

RAY OF LIGHT ACADEMY

**SANTA CRUZ COUNTY JUVENILE DETENTION
EDUCATION PROGRAM**

EVERY CHILD CAN ACHIEVE – NO EXCEPTIONS



Policies & Procedures

Approved March 25, 2020

Vision Statement

EVERY CHILD CAN ACHIEVE – NO EXCEPTIONS

Mission Statement

Our mission is to positively influence youth through embracing our vision statement along with a collaborative effort among agencies to increase competency in goal setting, decision making, and adherence to academic performance standards which serve to enhance a positive reintegration into the community or another facility.

Academy Goals

- Afford every student with an academic plan that is fully aligned with state standards.
- Improve interpersonal skills needed to interact successfully with peers, parents, and authority figures.
- Improved positive self-image through increased self-esteem, confidence, and responsibility.
- Improved knowledge of community educational and vocational opportunities.
- Reduced deviant behavior through opportunities to interact with positive role models.
- Improved knowledge of community educational and vocational opportunities.
- Reduced detention recidivism by providing youth with education services, opportunities for personal growth and achievement, employment skills, and restructured cognitive patterns, so they may better transition into society as positive, functional members of the community.

Policy Statement

To provide every eligible student an academic and transition plan that will begin while in custody and provide a seamless transfer back into their community.

Description

The Education Program is designed to cause an impact on detainee's behavior, change their way of thinking, strengthen educational gains, and provide transition services that go beyond the ordinary within a limited amount of time.

The Education Department provides instruction to juveniles in the Santa Cruz County Juvenile Detention Center. The education program runs from Monday thru Friday, 8:30 a.m. to 3:40 p.m., with lunch and breaks in between, excluding school break and holidays.

Each student's educational level in the detention center is unique based on age and grade level. Some are coming from public/private schools, while others are not currently attending school. Each student works individually to complete assignments in addition to participating in small group work and class discussions.

Each student is tested to determine at what grade level they are functioning. Assessments in mathematics, reading, and writing are administered upon intake. Arizona Career Information System is an assessment which evaluates individual student aptitude. This is administered upon intake. Following evaluation of the assessments and transcripts from their school, the students are given the choice of attaining credit, credit recovery, GED preparation, or prescriptive assignments according to their scores.

Rationale

While in detention, most juveniles verbalize a desire to stay out of trouble once they are released. However, once in the community their conviction to stay out of trouble quickly fades, and is replaced by behaviors that end up getting him or her in trouble again. One of the reasons identified for their recidivism is a lack of direction or a lack of a clear, meaningful, and a specific plan. One way to capitalize on the juvenile's intention to stay out of trouble is to provide transition services that will assist the juvenile in making healthy decisions once they are released into the community. By having a plan developed before being released and by having some follow-up assistance once the juvenile is in the community, the possibility of a successful reintegration is maximized. In collaboration with the Santa Cruz County Probation Department, services are ensured for individual students as per their probation agreement.

Ray of Light Academy provides various activities which offer students the ability to enhance their learning style, work in small groups or as individuals, promote cultural awareness, self-esteem, anger-management, substance abuse awareness, personal growth, goal-setting, cognitive restructuring programs and much more.

Ray of Light Academy adheres to the academic standards as established by the Arizona Department of Education. Edmentum/Platoweb online learning is aligned with the Arizona State Standards. Ray of Light Academy is accredited through Cognia accreditation.

