

**PROGRAM SCHEDULE  
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities Sections 1370-1374  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-013, dated 06/13/18 (RENUMBERED)
- FORMS:** None
- PURPOSE:** To establish a consistent daily, weekend and holiday schedule in order to ensure a well-balanced program in each unit of the Youth Leadership Academy (YLA).

I. PROCEDURE

- A.** As outlined in Section 1370 of Title 15, the County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.
- B.** As outlined in Section of 1371 of Title 15, The facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area. Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility. Such program, recreation, and exercise

schedule shall be posted in the living units. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent, and relevant to the population.

- C. As outlined in Section 1372 of Title 14, the facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if they elect not to participate in religious programs. Religious programs shall provide for: (a) opportunity for religious services and practices; (b) availability of clergy; and, (c) availability of religious diets.
- D. As outlined in Section 1373, the facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.
- E. As outlined in Section 1374, the facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth.

All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case, whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied and facility administrator. Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits. The facility may provide access to technology as an alternative, but not as a replacement, to in person visiting.

- F. Daily Schedule Monday Through Friday  
6:00 a.m. - SHIFT CHANGE/Roster **Safety** Check.

- 6:05 a.m. - Awaken all youth. SHOWERS – Youth in room to prepare for showers, small groups of youth out for showering.
- 7:00 a.m. - BREAKFAST begins. Youth to report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- 7:30 a.m. - Youth to their rooms for hygiene, restroom, brushing teeth, washing face and hands, and picking up rooms. Assigned youth to assist with cleanup. Medications dispensed.
- 8:30 a.m. - SCHOOL MOVEMENT: Core A FIRST PERIOD 8:30 – 9:18am.** All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population verified. Staff ensures that all youth have class schedules and any assigned homework.
- 9:18 a.m. - MOVEMENT: Core A SECOND PERIOD 8:45 – 9:35am.** All assigned YLA staff must supervise school movements.
- 10:06 a.m. - BREAK (20 minutes) –** All youth return to their units and refresh themselves in their rooms. This includes bathroom access.
- 10:26 a.m. - SCHOOL MOVEMENT: Core B THIRD PERIOD 10:26 – 11:14am.** All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population is to be verified. Staff ensures that all youth have class schedules and any assigned homework.
- 11:14 a.m. - SCHOOL MOVEMENT: Core B FOURTH PERIOD 11:14am – 12:01pm.** All assigned YLA staff must supervise school movements.
- 12:01 p.m. -** All youth return to their units and refresh themselves in their rooms. This includes bathroom access.
- 12:10 p.m. -** Assigned youth out for lunch set up and cart pick up.
- 12:25 p.m. - LUNCH begins.** Youth to report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- 12:55 p.m. -** Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area cleanup. Medications dispensed.
- 1:21 p.m. - SCHOOL MOVEMENT: Core C FIFTH PERIOD 1:21 – 2:09pm.** All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population is to be verified. Staff ensures that all youth have class schedules and any assigned homework.
- 2:09 p.m. - SCHOOL OUT.** Youth return to units and the population is verified.

- 2:10 p.m. - SHIFT CHANGE/Roster **Safety** Check. Staff structure youth regarding group schedule, **programs**, and recreational activities for the evening.
- 2:20 p.m. - LME – Alpha side out for LME, Bravo side out for activities.
- 3:25 p.m. - LME (SWITCH SIDES) – Bravo side out for LME, Alpha side out for activities. ALL YOUTH MUST BE OUT FROM 2:20 – 4:20 PM FOR LME/ FREE TIME.
- 4:25 p.m. - Youth return to units/rooms to prepare for dinner. Youth to rooms to wash up for dinner. Assigned youth out for dinner set up and cart pick up.
- 4:40 p.m. - DINNER begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- 5:10 p.m. - Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area clean up. Medications dispensed.
- 5:30 p.m. - Special Programming –  
**Monday – PCM Bible Study in YLA1 for both units.**  
Wednesday – CDM Bible Study in YLA1 for both units.  
Thursday – PCM Church Services in **YLA1** for both units.  
Individual Case Planning/EPICS – Staff will work on casework and meet with their assigned youth who are not participating in special programming individually during this time to work on case plans and objectives. Staff assigned to EPICS may use this time to meet with their caseload and complete their recordings.
- 6:30 p.m. - ALL YOUTH OUT OF ROOMS. Unit programs conducted in the large and small groups; counseling sessions; Decision Points; VIP activities and special events; and NA Meeting every **third Monday** in YLA1 from 7:00pm – 8:00pm.
- 7:30 p.m. - FREE TIME FOR ALL YOUTH. Youth have access to the telephones, and may watch TV, play table games, etc. until bedtime. Snacks are passed out.
- 8:45 p.m. - Youth to rooms except for those youth who earn Late Night.
- 8:50 p.m. - UNIT TRANSFERS.**
- 9:15 p.m. - Late Night youth in rooms, **quiet time**.
- 9:30 p.m. - Lights out.
- 10:00 p.m. - SHIFT CHANGE/Roster **Safety** Check.

