

STUDENT HANDBOOK

San Pasqual Academy

A Rite of Passage program



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This book belongs to: _____



WELCOME TO SAN PASQUAL ACADEMY

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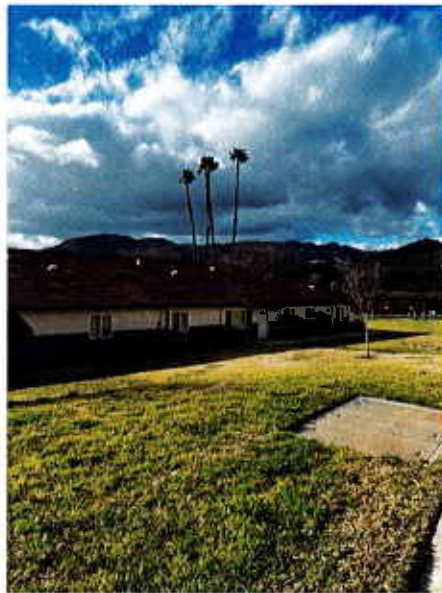
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This handbook is property of Rite of Passage, Inc. and for internal use only.



Purpose of this Handbook

Welcome to San Pasqual Academy! The purpose of this handbook is to provide you with information to understand your rights, expectations, and how you will be supported throughout your stay, while working towards a successful transition/aftercare plan.

While you are here, we ask you to:

- Focus on completing your goals, not the time it takes to complete them.
- Be honest with yourself and set realistic goals that you can accomplish.
- See yourself as a student and develop a positive self-image.
- Take full advantage of the opportunities that are offered here.
- Take part in developing and completing a transition plan.

The program is a non-secure residential group home setting on a campus that provides full wraparound services. Staff are available 24 hours a day, 7 days a week to provide support and supervision.

- A copy of the student handbook is made available to you at the time of intake and available for review if requested. The handbook explains how the program runs and the rules you are expected to follow.
- Staff will assist you with reviewing this handbook if you have trouble reading or understanding any part of it. Please ask the Program Director, Deputy Director, or Director of Student Services if you would like it translated into a different language.

In the pages that follow you will find information about our program to help you answer any questions.

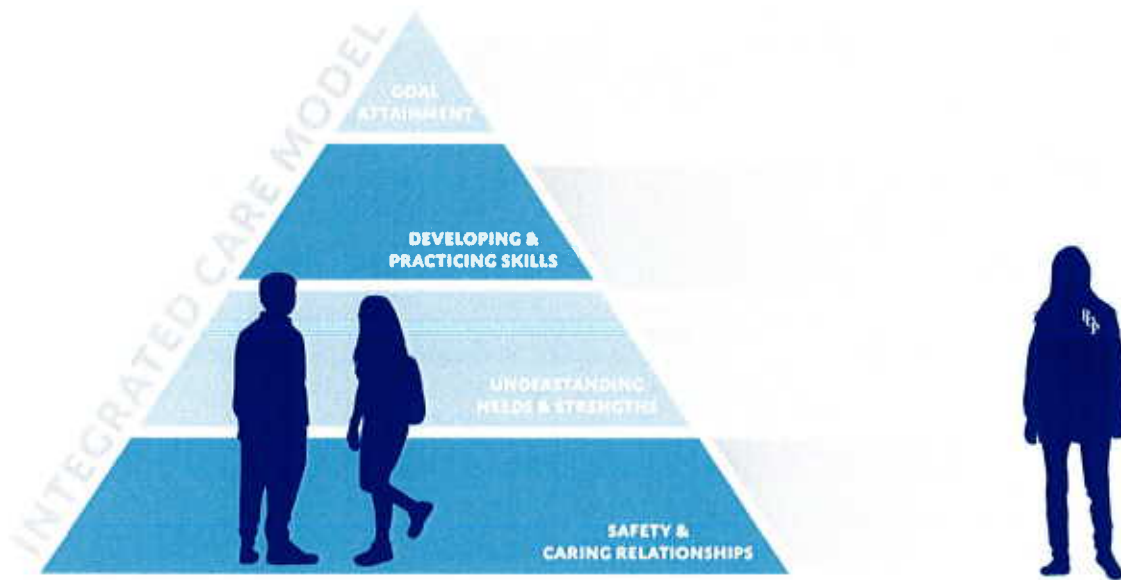
Welcome to San Pasqual Academy!!