Ray of Light Academy Staff

Santa Cruz County School Superintendent
Alfredo I. Velásquez

Chief Deputy
Christopher Young

Education Director
Danna Rivera

Paraprofessionals
Elizabeth Alcantara

Special Education Teacher
Dr. Maria Parra

Santa Cruz County Juvenile Detention Center Staff

Santa Cruz County Juvenile Detention Center Director
Alicia Valenzuela

Detention Officer Corporals
Octavio Urquidez
Faustino Perez

Detention Officers
Miguel A. Rojas
Caroline Vincent
Faustino Perez
Gustavo Urquidez
Denise Garcia
Amanda Romero
Colin Watson
Lizette Montoya
Daniela Hernandez
Karen Monreal
Gerardo Lerma
Chris Carrazco
Araceli Orozco
Marco Rodriguez
Alejandro Castro

Santa Cruz County Juvenile Probation Department

Santa Cruz County Chief Probation Officer
Luis Fimbres

Santa Cruz County Juvenile Probation Division Director
Alicia Valenzuela

Administrative Management

General Administration:

1. The Santa Cruz County School Superintendent shall maintain management responsibility for Ray of Light Academy.
2. The day to day management of Ray of Light Academy operations is the responsibility of the education director.
3. All policies and procedures are reviewed by the Santa Cruz County Superintendent of Schools and the education director.
4. The special education teacher and classroom paraprofessionals are the responsibility of the education director.
5. Ray of Light Academy provides class to students incarcerated in the Santa Cruz County Juvenile Detention facility Monday through Friday from 8:30 am to 3:40 pm.
6. The Ray of Light Academy special education teacher provides class to eligible adult students (see 6b below) in the Santa Cruz County Jail Wednesday through Friday from 3:15pm -4:15pm:
 - a. Eligible students:
 - i. Students who are between 18 and 22 years of age with no high school diploma and have participated in special education at some time during their academic career.
 - b. Students are assigned homework after they have completed initial assessment testing in Reading, Writing, and Mathematics.
 - c. Students will complete a Personal Portfolio, resume, transition plan, and a vision circle.
 - d. Students have the option of denying services, if they so choose. They are required to sign a form stating they have denied services.

Fiscal Management

1. The education director is responsible for the following fiscal duties:
 - a. The budget for Ray of Light Academy
 - b. Ordering/receiving materials, submitting purchase requisitions using the Logoslive program

Management Informational Systems

2. The education director is responsible for the following managerial duties:
 - a. Supervise education staff
 - b. Provide academic classes daily for juveniles
 - c. Review transcripts and/or intake information on each student
 - d. Prepare an academic plan for each student; assign classes accordingly
 - e. Oversee upkeep of student data base and daily attendance
 - f. Input special education students into the ADE SAIS on-line data base
 - g. Attend workshops for all required high-stakes testing
 - h. Ordering/receiving materials for AzM2 testing, administering the AzM2 tests, and returning both scorable and non-scorable AzM2 materials
 - i. Provide professional development opportunities for education staff
 - j. Complete all reports from state, county, and federal entities
 - k. Attend meetings that are pertinent to the education program at the juvenile and adult facilities
 - l. Report to the Santa Cruz County School Superintendent
 - m. All reporting to the state and county through the following reports:
 - i. Annual County budget
 - ii. Annual County Jail Education Program Attendance Report
 - iii. Annual County Juvenile Education Program Attendance Report
 - iv. Annual IDEA Secure Care Grant for the county jail
 - v. Annual Corrective Action Plan
 - vi. ESS Annual Census Verification for both adult and juvenile facilities

- vii. ESS Annual Data Collection for both adult and juvenile facilities
- viii. Annual Equalization Assistance for the county through ADE School Finance
- ix. Annual Child Count Verification
 - x. Annual School Improvement Plan
- xi. Annual Title I Completion Report
- xii. Cognia accreditation report
- xiii. Juvenile Crime Reduction Fund Mid-year and Final Report
- xiv. Monthly census report
- xv. Weekly activity report to the county school superintendent
- xvi. Inventory all instructional supplies that are purchased using Title I-D funds

