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| **AUTHORITY** |
| California Code of Regulations, Title 15 |
| §1370 |

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| **PURPOSE** |

To establish, implement, and enforce policy and procedure for the provision of educational services to youth detained in the Mother Lode Regional Juvenile Detention Facility; and to ensure there is an open line of communication between the Juvenile Detention Facility staff and teachers.

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| **POLICY** |

1. **GENERAL POLICY:**
2. The facility and education administrators shall ensure communication and coordination between educators and probation staff is efficiently completed.
3. The Education Program shall comply with the State of California Education Code and the County Board of Education policies, and all applicable federal education statutes and regulations. The Tuolumne County Superintendent of Schools (TCSOS) Local Control Accountability Plan (LCAP) will serve as the annual evaluation of the Educational Program offerings. All State and Local indicators will be reflected in the report along with corrective action needed to achieve compliance. This will be shared, at minimum, at a regularly scheduled, public Tuolumne County School Board meeting.
4. The facility Educational Program provides a range of instructional classes to meet the educational needs and improve literacy of the students in a multiple-period, 240-minute instructional day. All teachers are credentialed by the state and work a contractual year of 180 days with a summer intersession of no less than 20 days. The summer intersession will be taught by a credentialed teacher. The instructional year will be no less than a total of 200 days.
5. All youth under age 18 who do not possess a high school diploma are required to attend school at designated times unless they are awaiting court, visitation, counseling, or otherwise engaged in some official function during the school period. All youth who are over the age of 18 will be afforded opportunities to pursue a diploma, GED, or High School Equivalency Test (HiSET) pathway.
6. **SCHOOL PROGRAMS:**
7. The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.
8. **REQUIRED ELEMENTS:**

1. The facility Educational Program shall comply with the State Education Code and County Board of Education policies and all applicable federal education statutes and regulations.
2. Educators shall be consulted on administrative decisions made by facility staff that may affect the Educational Programming of students. There shall be open communication between facility staff and educators at all times.
3. Any issues that arise that pertain to the youth’s educational needs shall be communicated between Juvenile Detention Facility staff and the educators with the understanding that the Educational Program Coordinator will be consulted.
4. The Gold Ridge Education Center shall provide for an annual evaluation of the Educational Program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe.
5. Youth shall be provided a rigorous, quality Educational Program that responds to the different learning styles and abilities of students and prepares them for a high school graduation, career entry, and post-secondary education. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.
6. 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.
7. The minimum school day shall be at least 240 minutes, except for those pupils enrolled in an approved vocational program. The Facility Superintendent in coordination with education staff must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.
8. TCSOS shall provide credit for course work completed while in the Gold Ridge Education Center and consult with public school districts to accept credit for course work.
9. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.
10. Youth shall be informed of post-secondary education and vocational opportunities.
11. Administration of the High School Equivalency Tests as approved by the California Department of Education shall be made available when possible.
12. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress toward grade level standards.
13. Youth who have graduated or attained their GED shall be afforded alternative programs with an emphasis on pursuing further education or vocational development.
14. Dual enrollment opportunities will be afforded to eligible youth in accordance to regulations under Education Code.
15. 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 is not limited to, related services as provided in a youth’s Section 504 Plan, or Individualized Education Program (IEP).
16. **SCHOOL DISCIPLINE:**
17. Positive Behavior Management and Supports (PBIS) will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facilities overall behavioral management plan and security system.
18. School staff shall be advised of administrative decisions made by Probation staff that may affect the Educational Programming of students.
19. 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 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.
20. School homework shall continue to be provided for students under suspension.
21. The Facility Superintendent in coordination with education staff; namely the Educational Program Coordinator, shall address the rights of any student who has continuing difficulty completing a school day. Youth that are taken out of school repeatedly still have the right to receive an education.
22. **PROVISIONS FOR SPECIAL POPULATIONS:**
23. 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 Program.
24. 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.
25. The education curriculum will be altered using SDAI techniques to make sure that the content is understandable to the student. Teachers will have appropriate authorization to teach EL’s. Students will be tested for EL proficiency using the English Language Proficiency Assessments for California (ELPAC) as specified in Education Code.
26. **EDUCATIONAL SCREENING AND ADMISSION:**
27. Youth shall be interviewed by the Education Program Coordinator after admittance. If the Education Program Coordinator is not available, the teacher will complete the interview. A record maintained that documents a youth’s educational history, including but not limited to:
28. School progress/school history;
29. Home Language Survey and the results of the State Test used for English language proficiency.
30. Needs and services of special populations as defined by the State Education Code including but not limited to, students with special needs.
31. Discipline problems.
32. All youth booked into Mother Lode Regional Juvenile Detention Facility will be enrolled in school immediately.
33. Educational staff shall conduct an assessment to determine the youth’s general academic functioning levels to enable placement in core curriculum courses.
34. After admission to the facility, a preliminary individual learning plan (ILP) shall be developed for each youth within five school days.
35. Upon enrollment, education staff shall comply with the State Education Code and request the youth’s records from his/her prior school(s), including but not limited to:
36. Transcripts;
37. Individual Education Plans (IEP);
38. 504 Plan;
39. State language assessment scores;
40. Immunization records;
41. Exit grades;
42. And partial credits.
43. Upon receipt and review of the records, 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.
44. **EDUCATIONAL REPORTING:**
45. The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.
46. The Tuolumne County Superintendent of Schools shall provide appropriate credit (full or partial) for coursework completed while in the Gold Ridge Educational Center in accordance with the State Educational Code.
47. **TRANSITION AND RE-ENTRY PLANNING:**
48. The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with the Title 15, Minimum Standards for Juvenile Facilities, Section 1355.
49. **POST-SECONDARY EDUCATION OPPORTUNITIES:**
50. 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.