Model of Care

At San Pasqual Academy (SPA), the Rite of Passage (ROP) Integrated Care Model is our current framework for operating quality student programming that combines the best elements of our continuous evolution. The Integrated Care Model is trauma informed, emphasizes safety, and describes how staff provide individualized services to student that support healing, skill development and goal attainment.



Intake Process

Upon entering San Pasqual Academy, you will participate in several assessments to help determine the level of support appropriate for your needs. You will work with staff to develop an individualized plan that is specific to your needs, strengths, abilities, age, and culture. SPA will offer you a wealth of experiences in education, vocational training, treatment, community involvement, leadership & activities.

Staff members will guide you through each program element and will support you in your Individual Treatment Plan. These activities are designed to prepare you to be enrolled in a traditional or trade school, enlisted in the military/army, or employed before you transition from San Pasqual Academy.

Your First Day

- Documentation: Each Student shall complete the orientation paperwork with a case manager and/or house staff.
- Necessary intake assessments and paperwork will be completed per requirements.
- You will have a medical intake with our on-campus nurse.
- You will be given a tour.
- Clothing/Property Inventory: A staff member will inventory and document all belongings that you are bringing into the home. If additional clothing will be provided as needed.
- Medical/Dental Screening will be scheduled. You will undergo a physical and dental examination based on the first available appointment.
- Any prescribed medication will be counted and placed into your house.



Mission Statement

IMPROVING THE LIVES OF YOUTH, FAMILIES AND THE COMMUNITY

The mission of the program is to provide a safe, nurturing home that facilitates learning and growth for young students in a setting that values trust, respect, individual responsibility, respect for others, and academic and vocational achievement. The primary goal is to cultivate each student's growth and development in order for them to reach their greatest potential.

Confidentiality

Your confidentiality is very important to us. Your personal and other sensitive information will be kept secure and private with a few exceptions. Trauma and other sensitive topics will be kept in confidence unless it is a current health, safety, and welfare issue. Staff will then follow any mandating reporting laws (see below).



Mandated Reporting

All staff are mandated reporters. This means that anyone that has knowledge of or suspects that a child has been the victim of abuse must report abuse to a child protective agency immediately or as soon as practically possible by telephone and prepare and send a written report within 36 hours of receiving the information. Mandated reporters shall report suspected instances by telephone to San Diego County Child Protective Services at 858-560-2191. Signs with phone numbers are also posted in staff offices.

ROP staff are required to report all types of suspected child abuse or neglect by any person, staff, or student, including distribution of inappropriate media and the possession or distribution of inappropriate photographs or videos.



Students will also be given information at the time of intake regarding ROP's Safe Environmental Standards (SES) policy and procedure for reporting sexual abuse/harassment.

Gender Responsive Programming

San Pasqual Academy is based on a Gender Inclusive Responsive Model. This model includes skill development, self-esteem building, identity building, empowerment, and relationships. Given that relationships are central to adolescent development, the ROP staff utilizes the primary relationships with students for facilitation and enhancement of their treatment. Available psychoeducational groups address topics specific to adolescent development and gender inclusive needs.



Staff Code of Ethics

The Rite of Passage Code of Ethics is intended to serve as a guide to the everyday professional conduct of all ROP staff. ROP programs and staff focus on the needs of its students and utilize the best practices, skills, techniques, and research shown to contribute to development and change in youth. To this end, ROP staff are committed to safeguarding every student's health, safety, and best interests.

1. Present each day as a new day with a renewed opportunity for staff and students to excel.
2. Serve as models for students and consistently display pro-social attitudes, behaviors, and language.
3. At all times staff comport themselves with respect for all concerned.
4. Intervene in negative or anti-social behavior with the intent to provide direction on how to avoid a reoccurrence in the future.
5. Demonstrate adherence to best practices and principles.
6. The fundamental principle of student supervision practiced by staff at ROP is to manage interactions in a proactive and positive manner rather than reactive or negative manner.
7. Approach every interaction with students as a possible "teachable" moment.
8. Truthfully document and report all issues and/or incidents.
9. Follow all approved ROP policies and procedures.
10. Act in a manner consistent with professional standards and ROP policy.



