

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-700

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**SUBJECT: EDUCATION**

**POLICY**

The San Joaquin County Office of Education (SJCOE) will provide the administration and operation of Juvenile Court Schools in conjunction with the Chief Probation Officer or designee. The facility school shall comply with the State Education Code, San Joaquin County Board of Education policies, and all applicable federal education statutes and regulations, and provide an annual evaluation of the educational program offerings. Students will be provided a quality educational program that includes instructional strategies designed to respond to the different learning styles and abilities.

**PROCEDURES**

A. Annual Review

1. 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 correction action needed to comply with this section.
2. The review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site.
3. At the discretion of the Superintendent of Schools, this review may be conducted by a qualified outside agency or individual.
4. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever correction action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

B. Youth in Juvenile Detention

1. Youth shall be provided a quality educational program that includes instructional strategies designed to respond to the different learning styles and abilities of students.

2. All youth in Juvenile Detention shall receive educational instruction. This includes:
  - a. Youth on regular units
  - b. Youth on Behavioral Management Room Separation
  - c. Youth on Alternative Room Separation
  - d. Youth identified as having Special Education needs; this information shall be entered and maintained in the Special Education Information System (SEIS)
  - e. Youth who are limited in their ability to speak or read English

C. Required Elements

1. The course of study shall comply with the State Education code and include, but not be limited to, the following: English/Language Arts, Social Sciences, Mathematics, Health, Physical Education, Science, Fine Arts/Foreign Language, and electives, including career education designed to promote social responsibility and personal growth.
2. Evaluation of completed work will be assessed on outcomes aligned with requirements for a high school diploma.
3. General Education Development (GED) preparation shall be made available to eligible youth.
  - a. General Education Development (GED) preparation shall be provided in the regular classroom setting as prescribed within the program guidelines.
  - b. Writing as a process, reading, and the development of higher order thinking and reasoning skills, which is part of the educational process, will prepare students for the GED examination.
  - c. GED testing is available on site for students who meet the testing criteria.
4. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools.
  - a. The minimum school day as prescribed by Education Code Section 46141 shall be 240 minutes.
  - b. The facility administrator, in conjunction with education staff, must ensure that the procedures to deliver youth to their educational program do not interfere with the time afforded for the minimum instructional day.

D. School Discipline

1. The educational program is coordinated with Juvenile Detention policies and integrated into the facility's overall behavioral management plan 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. School attendance is compulsory and is not optional; all youth will be required to attend school daily.
  - a. If a youth refuses to attend school, the Juvenile Detention Unit Supervisor will immediately contact the Duty Officer to counsel with the youth regarding his/her behavior and the importance and necessity of attending school.
  - b. If efforts at counseling are unsuccessful and the youth continues to refuse to attend school, unit staff will document the school refusal in an Incident Report.
  - c. The youth will be reassessed by the Juvenile Detention Unit Supervisor throughout the morning in an effort to return the youth to regular school programming.
4. Youth will have the opportunity for educational instruction unless suspended by SJCOE staff pursuant to Education Code 48900.
5. Detention staff will advise Education staff of youth unable to attend school.
6. Detention staff shall not remove youth from the classroom for inappropriate behavior unless SJCOE staff has suspended them.
7. However Detention staff may remove a youth from the classroom in the event of an emergency prior to Education staff imposing a suspension.
8. Youth who have been suspended for continuing unacceptable behavior are to be encouraged by educational staff to display appropriate behavior and return to class.
9. Detention staff should also continue to work with these youth to encourage appropriate classroom behavior.
10. If a youth has continuing difficulty in completing a school day or attending school, Detention staff will meet with Education staff to develop strategies to address this issue.

11. If a youth refuses to attend school for two consecutive days, the Duty Officer will also contact the Youth Advocate and Behavioral Health staff to assess the youth's behavior and provide additional counseling.

E. Excused Absences

1. Youth who are precluded from attending class (due to medical, dental, psychological appointments, outside appointments, court hearings, attorney visits or other special circumstances other than school suspension) will be excused from class for these appointments and shall return to class upon their conclusion.

F. Provisions for Individuals with Special Needs

1. Educational instruction shall be provided to youth restricted to high security or other special units.
2. State and federal laws shall be observed for individuals with special education needs.
3. Youth identified as limited English proficient (LEP)/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 LEP students.

G. Educational Screening and Admission

1. Youth shall be interviewed by SJCOE staff after admission into Juvenile Detention and a written record prepared that documents a youth's educational history, including but not limited to:
  - a. School progress/school history;
  - b. Special needs, including special education eligibility when appropriate; and,
  - c. Identified school discipline problems.
2. Youth shall be enrolled in school as soon as practical after admission, but in no case later than three (3) days after admission to the facility.
3. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.
4. Special Education needs that are identified shall be addressed by COE staff pursuant to legally mandated State and Federal Special Education procedures.

5. A preliminary education plan shall be developed for each youth within five (5) school days after admission into the facility.
6. If the Court orders a youth detained, the school shall immediately request the youth's records from his/her prior school(s), including, but not limited to transcripts, Individual Education Program (IEP), 504 Plan, ELPAC scores, immunization records and exit grades.
7. Upon receipt of the transcripts, the youth's educational plan shall be reviewed and modified as needed.
8. Students shall be registered with the educational program and entered into the school attendance accounting system. Information gathered will document the student's educational history and may include grades, credits, and any special needs or circumstances.

H. Education Reporting

1. The complete facility educational report of completed work and credits earned shall be forwarded to the Court/Community School Registrar's Office at the SJCOE and be made available upon request to the next school of attendance or by the parent.
2. The San Joaquin County Superintendent of Schools shall provide appropriate credit (full or partial) for work completed in Juvenile Court School, which is a WASC accredited school program whose credits must be accepted by other public schools.

I. Interagency Communication and Coordination

1. Communication and coordination between SJCOE staff and Probation Department staff shall be facilitated by the following:
  - a. Probation Detention Administrators and the SJCOE Administrators shall meet regularly to set and clarify joint expectations regarding the Detention Court School program.
  - b. Ad-Hoc meetings shall be held between administrators of both agencies as the need arises.