

YOUTH SERVICES POLICY

Title: Programs for Post-Secondary Education – Secure Care	Type: B. Classification, Sentencing and Service Functions Sub Type: 7. Education Number: B.7.2
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References: LSA-R.S.15:905, 4-JCF-5D-05, 4-JCF-5D-06, 4-JCF-5D-08, and 4-JCF-5D-12 Performance-Based Standards for Juvenile Correctional Facilities); Youth Services Policy Nos. B.7.1 "Education", B.8.8 "American With Disabilities Act (Youth)", B.8.10 "Access to Computers and Certain Office Equipment by Youth", B.9.1 "Youth Welfare Fund (YWF)", B.9.3 "Youth Banking", C.2.3 "Searches of Youth", C.2.7 "Youth Drug/Alcohol Testing", and C.2.24 "Electronic Monitoring Program (EMP)"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 04/10/2018

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La.R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide youth the opportunity to enroll in post-secondary educational courses (College Academy).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Director of Education, Facility Directors, School Principals, and all OJJ secure care youth.

IV. DEFINITIONS:

College Academy Coordinator (CAC) - The college academy coordinator will be charged with the responsibility of coordination and oversight of the Post-Secondary Educational Program assessment preparation courses (computer based programming).

College Academy Liaison (CAL) – The college academy liaison will be charged with working in collaboration with the CAC to monitor student progress and to assist with the decisions associated with college placement courses. The CAL will make periodic visits to the facility and will also be responsible for working with the CAC to report on the progress of students as well as issues associated with students who are enrolled in the College Academy.

College Academy Placement Meeting – A meeting held to place, remove or reassign youth in post-secondary/college courses or remediation, utilizing placement criteria. Placement decisions will be included as a part of the youth's regularly scheduled reclassification staffing. Required participants are as follows:

- 1) College Academy Coordinator (CAC);
- 2) Principal/designee (*if applicable*);
- 3) Guidance Counselor/Records Coordinator;
- 4) Special School Programs teacher or appropriate designee (if applicable);
- 5) Other designated educational participants; (if applicable such as the 504 Coordinator, teacher, etc.):

Optional participants: (at the discretion of the building Principal and/or Facility Director)

- 6) Group Leader;
- 7) Case Manager; and
- 8) Youth's Probation and Parole Officer/Juvenile (PPO/J).

Youth Portfolio - The portfolio is used as a purposeful collection of student work that exhibits the student's efforts, progress and achievements in one or more areas.

V. POLICY:

It is the Deputy Secretary's policy that there shall be a Post-Secondary Educational Program to provide educational opportunities for youth in order to facilitate their reintegration into the community as responsible citizens upon release from commitment.

VI. POST-SECONDARY EDUCATION PROGRAM:

The Office of Juvenile Justice (OJJ) recognizes that upon attaining a high school diploma or high school equivalency diploma (HiSET), some students may wish to continue their education at the collegiate level. Therefore, the following guidelines are used to determine whether a student shall be allowed to pursue post-secondary credits or take online assessment preparation courses.

To be considered for any post-secondary enrollment, a student must have earned a HiSET or high school diploma.

A. Online School Courses

Students who have attained a high school diploma or HiSET desiring to enroll in online college courses, shall complete Steps 1 – 3 of the Admission Process noted in B. below.

B. Admission Process for Online Courses

Students will be required to participate in the application process by completing the following items:

1. Interest Application;
2. Interview;
3. And signature of a commitment contract (see attachment B.7.2 (c)), if accepted for participation.

Placement Criteria

An ACT score > 18 English & Math, 17 reading may be considered for college level credit bearing coursework.

An ACT score < 18 English & Math, 17 reading will be required to enroll in an assessment preparation course before being enrolled in a college level credit bearing course. See available courses below:

- a. Boot Camp
- b. Open Campus – Bossier

Upon successful completion of one of the above assessment preparation courses, the student will then take the Acuplacer (Crosswalk to ACT) to determine future course enrollment.

Students shall take the ACT test and/or other required entrance exams. The student, CAC, CAL, Records Coordinator, and Principal (if necessary) shall meet to discuss and complete the “Application for Post-Secondary Course Enrollment” (see attachment B.7.2 (b)) for submission to the Facility Director for approval. Upon approval by the Facility Director, paperwork shall be submitted to the college or university by the CAC or CAL. The student’s Group Leader and assigned Case Manager will be given a copy of the student’s entrance documents, upon completion.

1. Upon acceptance by a college or university, the CAC shall secure and complete necessary paperwork for payment of student fees, books and supplies. The “Commitment Contract” (see attachment B.7.2 (c)) shall also be completed at this time. The original shall be maintained in the youth’s portfolio, with copies to the school Principal and the Facility Director’s office.
2. The CAC, CAL and Guidance Counselor/Records Coordinator shall assist the student in registration, and in making a determination of subjects and number of classes in which to enroll.

