

# YTC Education Program Procedure

## 1320.1 PROCEDURE

### 1320.1.1 COED BELL SCHEDULE-TWO LUNCH PERIODS

Activity	1A/4B	Snack	Passing	2A/5B	Lunch A	Passing	Resource	Passing	3A/6B	Passing	4A/8B
	755-910	910-925	925-930	930-1050	1050-1125	1125-1130	1130-1205	1205-1210	1210-130	130-135	135-255
					Passing	Resource	Lunch B				
Minutes	80	15	5	80	35/5	5.35	35/5	5	80	5	80
Total Instruction Minutes	80	80	85	165	165/170	170/205	205/205	210	290	295	375
Teachers Duty Day Minutes	110	110	115	195	195/200	200/235	235/234	240	320	325	405

### 1320.1.2 SCHOOL SCHEDULE

- 07:55 am - 09:10 am (Period 1)
- 09:10 am - 09:30 am (Snack/Passing)
- 09:30 am - 10:50 am (Period 2)
- 10:50 am - 11:25 am (Lunch A)
- 11:25 am - 11:30 am (Passing)
- 11:30 am - 12:05 pm (Lunch B)
- 12:10 pm - 01:30 pm (Period 3)
- 01:30 pm - 01:35 pm (Passing)
- 01:35 pm - 02:55 pm (Period 4)

### 1320.1.3 SCHOOL MOVEMENT

- Central Control shall coordinate all school group movements to and from the housing unit.
- Officers shall escort each school group to and from their housing unit to their respective classrooms. (See Youth Movement Policy) Note: Classroom assignments are designated by the SOAR Academy school counselor.
- Prior to movement, the Shift Leader, or designee, shall set the expectations for movement and classroom behavior with the youth.

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- When the housing unit is cleared for movement from Central Control, the escorting officer shall ensure that all youth move in an orderly fashion (i.e. in a straight line, no talking, no gang activity, and no horseplay). All available officers shall provide additional support during movement.
- Once youth arrive to their assigned classroom, the teacher shall be at the door to greet each youth.
- The officer shall give directives for all youth to quietly enter the classroom, sit in their assigned seats, and wait for directions from the instructor.
- The officer assigned to the classroom shall enter the classroom and must remain in the classroom for the entire class time unless properly relieved (for bathroom calls, etc.) or unless an emergency requires them to step out.
- Any additional movement from school to visiting or the clinic, shall be coordinated with Central Control.

#### 1320.1.4 CHANGE OF CLASSROOM

The school schedule is set up on a Block Schedule for minimal movement in between periods. Still, the schedule will require youth to switch classrooms at the end of each class period. To conduct the changes in a controlled and orderly fashion and in the coordination of Central Control, the following procedures shall be followed:

- At the end of a scheduled class period, all officers shall proceed to the classrooms and knock on the door, alerting the teacher and officers inside the classroom of their presence.
- Officers shall escort one school group at a time to their next classroom. The youth shall be assembled in a single file line prior to movement.
- The school group shall be escorted in a counterclockwise movement to prevent any crossover movement from another school group.
- All teachers shall stand outside their classrooms to greet the next school group as they enter the classroom.
- The youth will enter the classroom in an orderly fashion.

#### 1320.1.5 CALLS FOR YOUTH IN SCHOOL

- When a youth is needed for visiting the clinic, the requesting office shall contact the officer assigned to the school station.
- The officer shall locate the youth using the Student Roster List and pull the youth from their classroom.
- The officer shall contact Central Control and make sure it is clear to send the youth. The youth will be directed to check-in at Central Control before proceeding to their requested destination and before returning to school.
- Central Control shall then contact the officer located inside the school station to inform them of the youth's return.

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- The officer shall escort youth back to their classroom.

#### 1320.1.6 SCHOOL CAPTAIN

To ensure effective communication and good professional/working relationships between the teaching staff and Probation Officers at YTC, the Division Chief shall designate a School Captain (a Senior Probation Officer). The School Captain (or Watch Commander in their absence) shall be the primary point of contact for problems, grievances, or questions from the teaching staff. (See Education Policy)

#### 1320.1.7 PRIOR TO SCHOOL MOVEMENT

- Officers shall inspect and ensure that youth do not take any items from the housing unit except for items that have been authorized that can be taken to school (ex. prescription glasses)
- Officers shall conduct a dress code inspection before youth line up for school. All youth must wear their YTC school uniform that consists of a polo shirt, khaki pants, and tennis shoes.
- Officers shall inspect that youth are neatly dressed, shirts tucked in and pants that fit appropriately around the waist. Sagging pants or folding the ends at the leg seams will not be allowed.
- Officers shall provide expectation for school movement that it shall be done quiet and orderly.
- Central Control shall coordinate all school movements and clear each housing unit.
- Once housing unit is cleared for school movement by Central Control, all available officers including Central Control, Care Team Officers, and Senior Probation Officers shall provide additional support by walking with each housing unit. When necessary, Supervisors shall participate in school movement when available.
- Officers shall not take breaks during school movement.

#### 1320.1.8 TEACHERS

- Teachers shall greet youth at the door and welcome every youth into the classroom.
- Teachers shall be responsible for preparing lesson plan, including all activities and handouts, for the class.
- Teachers shall actively engage with youth in the learning process.
- Teachers shall respond to youth inattention and inappropriate behavior by proactively praising and acknowledging youth are on-track. Conversely, those youth who are off-track shall be positively redirected.

#### 1320.1.9 CORRECTIONAL DEPUTY PROBATION OFFICERS

An officer will be assigned inside the classroom during school hours and shall:

- Escort youth into the classroom.

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- Assist the teacher with supervision and monitoring of the youth. Officers may encourage youth to complete work and participate in classroom activities.
- Intervene early especially when it seems like tensions are escalating before a physical or verbal confrontation erupts. The officer shall request assistance if the youth's behavior warrants increased redirection and or intervention.
- Address/counsel youth outside of the classroom briefly. If necessary, remove youth from class and counsel youth out in the schoolyard. Once youth redirects his or her behavior, youth shall be returned to the classroom.
- Ensure that youth do not leave or enter the classroom without permission.
- Coordinate with the school station officers and the teacher when any youth needs to leave or return to the classroom (for attorney visit, P.O. visit, bathroom break, etc.).
- Be in the classroom and not go in and out of the classroom unnecessarily.
- Keep their radio volume down as much as possible.
- Assist with the issuance and collection of school supplies (pencils, laptops etcetera).
- Provide the teacher with a 'five-minute' notice and then assist with the orderly youth movement from class once the teacher has dismissed them. The officer shall not preempt class dismissal while the teacher is still instructing class.
- Not bring food or drinks in the classroom, other than drinking water in an appropriate container.
- Not use a computer, phone, tablet, or any electronic device to send emails, get on social media, or conduct web searches unrelated to classroom activities.
- Assist with any request for assistance in the schoolyard area or throughout the campus.

Officers assigned to the classroom may:

- Sit near youth working on a task and offer them encouragement and support when appropriate.
- Support youth with basic reading or other schoolwork, as appropriate.
- Provide encouragement to youth who are on track and redirect youth who are off-track.