School

High School students (grades 9-12) will attend San Pasqual Academy High School, which is located on the SPA campus. If a student's IEP determines that San Pasqual Academy High School cannot meet their educational needs, they will attend San Pasqual High School. Middle school students (grades 6-8) will attend San Pasqual Union Elementary School in Escondido.

Student Transportation

Rite of Passage will provide student transportation to medical appointments, off-campus events, and any social service/court appointments. ROP will ensure students have appropriate transportation for off-campus jobs as well as transportation to school, should they not attend the on-campus San Pasqual Academy High School.

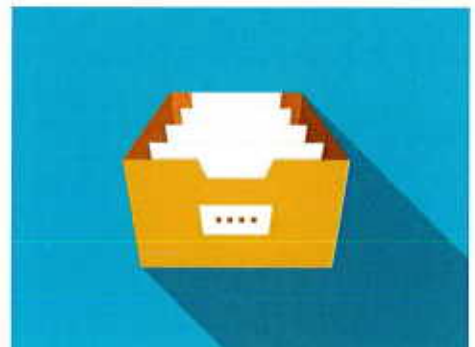
Records

You have the right to see and get a free copy of the following until you are 26. Please discuss with your county worker if you want copies of any of the following:

- Medical records
- Child welfare records
- Juvenile court records
- Educational records

Transition/Discharge Planning & Policies

At San Pasqual Academy, you will start working on your transition plan on day one. San Pasqual Academy staff, authorized placement agency





representatives, clinical team members, court advocates, and family (when applicable) will jointly plan for transition services. Transition/discharge occurs when you:



- Graduate high school and/or reach the age of maturity and move to THP/Dorm/SILP
- Demonstrate a need for a different level of service or intensity of care
- No longer meet eligibility criteria
- Refuse to meet program standards or requirements
- Have needs that exceed the agency's resources
- Exhibit significant health or safety concerns

If the program is recommending placement termination based on any health, safety, or programmatic concerns, then the program will request a Child Family Team (CFT) meeting with the authorized representative and student's team in an attempt to preserve placement and/or make recommendations for alternative placement and services.

Cultural/Spiritual Diversity

San Pasqual Academy values cultural and spiritual diversity. Activities are integrated into the home-like setting. We help you develop or deepen your identity with your own culture and share your culture with others through art, music, food, literature, and rituals or celebrations. If you have any additional requests, please let us know.

We Are Allies

This is a safe and inclusive space for lesbian, gay, bisexual, and transgender students, and their allies. All students deserve a safe and welcoming environment. San Pasqual Academy affirms that support and resources are available for you.

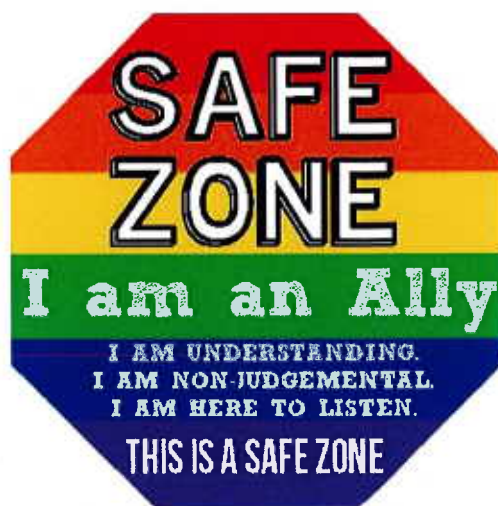
Substance Abuse Treatment

We have a relationship with outside counselors specializing in substance abuse treatment. You will also receive a substance use assessment from our contracted on-site behavioral health provider as part of intake and they will provide additional support for this clinical need as indicated by your assessment.

Counseling Services

While at San Pasqual Academy, you will have the ability to participate in therapy (individual, group, family). You will work on identifying specific treatment goals and developing your case plan. Your input is always taken into consideration while creating your goals.

While at San Pasqual you will have regularly scheduled CFT's (Child and Family Team Meetings). CFT meetings will occur at a minimum every 6 months but can be scheduled more frequently if needed.