Student Intake/Student Records

- Students are interviewed within the first 48 hours of admission, excluding weekends, holidays, and scheduled breaks, to determine their placement and special education involvement (see attached intake packet) in both the juvenile and adult facilities. If a student is under the influence, however, they will not come out to class until they are sober.
 - Included in the intake packet are the following:
 - Student Education Record Access Sheet
 - Academic Plan
 - Class Assignment Sheet
 - Enrollment Form
 - Name, date of birth, race, gender, parent information, probation/incarceration information, educational history, special education involvement, language assessment.
 - Incarceration Log
 - Origin information
 - Medical information
 - Educational Needs Profile
 - Student Screening Report to be completed prior to the 45th day of attendance
 - Primary Home Language Other Than English (PHLOTE) Survey
 - Request for Records
 - Classroom Guidelines
 - Orientation/Goals/Interests form
 - Vision Circle
 - Personal Portfolio
 - Classroom Guidelines
 - Student records are requested from their last school, including current class schedule, transcript, AzMERIT/AzM2, AZELLA results, immunizations, behavior reports, and all special education information.
 - Assessment tests, school transcripts, and student interview are used to determine placement.
 - Students are given a math, writing, and reading comprehension during the intake process.
 - Each student's educational level in the detention center is unique based on age and grade level. Some students come from public or private schools, while others are not currently attending school or are working on their GED. Thus, the education director assigns classes according to transcripts/student interview, and/or assessment results.
 - Each student works individually to complete assignments in addition to participating in small group work and class discussions.
 - Students are required to complete a personal transition plan, and complete the Arizona Career Information System (AzCIS) and ECAP (Education Career Action Plan) during intake.
 - Students, 16 and older, are required to complete a personal portfolio and a personal resume.
- Student records are kept confidential in a file cabinet in the teacher office area.
- Special education records are kept separately in a confidential file in the teacher office area.
 - Any person wishing to access these files is required to fill out the Student Education Record Access Sheet prior to viewing.

Education Program Structure

Intake/Release:

- Students attend educational programming upon admission to the facility, excluding weekends, holidays, and scheduled breaks. If a student is under the influence, they will not be admitted until they are sober.
- Education staff performs the intake procedure for new students within the first 48 hours of admission to the facility, unless they are under the influence.
(see attached Intake Packet)
 - If a student returns prior to six months following release, records are reviewed and revised accordingly.
 - If a student returns after six months of release, they will be re-assessed and records will be requested from their previous school.
- Student information is added into the attendance and student roster databases upon completion of the intake process.
- Student records are requested from their previous school immediately following the intake process. The records request is logged and kept in a separate file until the records are received. Once records are received, the date is documented in the log and the form is transferred to the student's cumulative file.
- If the new intake is eligible for special education services, their file folders will have a pink dot next to their name and a separate folder will be created for that individual.
 - The special education teacher will be notified as soon as a special education student has arrived so the file may be reviewed and amended as it relates to the secure care environment.
- The Child Find process as defined in IDEA 2004 is used for every student who is enrolled in Ray of Light Academy.
- When the student is released, staff will complete the incarceration log in the student cumulative file with the date of release and verify that the screening report is filled out entirely as well as adding the date of release to the student roster database. It is the responsibility of either the special education teacher or the education director to complete the screening report within 45 days of entry. If a student is released within a few days of entry, the screening report cannot be completed as there was not enough time in class for evaluation. Therefore, the education director will document on the screening report that the student was not eligible for screening, sign and date the form.
- Following release and upon receipt of an official records request, all pertinent student records will be forwarded to the educational program the student has been committed to or to the school the student has chosen to attend within ten days of receipt.
- All student records are kept confidential as pursuant to the Family Education Rights and Privacy Act (FERPA).
- The education director ensures that all educational information and records meet the standards as outlined in A.R.S. §15-828(F).