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| **PROCEDURE** |

1. **DAILY SCHOOL PROCEDURES:**
2. When the teacher calls for the school group, Juvenile Correctional Officers (JCOs) are to have the youth assemble outside of the classroom door. The JCOs will make certain the youth do not take any items from the Living Unit into the classrooms such as books, hair brushes, combs, food, etc. Furthermore, the JCOs will not allow the youth to take any items from the classroom onto the Living Unit, unless approved for the purposes of working on school assignments on the Living Unit.
3. After each school period teachers are to make sure all pencils, pens, and other materials are accounted for prior to the school group returning to the Living Unit.
4. Youth who are called from the classroom for any reason are to be appropriately searched in the Living Unit prior to returning to class.
5. The classroom and school equipment are not to be used by the Juvenile Detention Facility staff without prior permission of the Education Program Coordinator or teacher in charge of the classroom.
6. Youth are only allowed to operate school equipment under the direct supervision of school personnel.
7. **SCHOOL DISCIPLINE:**
8. Youth on separation are not automatically precluded from attending school in the classroom with the exception of those on Medical Isolation, room confinement,
9. Behaviors that may restrict a youth’s participation in school include:
10. Anything requiring a Level I response (i.e. refusal to Lockdown);
11. Anything requiring a Level II response (i.e. fighting) or use of force;
12. Threatening or intimidating behavior toward staff or others;
13. Vandalism;
14. Possession of contraband (i.e. pencils, toothbrushes, potential weapons); and/or
15. Significant disrespect to staff.
16. **REFUSAL TO ATTEND SCHOOL:**
17. Facility and education staff shall attempt to counsel the youth as to reasons why the youth is refusing to attend school and rectify if possible.
18. Youth who do not to attend school will not earn daily behavioral points for failing to participate in facility educational programming.
19. If the youth still refuses to attend school, initiate the following procedure:
20. Note the youth refused to attend school;
21. Have the Education Staff provide schoolwork or place the youth on Independent Study;
22. The youth should complete schoolwork on the Living Unit in the theatre seating;
23. **RELEASE:**
24. TCSOS and the Probation Department shall work together to ensure transition back to the youth’s district of residence (DOR) per Education Code 48645.5, 49069.5, 48647, and 48648. If an MOU is entered under AB 2276, those provisions shall take effect immediately and a Transition Plan will be created prior to student transfer.
25. A Multidisciplinary Team (MDT) meeting consisting of school staff and probation staff will meet weekly and develop a transitional plan which meets the needs of those youth being released.
26. Upon the youth’s release, the Juvenile Detention Facility School shall provide the youth’s parent/legal guardian with a notice of transfer.
27. The youth’s complete educational record shall be forwarded to the school district or the next educational placement in accordance with the State Education Code.
28. TCSOS shall provide appropriate credit (full or partial) for course work completed while attending the Gold Ridge Education Center.
29. When a youth is released, the assigned school staff shall notify the next school of the youth’s release.