



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 6
Programs and Activities
§1370**

Topic Educational Services

Policy This policy provides guidelines and assigns responsibilities for establishing and maintaining an education program that complies with federal, state, and local laws and educational requirements (15 CCR 1370).

It is the goal of this facility to prioritize educational services conducive to learning, provide safe and adequate conditions for learning, and provide the behavioral and social support services necessary to address individual needs. This includes the needs of youth with disabilities and communication barriers as defined by state and federal guidelines.

When providing instruction, culturally responsive and trauma-informed approaches should be applied. Education staff should collaborate with the Superintendent to use technology to facilitate learning and ensure safe technology practices (15 CCR 1370).

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.

1370.1 SUPERINTENDENT OF SCHOOLS

The facility Superintendent should work in conjunction with school administrators to develop and manage the facility education program. The Superintendent of Schools shall (15 CCR 1370):

1. Advance an education program for youth that is consistent with state and federal educational standards and requirements (Individuals with Disabilities Education Act, 20 USC § 1400 et. seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC § 701 et. seq.; the Americans with Disabilities Act, 42 USC § 12101 et. seq.)
 - a. The program shall observe laws and regulations specific to youth with suspected disabilities, including child find (e.g., identifying students with disabilities entitled to special education including speech, therapy, counseling), continuum of alternative placements, and manifestation determination reviews.
2. Coordinate and consult with local school board officials, state education officials, or private educational consultants for guidance and assistance on implementing an education program that is consistent with federal, state, and local requirements.
 - a. The Superintendent shall coordinate the required annual review of each element of the

- education program with the Superintendent of Schools in accordance with 15 CCR 1370 and implement corrective action on any deficiencies.
3. Confirm that procedures are in place for the effective screening and placement of all youth at intake.
 - a. The screening process should include procedures for obtaining and reviewing education records from the youth's previous placement facilities or schools at which the youth was previously registered, including grades, standardized test scores, educational assessments, discipline problems, migrant status as defined by the Education Code, and any special education plans.
 - b. If needed, state-required or provided testing should be considered to determine the appropriate placement.
 4. Develop and maintain procedures for identifying youth who need special education services, and coordinate with appropriate state educational agencies to ensure that special education programs satisfy state and federal standards (IDEA, Part B).
 5. Confirm that the education program includes social, emotional, and behavioral skills development for youth with special needs as outlined by federal, state, and local education laws and regulations.
 6. Confirm that procedures are in place to ensure that the program's educational staff are qualified.
 - a. Procedures should include ensuring that all staff meet and maintain applicable education credentials and licensing.
 7. Develop, in conjunction with the educational staff, procedures that address the rights of any student who has continuing difficulty completing a school day.
 - a. Procedures should consider education program requirements for youth who are separated from the general population, have a high-risk security classification, or are on a discipline status.
 8. Maintain education records for all youth.
 9. Confirm that procedures are in place for the retention and forwarding of youth education records to the next educational placement facility or school where the youth is registered, along with appropriate credit for course work completed while the youth was in the care of the Probation Department, in compliance with local, state, and federal laws (20 U.S.C. § 1232g).
 10. Confirm that the Department designates adequate space for youth education.
 11. Develop guidelines to ensure that security concerns, availability of space, temporary confinement (based on youth classification/disruptive behaviors), classroom management, and safety are considered in the delivery of educational services.
 12. Conduct an annual needs assessment of the education program.
 13. Confirm that procedures are in place for identifying and addressing English learners (EL) in accordance with state and federal laws and regulations.
 14. Develop procedures to meet the transition needs of youth, including the development of an education transition plan.
 15. Coordinate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth with appropriate technology, when practicable.
 - a. Take steps to make online public post-secondary academic courses and career technical programs accessible to eligible youth (Welfare and Institutions Code § 858).
 16. Ensure that youth are provided reasonable access to computer technology and the Internet for educational purposes (Welfare and Institutions Code § 851.1; Welfare and Institutions

Code § 889.1).

1370.2 EDUCATIONAL PROGRAM ENROLLMENT REQUIREMENTS

Youth shall be enrolled in the education program as soon as practicable. An assessment shall be conducted by education staff to determine the youth's appropriate placement in core curriculum courses. A preliminary education plan shall be developed for each youth within five days of admission into the facility (15 CCR 1370).

The education staff shall request the youth's records from the youth's previous school. The youth's education plan shall be reviewed with the youth and modified, if needed, upon receipt of the education records (15 CCR 1370). Youth should be informed of the credits they need to graduate.

1370.3 COURSE OF STUDY

Youth shall be provided with a quality education program that responds to the different learning styles and abilities of students (15 CCR 1370).

The minimum school day shall be consistent with State Education Code requirements for juvenile court schools. Juvenile facilities procedures to deliver youth to their educational program shall not interfere with the time afforded for the minimum instructional day. The education staff shall document absences, time out of class, or educational instruction, both excused and unexcused (15 CCR 1370).

The course of study shall comply with the State Education Code and include but not be limited to courses required for high school graduation as well as preparation for career entry, and post-secondary education. Information and preparation for the High School Equivalency Test for eligible youth shall also be provided. (15 CCR 1370).

Supplemental instruction shall be provided to youth who do not demonstrate sufficient progress towards grade level standards (15 CCR 1370).

1370.4 ADDITIONAL COURSE OFFERINGS

Youth who have obtained a high school diploma or GED equivalent may participate in school with their assigned unit or college courses offered with the approval of the principal or the authorized designee. Youth may participate in vocational programs with the approval of the Principal or the authorized designee.

Beyond mandated education requirements, additional educational services and curriculum may be offered to youth, including but not limited to:

- a. English Language Development (ELD).
- b. Basic literacy.
- c. Substance abuse and healthy lifestyles education.
- d. Basic computer instruction.
- e. Basic life skills.
- f. Vocational skills such as:
 - Cooking and food services.

- Landscaping and horticulture.
- Financial Literacy.
- Employment Soft Skills.
- Basic Communication Skills.
- Basic office skills.
- Other courses as deemed appropriate by school administrators.

1370.5 DISCIPLINE

The education program is integrated into the juvenile facilities' overall positive behavioral management plan and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy.

Educational staff will be advised of and updated on disciplinary issues with any youth and will be notified of administrative decisions made by juvenile facilities staff that may affect educational services.

The expulsion or suspension of a youth from the education program shall be undertaken only when other means of correction appear unsuccessful or when otherwise consistent with the requirements and protections of the State Education Code. Educational staff shall document other means of correction used before the suspension or expulsion (15 CCR 1370).

1370.6 CARE CLASS

The Court Alternative Restorative Education Program is designed to provide students an alternative learning space for students who need additional support during the school day. See Procedures Manual on Youth Education Services for Further Information.

1370.7 CLASSROOM USE AND DESIGN

Youth classification and segregation requirements should be considered when the space for the education program is being allocated and designed (24 CCR 1230.1.12).

The Superintendent of Schools or the authorized designee should encourage and include educators in the set-up and design of classrooms that have been identified for youth education. To the extent reasonably possible, in consideration of the space design and the ability to provide adequate security, teachers, education managers, and administrators should be consulted to ensure their needs are met.

In addition to the traditional classroom approach to education, the Department should explore other educational methods as part of the education program (e.g., using computers).

See Procedure Manual on Youth Education Services for Further Information.