Assessments/Assignments:

- Assessment tests, school transcripts, and student interview are used to determine placement. Students take a math, reading, and writing assessment following their interview within 24 hours of admission to the facility, excluding weekends and holidays.
- Students are provided with a full educational plan.
 - Core subject areas (e.g., Algebra I, English III, Biology 1). Following assessments and a personal interview with the student, the decision is made to either assign a core subject course, assign classes for credit-recovery, allow the student to complete the prescription classes that are automatically assigned following the completion of the mathematics and reading assessments, work on GED pre-testing, or complete skill builder exercises to better prepare them for online courses.
 - Non-English speaking students are either assigned off-line classes using textbooks and/or worksheets or skill building classes through Study Island/Platoweb software.
 - Students who have received a high school diploma or their GED will be assigned CTE classes through Edmentum unless they are enrolled in college courses. On-line post-secondary classes or bookwork can be completed during computer class time.
 - High-stakes achievement tests are administered on the scheduled dates of testing as determined by the Arizona Department of Education.
 - AZELLA testing is done as necessary for individual students and/or during the Spring Reassessment Testing window.
 - The special education teacher keeps the student records in compliance with federal standards.

- Special education students are assigned work according to their IEP's. The special education teacher works with students daily. Initially, students self-report regarding special education participation. Records are requested from the student's home school which provide evidence of participation in the event a student is not reporting correctly. Programming is designed to accommodate any student with an IEP, as required by federal law.
- Students are provided individual instruction with the special education teacher as per the student's IEP.
- Students who choose to study for the General Education Development (GED) test are given pre-tests in each area to determine their knowledge level and assignments are given according to test results.
- Students who have earned their General Education Development (GED) diploma or high school diploma are provided with the opportunity to continue their education through the following:
 - AzCIS/ECAP
 - College course work
 - Edmentum online CTE courses
 - Merging Two Worlds
 - Research

Juvenile Daily Schedule:

- The Education Program runs from Monday through Friday 8:30 a.m. to 3:40 p.m., not counting holidays.
- All juveniles are required to attend class.
- Daily attendance is recorded for each class and kept in a secure database on the county server.
- If a student refuses to attend class, the education director will speak with the individual to encourage their attendance. If the student still refuses, the juvenile detention facility supervisor is advised and appropriate consequences follow. An incident report is filed in both the educational file and the detention file of the particular student.
- Students are only removed from class if there is a danger to others or in the event there is a discipline problem that cannot be resolved.
- Students who cannot come out to class are provided with work to do in their cell, upon approval by the juvenile detention facility supervisor.
- Class size is determined by the number of detention officers available.
 - The ratio of students to officers is 8:1.
- The school day consists of 260 minutes total.
 - Morning instruction takes place from 8:30 a.m. to 11:20 a.m.
 - Afternoon instruction takes place from 2:00 p.m. to 3:40 p.m. The schedule may vary, depending upon guest speakers and presentations.
 - Breaks consist of the following:
 - lunch at 12:00 noon
 - one 15 minute break in the morning
 - one 15 minute break in the afternoon.
- Upon completion of 30 hours, students receive one-quarter credit and upon completion of 60 hours, students will receive one-half credit.
- The use of technology and multi-media educational materials are used daily to complete student assignments.

Adult Daily Schedule:

- Eligible adult special education students receive special education services for an hour from 3:15pm to 4:15pm three times a week, depending upon the availability of space as per the adult facility. Homework is provided to each student for both special education and regular education learning.
- Eligible students are either remanded juveniles who are being held in the adult jail or students age 18-22, without a high school diploma who have participated in special education programming in their home school.
- Students have the option of GED prep or work which focus on improving math and reading skills during the academic programming time.
- Students also have the chance to learn life skills through Merging Two Worlds and AZCiS (Arizona Career Information System.)