C. Class Attendance and Behavior

1. The Group Leader and/or assigned Case Manager shall maintain a record of the student's class schedule.
2. Students may obtain paper, pen and pencils from the school. Other material necessary for classes must be obtained thru the Group Leader and social services staff.
3. Class attendance for students is mandatory. CAC and Group Leaders shall monitor attendance.
4. Students shall adhere strictly to all rules of the college in which they are enrolled.
5. Violations of policy or procedures (YS, secure care facility or the college/university which the student is enrolled) may be cause for withdrawal of the student's permission to take online courses.
6. The student is responsible for informing the Group Leader or assigned Case Manager if class assignments require library work outside of their regular class schedules. The Group Leader, Case Manager, and/or student must contact the school librarian/library designee to schedule library time for college students.
7. When students are given permission to access the canvas portal for assignments and communication with instructors, a staff member shall monitor all activities while the student is online. In some cases, it may be necessary to give students access to a portable flash drive for storing assignments. This may only be done with the Facility Director's approval.

D. Portable Storage / Media Accountability and Inspection

1. Prior to any portable storage/media devices being used, the Facility Director is required to have a Standard Operating Procedure in place to ensure secure storage, use and monitoring of the device.
2. Issuance and retrieval of portable storage / media devices shall take place on a daily basis as needed through the CAC.
3. Documented monthly inspections of portable device contents shall be conducted by the facility IT Liaison, with findings provided to the CAC.

VII. PROGRAM REPORT:

An annual report shall be prepared by the CAC, and submitted to the Deputy Secretary/designee by June 30th. The report shall include the following:

- A. Number of youth who have participated in the Post-Secondary Educational Program;

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B. Outcome of each class taken.

Previous Regulation/Policy Number: B.7.2

Previous Effective Date: 01/21/2015

Attachments/References: B.7.2 (a) Annual Report April 2018.doc
B.7.2 (b) Post Secondary Course Enrollment Application April 2018.doc
B.7.2 (c) Commitment Contract April 2018.doc

**Youth Services
Post-Secondary Education
ANNUAL REPORT**

BCCY

SCY

SCYC

Date: _____

Prepared by: _____
(CAC)

The information below shall be submitted on an annual basis by June 30th by the College Academy Coordinator to the Youth Services Director of Education.

PEFORMANCE INDICATOR			YEARLY TOTAL
# of youth who have participated in the Post-Secondary Education Program Year: _____ (July 1 st -June 30 th)			
Student Name	Class taken/ institution attended	Final Grade	Notes
1.			
2.			
3.			
4.			
5.			

APPLICATION for POST SECONDARY COURSE ENROLLMENT

STUDENT NAME: _____ UNIT: _____ CASE MANAGER _____

1. I have earned a: ___ HiSET ___ high school diploma
Date received: _____ HiSET Total Scaled Score _____ (if known)
2. ACT score _____ (highest score earned) Last date taken _____ Have not taken ACT _____
3. What is your intended major or field of study? _____
4. What type of career are you interested in pursuing? (Type of employment) _____

5. Which subjects are easy for you? _____
6. Which subjects are challenging for you? _____
7. I consider my behavior to be: ___ excellent ___ fair ___ needs improvement ___ poor
8. I realize that this opportunity is a privilege. I should be considered for enrollment in/or attend college courses because..... _____

Student Signature: _____ Date: _____

FOR ADMINISTRATIVE/OFFICE USE:

GED Score _____ ACT Score _____ TABE Score _____ (most recent)

Risk Level _____ Full term date _____

Other Info: _____

Counselor _____ P.O. _____

____ APPROVED ___ DENIED (If denied, provide explanation with supporting documentation attached)

Signature, Facility Director _____ Date _____

Signature, Regional Director _____

Date _____

POST-SECONDARY/COLLEGE ACADEMY COMMITMENT CONTRACT

STUDENT NAME: _____ UNIT: _____ CASE MANAGER: _____

STUDENT COMMITMENT:

I, _____, aspiring college student, do freely enter into commitment to the following terms and conditions:

- I will attend all scheduled classes and complete all course assignments, as required.
- I will report to and put every effort for the highest achievement of all scheduled placement testing and course testing as required.
- I will maintain a “C” average in all coursework attempted.
- I will follow the directions of all staff and I commit to take ownership for my safety, security, health, education, and social needs.
- I will follow all college/university regulations as it relates to education, program participation, safety and security, and comply with other requirements as deemed appropriate by the OJJ facility staff and administration.
- I will not: cause or coerce others to cause any breach of security, leave authorized area, nor coerce others to leave authorized area, introduce or be found in possession of contraband, be destructive of state property or any other act which may causes a breach in the security of the campus, facility, or University.
- I will not receive any major violations at any time for any reason.
- I will respect myself, my peers, and staff at all times.
- I am fully aware that my behavior, academic progress in enrolled courses, and compliance to safety and security rules and policies of both OJJ and the higher learning institution, will be reviewed, evaluated, and discussed with me and may be used as a determining factor for continued participation in off campus/face to face course enrollment.

Failure to adhere to ANY of these commitments will be considered a violation to the terms and conditions of this contract.

Student Name: _____ Student Signature: _____ Date: _____

PARENT/GUARDIAN COMMITMENT: (if applicable)

I/We, the parent(s)/guardian(s), fully commit to Youth _____ in the following ways:

- I/We will encourage our student to be committed to and honor the privilege that has been afforded to him.
- I/We will be supportive and respectful of our student’s educational goals that he has set for himself.
- I/We will be fully supportive of the facility staff and administration in their efforts to monitor and enforce compliance to the terms and conditions as set forth in this contract.

Name _____ Relationship _____ Signature _____ Date _____

Name _____ Relationship _____ Signature: _____ Date: _____