCC staff of administrative decisions made by staff that may affect the educational programming of students. There may be some circumstances that Administration may advise school Administration staff directly.

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3. TRUANCY

- A. A resident is considered truant if the school program has begun and the resident is not in class because of behavioral issues. A resident could be truant if late to any school period throughout the day.
 - i. A resident is not considered truant if they are not in school when class begins due to issues that are beyond their control such as:
 - a) Court
 - b) Transportation
 - c) PO / Placement Visits
 - d) Medical / Dental Appointments
- B. If a resident is late to school the following procedures are to be followed:
 - i. The teacher and JCC staff are responsible for logging when a resident does not earn school points and documenting the reason why points were not earned.
 - ii. Housing unit staff are required to log any regular AM points earned.
 - iii. Residents who establish a pattern of truancy may be placed on a Special Program (SP). The program team will work cooperatively with SCOE and housing unit staff to monitor resident truancy and develop SPs as appropriate.

4. ABSENCE

- A. If a resident refuses to attend one or more full periods of school, the following procedures are to be followed:
 - i. There will be no radio privileges during the AM shift (Except educational media).
 - ii. There will be no radio privileges on the PM or night shift.
 - iii. Housing unit staff are required to log any regular points earned during that school block.
 - iv. Residents who establish a pattern of absence may be placed on a SP. The program team will work cooperatively with SCOE and housing unit staff to monitor resident absence and develop SPs as appropriate.

5. SUSPENSION

- A. 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 Education 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.

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- B. The facility administrator, in conjunction with education staff, will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.
- C. When a resident is suspended from school it means they will not be returning to school for the rest of the school day, at minimum.
- D. If a resident is suspended, the following procedures are to be followed:
 - i. There will be no radio privileges during the AM shift (Educational media may be played.)
 - ii. There will be no radio privileges on the PM or night shift.
 - iii. The teacher is responsible for logging all suspension information as dictated by SCOE requirements. The Suspension Form will be placed in the Housing Unit Modified Program binder.
 - iv. Housing unit staff are required to log any regular points earned in that block.

6. ILLNESS

- A. If a resident does not attend school due to illness, the following procedures are to be followed:
 - i. There will be no radio privileges during the AM Shift. (Educational media may be played)
 - ii. PM radio privileges are at staff discretion.

7. MOVIE PARTY ELIGIBILITY & SCHOOL ATTENDANCE

- A. Residents will not be eligible to attend the weekly movie night unless they have 100% school attendance for the week.

8. SCHOOL PROGRAM FOR RESIDENTS ON A MODIFIED PROGRAM

- A. Most residents will attend school in the classroom.
- B. A resident may be provided an alternative classroom and instructor if they are on a modified program that impacts their ability to attend regular school. Modified programs include Administrative Program, Protective Custody, and Special Program.
- C. The following sections outline the school expectations for each of the modified programs listed above.
 - i. Administrative Program (AP)
 - a) Residents on AP must be kept away from other residents at all times.
 - b) School programming will have to be conducted in an alternative classroom with a dedicated instructor.

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- i) The interview rooms and activity room are not to be utilized for residents on AP.
 - ii) Weather permitting, a teaching area can be set up in the small recreation yard. A vacant classroom or the Intake area may also be utilized as alternative classrooms. However, dedicated teachers must be assigned when there are school programs being run in those areas.
 - iii) Multiple AP residents can be combined in a single classroom on a case-by-case basis, and as their classification allows with the expressed approval of Juvenile Hall Administration.
 - c) Teachers are expected to grade these residents fully.
- ii. Protective Custody (PC)
 - a) Residents on PC shall be kept away from other residents.
 - b) School programming may have to be conducted in an alternate location, and may require a dedicated instructor.
 - i) The resident's school program may occur in the dayroom or activity room, dependent upon classification issues and the nature of the PC Program.
 - ii) If the nature of the PC is such that there can be absolutely no crossover with other residents and a dedicated instructor is required, a teaching area can be set up in an available secure location. A vacant classroom or the Intake area may be utilized as alternative classrooms.
 - c) Teachers are expected to grade these residents fully.
- iii. Special Program (SP)
 - a) SPs are individualized based upon the needs of the resident.
 - b) In most cases, a resident on SP will participate in the regular school program. However, there may be times when the length of school and location of instruction may be modified.
 - i) All modifications will be prescribed in the SP.
 - ii) Staff may refer to the SP that is written and kept in the "Modified Program Log" located behind the staff station.
 - iii) Teachers are expected to grade residents fully.

9. SONOMA COUNTY OFFICE OF EDUCATION (SCOE)

- A. Provide culturally responsive and trauma-informed approaches within instruction.
- B. Collaborate with the Facility Director to use technology to facilitate learning and ensure safe technology practices.

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- C. The Facility Director shall request an annual review of each required element by the Superintendent of Schools. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual.
- D. All residents shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex, and gender-nonconforming residents by their preferred name and gender.
- E. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.
- F. Information and preparation for the High School Equivalency Test shall be made available to eligible residents.
- G. Residents shall be informed of post-secondary education and vocational opportunities.
- H. Administration of the High School Equivalency Tests shall be available when possible.
- I. Residents that do not demonstrate sufficient progress towards grade level standards shall be afforded supplemental instruction.
- J. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools.
- K. Education shall be provided to all residents regardless of classification, housing, security status, disciplinary, or separation status except when providing education poses an immediate threat to the safety of self or others.
- L. State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs
- M. Residents 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.
- N. Residents shall be interviewed after admittance, and a record maintained, that documents a resident's educational history, including but not limited to:
 - i. School progress/school history;
 - ii. Home Language Survey and the results of the State Test used for English language proficiency;
 - iii. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs; and,
 - iv. Discipline problems.

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- O. Residents will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the resident's general academic functioning levels to enable placement in core curriculum courses.
- P. After admission to the facility, a preliminary education plan shall be developed for each resident within five school days.
- Q. Upon enrollment, education staff shall comply with the State Education Code and request the resident's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the resident's educational plan shall be reviewed with the resident and modified as needed. Residents should be informed of the credits they need to graduate.
- R. The complete facility educational record of the resident shall be forwarded to the next educational placement in accordance with the State Education Code.
- S. 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.
- T. The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of residents, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.
- U. The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for residents that considers the use of technology to implement these programs.

REPLACEMENT HISTORY

Revised: 7/28/11; 10/1/19; 6/30/20

APPROVED BY:

DAVID M. KOCH
Chief Probation Officer

REFERENCES

- Title 15 Section: 1370 "Education Program"