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
	Page 1 **of** 5
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: *James Bueche, Ph.D., Deputy Secretary*	**Date of Approval:** 04/15/2019

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, Executive Management Advisor, Regional Directors, Director of Education, Facility Directors, School Principals, and all OJJ secure care youth.

IV. DEFINITIONS:

College Academy Administrator (CAA) – The college academy administrator will be charged with working in collaboration with the CAP to monitor student progress and to assist with the decisions associated with college placement courses. The CAA will make periodic visits to the facility and will also be responsible for working with the CAP 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 Proctor (CAP);
2) College Academy Administrator (CAA)
3) Principal/designee *(if applicable);*
4) Guidance Counselor/Records Coordinator;
5) Special School Programs teacher or appropriate designee (if applicable);
6) 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)

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

College Academy Proctor (CAP) - The college academy proctor will be charged with the responsibility of daily operation and oversight of the computer based post-secondary educational program.

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

Students may be enrolled in up to two courses at a time, based on the ACT and/or Acuplacer Scores and/or other relevant academic data/information.

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, CAP, CAA, 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, online registration shall be submitted to the college or university by the CAP or CAA.

1. Upon acceptance by the college or university, the CAP shall begin reporting the student on the weekly report for payment of student fees, books and supplies through the interagency transfer process. 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 CAP, CAA and Guidance Counselor/Records Coordinator (if applicable) shall work together to 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 CAP or school. Other material necessary for classes must be obtained thru the Group Leader and social services staff.
3. Class attendance for students is mandatory. The CAP 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 CAP.

3. Documented monthly inspections of portable device contents shall be conducted by the facility IT Liaison, with findings provided to the CAP.

VII. PROGRAM REPORT:

An annual report shall be prepared by the CAP, 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;

B. Outcome of each class taken.

Previous Regulation/Policy Number: B.7.2
Previous Effective Date: 04/10/2018
Attachments/References: B.7.2 (a) Annual Report April 2019.doc
B.7.2 (b) Post Secondary Course Enrollment Application April 2018.doc
B.7.2 (c) Commitment Contract April 2018.doc
B.7.2 (d) College Academy Weekly Report April 2019
B.7.2 (e) LCTCS Admissions/Enrollment Process April 2019

Youth Services
Post-Secondary Education
ANNUAL REPORT

□ ACY □ 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 1st -June 30th)			
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: _____

Facility:_____ College Academy Weekly Report

Participants Name	Enrolled Courses
Ima Student Ima Student Ima Student Ima Student	Students listed to the left have completed …….
	Students listed to the left are currently enrolled in …….
	Students listed to the left have been released from the facility.

SAMPLE

LCTCS Admissions/Enrollment Process

TASKS TO REGISTER A STUDENT TO TAKE COLLEGE COURSES AT LCTCS:

STEP 1: (create email addresses for each student)

(See below…. **Set up Gmail Accounts for Students)**

STEP 2: To complete the admission application. go to the following link:
https://app.lctcs.edu/Home/Home/Index?College=FTCC

Each student will need an application. Send an email to Melissa LaCour @ melissalacour@lctcs.edu and copy Aná Nanney anananny@lctcs.edu of Fletcher with the names of students for whom you submit apps.

The following items will be needed for each applicant:

- ACT scores
- high school transcripts (if available),
- proof of selective service registration
- and waiver for immunization (which is a part of the admission application).

TASKS TO ESTABLISH SERVICES TO A NEW FACILITY:

1. **Facility Address** – Please verify the specific address that will be used on the admission app for each facility that will admit students to our colleges. To verify send email to M.LaCour (melissalacour@lctcs.edu)

   EXAMPLE:
   Southside Alternative High School @ Swanson Center for Youth Monroe (SCYM)
   4701 South Grand Street
   Monroe, LA 71202

   Pine Hill Alternative High School @ Swanson Center for Youth Columbia (SCYC)
   132 Hwy. 850
   Columbia, LA 71418

2. **Student Email addresses** – Please verify the email address (template) that will be used for each student, To verify send email to M.LaCour (melissalacour@lctcs.edu).

   Note: the email that is being used at Bridge City is listed below:
   Riverside.OJJ+LastName+FirstName@gmail.com
   for example: Riverside.OJJ+McDonaldSusie@gmail.com

3. **Computer readiness** - Each facility (College Academy POC) will confirm that the computers are setup in the correct location for student access and are ready for testing. To confirm send email to M.LaCour (melissalacour@lctcs.edu).

Set up Gmail Accounts for students:

The Gmail account setup uses a single gmail account.

When registering a student for something that requires an email address, you need to use the gmail account that you created. You do not need an individual account for each student.

All you do is append +studentname to the email address. For instance, if the gmail account is sahs.ojj@gmail.com you should input this as email address for a student named Clay Mixon: sahs.ojj+claymixon@gmail.com

This will allow the registration site to send emails to the inbox of : sahs_ojj@gmail.com

Emails received to that gmail account will show the full email that was used to send it to so you will know which student it applies to by reviewing the send to address.