

**EXHIBIT A**

**SCOPE OF SERVICES**

**I. SCOE RESPONSIBILITIES**

**A. Service Location:**

Sacramento County Youth Detention Facility  
Valley Oak Youth Academy  
9601 Kiefer Boulevard,  
Sacramento, CA 95827.

**B. Description of Services:**

SCOE will provide post-secondary CTE, college courses, and other advanced studies for VOYA youth based on age and high school graduation status. SCOE shall provide an academic instructor and transition specialist to provide post-secondary studies as well as assist youth in transitioning to community colleges. In addition, SCOE will develop and implement CTE programming as part of the education services and programs offered to youth at VOYA. In providing these services, SCOE will:

1. Address the comprehensive needs of eligible youth and provide them with core academics, career and civic education, post-secondary awareness, interventions that are aligned with education standards, and evidence-based social-emotional practices.
2. Foster a physically, emotionally, and intellectually safe learning environment, positive school climate, relevant and engaging learning experiences, positive and caring relationships, and school activities that help youth feel connected with the school's program.
3. Enroll youth in school and evaluate youth upon enrollment for appropriate placement in classes.
  - a. Interview youth upon admittance and maintain records that document the youth's educational history including:
    - School progress/history;

- English language testing and evaluation;
    - Individualized services previously received; and
    - Discipline history.
  - b. Request each youth's educational records upon enrollment, including transcripts, Individual Education Programs (IEP), 504 Plans, state language assessment scores, immunization records, exit grades, and partial credits.
- 4. Notify eligible youth of post-secondary education and vocational opportunities.
  - a. Provide opportunities for youth to enroll in post-secondary institutions and provide dual credit as appropriate.
  - b. Provide youth with opportunities for career technical education and provide related equipment.
- 5. Utilize culturally responsive and trauma-informed approaches in providing instruction.
- 6. Implement evidence-based preventions and interventions in the classroom to promote positive behaviors.
  - a. Consistent with the Education Code and SCOE board policies and administrative regulations, SCOE staff will use disciplinary measures that result in a loss of instructional time (i.e., suspension or expulsion) only when required or permitted by law and after other means of correction have been attempted and failed. SCOE staff will document other means of correction that have been attempted.
  - b. If interventions are unsuccessful and a youth poses a danger to other youth, SCOE will contact Probation staff. Probation will implement appropriate behavioral interventions.
  - c. Separation or behavioral restraint will only be used to control behavior that poses a clear and present danger or serious physical harm to the youth or others that cannot be immediately prevented by a less restrictive response.

- d. If Probation deems separation to be appropriate, it will keep constant, direct observation of the youth during separation.
    - e. Probation will report to the VOYA principal all school-related behavioral interventions that resulted in separation, physical restraint, or mechanical restraint within 48 hours of implementing such disciplinary practices. Based on the information provided by Probation, SCOE will be responsible for filing related reports pursuant to Education Code section 49006.
    - f. The facility administrator, school principal, and appropriate staff may develop procedures for youth who have continuing difficulty completing a school day.
7. Assist youth in transitioning to community colleges by providing timely transcript evaluations (including partial credit calculations) and youth record transfers.
  - a. SCOE will utilize a transition specialist who will act as a liaison with the community colleges.
  - b. SCOE will facilitate transition services with Probation to the extent possible.
8. Provide diagnostic testing, including testing for Adult Basic Education (TABE).
9. Create individualized academic plans.
10. Provide online academic programming and assessments.
11. Hire and supervise an appropriately credentialed teacher, as necessary.
12. Hire and supervise a transitional specialist, as necessary.
13. Provide an annual program evaluation conducted by a qualified outside agency or individual.
14. Provide Probation with any requested reports.

C. **Supplies:**

SCOE will provide all necessary educational program supplies where services are provided.

D. **Frequency of Service:**

SCOE will provide appropriate staffing five (5) days a week to provide services and programming.

E. **Outcome Measures Reports:**

SCOE will provide Probation with a report on outcome measures for services provided through this MOU. Outcome Measure reports will be due on the 10<sup>th</sup> day of each month for the prior month. An annual report will be due February 1<sup>st</sup> of the following year.

F. **Report Contents:**

SCOE and Probation will work together to decide the necessary reports required and the information they include.

G. **COVID Requirements:**

When SCOE needs to follow social distancing and/or other guidelines due to the COVID-19 pandemic or any other public health emergency, SCOE will provide the same services as described above virtually over phone, text, email, or video conferencing to the extent possible.

II. **PROBATION RESPONSIBILITIES**

Probation will provide a safe and secure environment for VOYA youth, promoting the health and well-being of the youth served in compliance with applicable legal requirements and Probation policies. Probation will extend the following services to facilitate SCOE's delivery of educational instruction:

- A. Maintain the safety and security of VOYA youth. SCOE's positive behavior management plan will be integrated into VOYA's overall behavioral management plan and security system.
- B. Timely provide SCOE with information necessary for enrollment and attendance in VOYA. Advise SCOE's principal of administrative decisions made by Probation staff that may affect the educational programming of youth.

- C. Ensure operational procedures do not interfere with the time afforded for VOYA's minimum instructional day. Work with SCOE's school principal regarding potential scheduling issues.
- D. Serve as positive role models and mentors to youth regarding career readiness, academic achievement, and mental and physical well-being.
- E. Provide SCOE with information regarding a youth's behavior that may impact the youth's education.
- F. Provide meals for youth that are in compliance with federal and state requirements.
- G. Consistent with Title 15, provide youth with exercise, recreation, and daily programming including, but not limited to, trauma focused, cognitive, evidence-based social interventions and activities designed to reduce recidivism based on a youth's individual needs.
- H. Provide regularly maintained and clean instructional facilities in which SCOE will deliver its educational services for youth, ensuring appropriate desks for youth and walls or boards upon which SCOE instructors may write or project.
- I. Deliver youth to the instructional facilities on a daily basis.
- J. Provide appropriately trained and certified Probation staff to supervise youth throughout SCOE's delivery of educational services.
- K. Assist with all behavioral incidents involving youth to the extent necessary.
- L. Remove or dismiss any youth for behavioral, safety or other significant concerns upon request of SCOE.
- M. Provide timely information to SCOE regarding a youth's release to help SCOE facilitate the youth's school placement in the community.
- N. Timely and regularly communicate with SCOE regarding youth and the educational programs being delivered by SCOE.
- O. Comply with Title 15 regulations and other applicable laws.
- P. Upon release, provide Probation supervision, services, and resources to youth who are under the jurisdiction of the juvenile court on an as-

needed basis at the discretion of Probation.

**III. JOINT RESPONSIBILITIES**

- A. Probation and SCOE will meet bi-annually to review the goals and objectives of this MOU. The Parties will also meet as necessary to address any issues with the day to day operations or other concerns regarding provision of services through this MOU.
- B. Concerns about the provision of services should be brought to VOYA's principal or Probation's Chief Deputy at VOYA for appropriate resolution.
  - 1. In the event a complaint is lodged against the personnel of one Party, the employing Party will be responsible for investigating such complaint with the cooperation of the other Party, to the extent possible and in accordance with the law. In the event that a complaint concerns personnel from both SCOE and Probation, the parties agree to cooperate in the investigation.
  - 2. The Parties shall attempt, amongst themselves and in good faith, to promptly resolve any disputes that arise out of the performance of this MOU. If the dispute cannot be resolved by mutual agreement, nothing herein shall preclude either party's right to pursue remedy or relief by civil litigation, pursuant to the laws of the State of California.