Transition/Life and Social Skills:

- The Merging Two Worlds curriculum offers students transition and life skills, as well as work and career exploration opportunities.
- AZCiS – Arizona Career Information System – a career planning resource offering information on the following:
 - Self-assessments
 - Career exploration
 - Resume writing
 - Job search
 - Education & training
 - Employer information

Tracking/Reintegration

The goal of Ray of Light Academy is to successfully reintegrate students back into the community. They are encouraged to continue their education, respect and honor their family, and comply with probation. Prior to release, each individual is offered information regarding transition opportunities with the following organizations:

- Probation
- Behavioral health counseling
- Community Intervention Associates
- Mexican Consulate
- Santa Cruz County One Stop Center - WIOA
- Mariposa Community Health Center

Student Behavior

- Student behavior prohibits and type of bullying and harassment on the basis of sex, race, color, national origin, and/or disability.
- Students are required to follow the Ray of Light Classroom Guidelines and the Green Zone Anti-Bullying steps which are distributed upon incarceration. Students read, sign, and date demonstrating their acceptance to adhere to the guidelines. (see attached)
- Incident reports (see attached) are completed by education staff in the instance there is a disruption in the classroom. The Education Director and Detention Supervisor determine consequences.

Education Staff

- Education staff consists of the following positions:
 - Education Director
 - Special Education Teacher
 - Paraprofessionals
- Educational staff hours
 - Full-time - 8 hours daily with a one hour lunch
 - Part-time – 4 hours daily not to exceed 19 hours per week
- Educational staff members are required to:
 - Follow the Santa Cruz County Computer Use Policy
 - Follow the Santa Cruz County Juvenile Detention Cell Phone Policy
 - Honor the guidelines set forth by the Santa Cruz County Juvenile Detention facility
 - Report their absence on or before the day of to the education director
 - Turn in timesheets to the education director by 5pm Friday the week prior to payday
 - Keep student attendance updated daily
 - Keep credit earned database updated monthly
 - Attend professional development trainings at least once a month
 - Keep their working area neat and clean
 - Dress appropriately
 - Maintain student confidentiality
 - The education staff will meet annually, the second Monday of January, to discuss/review/modify special education policies and procedures.
 - Attend staff meetings
 - Maintain an updated DPS fingerprint card

Communication with Supervisory Staff

- The juvenile detention education staff report to the Santa Cruz County School Superintendent regarding the activities at the center.
- The staff also relies heavily on the probation supervisor, detention supervisor and detention staff for guidance, direction, clarification, and support.

Reports

- Census report – monthly. Submitted to the Arizona Office of Courts.
- Attendance report – annual
- NCLB Title I Audit – every three years
- Special Education Data Collection – annually
- October 1 Special Education Student Counts – annually
- Equalization Assistance – annually. Juvenile report is submitted by AOC. Adult report is submitted by the education director.
- School improvement plan – annually
- Closing budget report – annually
- IDEA Secure Care grant – annually. Juvenile report is submitted by AOC. Adult report is submitted by the education director.
- Juvenile Crime Reduction Funding reports
- Various audits as mandated by AOC
- Annual Civil Rights Data Collection report

Trainings

- Arizona Correctional Educators Symposium – annual
- Child Find/FERPA training – annual
- Confidentiality training
- AzM2 Pre-test Workshops – fall and spring, annually
- AZELLA training - annual
- Prison Rape Elimination Act Training – annually
- Edmentum academic curriculum/reporting
- Monthly in-house professional development
- Online webinars pertinent to the education program within the secure care facility

Classroom Awareness

- Staff will not discuss personal business with students
- Staff will not allow students to use the teacher computer, phone, or any other personal communication device
- Staff will not give students any type of pain medication, lip balm, lotion
- Staff will count all pencils, scissors, colored pencils, scratch art pencils, markers before and after class
- Staff will make sure all pencils are intact, complete with the lead and eraser prior to students leaving class
- Staff will make every effort to know their surroundings, keeping their attention on each student
- Students are not allowed in the storage closets for any reason
- Not allowed:
 - Staples
 - Paper clips
 - Pencils longer than 4 inches
 - Pencils with metal eraser attached
 - Pens
 - Sharp objects such as pointed scissors, nails, screws, safety pins, sewing pins
 - Hard cover books are not allowed in the student's cell
 - Magazines or books with any nudity or other explicit exposure, weapons, drugs, cigarettes, alcohol, extreme violence