G. Weekend Routine

1. Saturday

- 6:00 a.m. - SHIFT CHANGE/Roster **Safety** Check.
- 6:30 a.m. - Awaken all youth. SHOWERS AND SHAVING – Youth in room to prepare for showers, small groups of youth out for showering.
- 7:30 a.m. - Assigned youth out for breakfast set up and cart pick up.
- 8:00 a.m. - BREAKFAST begins. Youth to report to buffet carts for meal. Youth are allowed **a minimum of 20** minutes to eat their meals.
- 8:30 a.m. - Youth return to rooms for hygiene. Designated youth assist with dining area cleanup and set up for visiting. Medications dispensed. Sick Call. Staff conduct search of perimeter prior to the start of visiting. Parking lot is opened for visitors.
- 8:45 a.m. - Parents begin checking in for visiting. **Two** staff are assigned to the YLA administration building from 8:45am –**10:00am** to check in and wand all visitors. After 10:00am, one staff remains in the administration building until all visitors have left YLA.
- 9:00 a.m. - VISITING YLA1 and YLA2: 9:00 am – 11:00 am (every Saturday).
- 9:30 a.m. - Youth not receiving a visit come out to the carpet area for free time.
- 11:00 a.m. - VISITING ENDS (every Saturday). All visitors must leave the buildings and grounds. Youth (who received a visit), visiting area and grounds are searched after visitors depart. Parking lot is also secured by staff. Assigned youth to remain out for lunch setup. Youth down to rooms for lunch set up.
- 12:00 p.m. - LUNCH begins. Youth to report to buffet carts for meal. Youth are allowed **a minimum of 20** minutes to eat their meals.
- 12:30 p.m. - Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area cleanup. Medications dispensed.
- 12:45 p.m. - ALL YOUTH OUT FOR FREE TIME.
- 1:45 p.m. - Group down to rooms for shift change.
- 2:00 p.m. - SHIFT CHANGE/Roster **Safety** Room Check.

- 2:30 p.m. - LME – Alpha side out for LME, Bravo side out for activities.
- 3:30 p.m. - LME (SWITCH SIDES) – Bravo side out for LME, Alpha side out for activities. ALL YOUTH MUST BE OUT FROM 2:20 – 4:20 PM FOR LME/FREE TIME.
- 4:30 p.m. - Group in for dinner setup. Assigned youth out for dinner setup and cart pick-up.
- 5:00 p.m. - DINNER begins. Youth to report to buffet carts for meal. Youth are allowed a minimum of 20 minutes to eat their meals.
- 5:30 p.m. - Youth return to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed.
- 6:00 p.m. - YLA1 PRIDE – Phase 3 and 4 youth out for early free time.
- 6:30 p.m. - FREE TIME FOR ALL YOUTH. Super Saturday & Rewards Program/Movie Night. Youth have access to the telephones, they may watch TV, play table games, etc. until bedtime. Snacks are passed out.
- 8:45 p.m. - Youth to rooms except for those youth who earn Late Night.
- 9:30 p.m. - Late Night youth in rooms, **quiet** time.
- 9:45 p.m. - Incentive Items turned in. Lights out.
- 10:00 p.m. - SHIFT CHANGE/Roster **Safety** Check.

2. Sunday and Holidays

- 6:00 a.m. - SHIFT CHANGE/Roster **Safety** Check.
- 6:30 a.m. - Awaken all youth.
- 7:00 a.m. - ALL YOUTH OUT FOR LME – One group to the SRA and one group to the field.
- 8:00 a.m. - Youth back to rooms for hygiene. Assigned youth out for breakfast setup and cart pick up.
- 8:20 a.m. - BREAKFAST begins. Youth report to buffet carts for meal. Youth are allowed a **minimum of 20 minutes** to eat their meals.

- 8:50 a.m. - Youth return to rooms for hygiene. Designated youth assist with dining area cleanup. Medications dispensed. Sick Call.
- 9:00 a.m. - CATHOLIC CHURCH services begin in the unit (every Sunday). Youth not attending church come out to the carpet area for free time. Church services will occur in YLA1 and YLA2.
- 10:00 a.m. - SHOWERS AND SHAVING – Youth in room to prepare for showers, small groups of youth out for showering.
- 11:30 a.m. - Assigned youth out for lunch set up and cart pick up.
- 12:00 p.m. - LUNCH begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20** minutes to eat their meals.
- 12:30 p.m. - Youth return to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed.
- 12:45 p.m. - ALL YOUTH OUT FOR FREE TIME.
- 1:45 p.m. - Group down to rooms for shift change.
- 2:00 p.m. - SHIFT CHANGE/Roster **Safety** Check.
- 2:30 p.m. - Sunday unit clean up – ALPHA SIDE.
- 3:30 p.m. - Sunday unit clean up – BRAVO SIDE.
- 4:45 p.m. - Assigned youth out for dinner setup and cart pick up.
- 5:00 p.m. - DINNER begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20** minutes to eat their meals.
- 5:30 p.m. - Youth to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed. Small group activities.
- 6:00 p.m. - YLA1 PRIDE – Phase 3 and 4 youth out for early free time.
- 6:30 p.m. - FREE TIME FOR ALL YOUTH. Youth have access to the telephones, they may watch TV, play table games, etc. until bedtime. Snacks passed out. **Sunday Funday for youth that qualify.**
- 8:45 p.m. - Youth to rooms except for those who earn Late Night.

- 9:30 p.m. - Late Night youth in rooms, **quiet** time.
- 9:45 p.m. - Incentive Items turned in. Lights out.
- 10:00 p.m. - SHIFT CHANGE/Roster **Safety** Check.

**REFERENCES:**

Procedures:	3-8-011	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-2-009	Youth's Rights/Orientation
	3-14-004	Supervising Showers
	3-8-012	Visiting / Video Conferencing
	3-12-001	Health Care Procedures for Probation Staff

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**APPROVED BY:**