What is a CFT?

Your Child and Family Team (CFT) is a group of people that includes you, your family members, trusted adults, caring professionals, and others who work together to reach goals for positive change. The team supports YOU! The team provides support and encouragement to achieve your goals and your family's goals.



Trauma Informed Services

San Pasqual Academy utilizes the Attachment, Regulation and Competency (ARC) framework as our trauma informed platform. ARC is a flexible, components-based intervention developed for children and adolescents who have experienced complex trauma, along with their caregiving systems. ARC's foundation is built upon four key areas of study: normative childhood development, traumatic stress, attachment, risk, and resilience. San Pasqual Academy has infused ARC principles into our system's environment.

Integrated Fitness, Nutrition and Health Education

San Pasqual Academy promotes healthy lifestyles and personal responsibility for health and wellness.

We have modified menus and healthy meal plans available for students who are actively interested in establishing body fat percentage, managing portion control, reducing their fat/carbohydrate intake, and any other dietary needs. If you desire a menu plan that supports your religious beliefs or any specific dietary lifestyle, please let staff know. There is also workout equipment located on site for students who wish to use it.

What are the Athletic and Recreational Opportunities?

Here at San Pasqual, we encourage you to join any school recreation teams that your school offers. Recreation/ city league sports can also be explored for students that are interested.

San Pasqual Academy High School provides students with the following options for sports:

- Football
- Basketball
- Softball
- Track & Field
- Volleyball



In addition, we encourage participation in a variety of other age-appropriate activities both on and off campus that you may be interested in such as Dance/Hip Hop Classes, Kickboxing, Boxing, Swim Classes, Gym Memberships, Music Lessons, Cooking Classes, Art Classes, Yoga, etc. If you have an interest in a specific activity, please let us know.

Campus Guidelines

Mutual respect at all times. It is expected that all members of San Pasqual Academy will treat one another as they would like to be treated. It is important that you demonstrate respectful interactions with others. This includes avoiding the use of foul and insulting language. Be considerate of the people you share your living space with. In addition, bullying of any kind will not be permitted.

Dress appropriately. It is the student's responsibility to maintain appropriate attire at all times. Gang-related attire should not be worn. Students are expected to wear their pants at a sufficient height to prevent the view of their undergarments and to be properly attired with tops that do not expose midriffs and are not low cut. Skirts above mid-thigh may only be worn with shorts or tights underneath.

Take responsibility for your actions and your life. Maintain a level of personal responsibility and help make San Pasqual Academy a positive community. Help maintain the common areas on this campus as it is a reflection on us all and it is your home. Actively work on creating objectives/goals you will accomplish while at San Pasqual Academy and in your future. Take advantage of the resources available to you so that you can be successful in meeting your objectives and goals.



Stay within assigned perimeters. It is the student's responsibility to remain within predetermined perimeters. Areas outside of these perimeters include the orange groves and the private residences on this campus, including alumni and grandparent housing. Being out of bounds may be considered an AWOL (absence without leave) event. AWOLs place you and others at risk. If you are unhappy here, seek out the assistance of the adults that are available to help you explore options.

Substance abuse is not permitted. This is a DRUG FREE campus. The use of illegal substances is not permitted. This includes but is not limited to alcohol, tobacco, marijuana, or any other illegal or illegally ingested substances. No contraband (defined later in this document) is permitted on campus at any point.

Property destruction. It is the student's responsibility to respect the property of San Pasqual Academy and the private property of others. It is understood that accidents sometimes occur, and individuals are expected to accept responsibility for their behaviors. Intentional property destruction can result in fines, community service and restriction of activities.

It is the student's responsibility to not bring inappropriate items on campus. The list of items that should not be brought on campus include, but are not limited to: R rated movies, M rated games, aerosol cans, weapons of any kind, drugs, alcohol, vape pens, or other prohibited items. If inappropriate items are found they will be confiscated and depending on the nature of the item, they may not be returned.

Tattoos and piercings. Upon intake an inventory of existing tattoos and/or piercings will be noted and filed in the student's chart. Students should not get additional tattoos and piercings while residing at San Pasqual Academy. Any additional student tattoos and piercings must have prior approval.

Designated Study Hours

There are designated study hours at San Pasqual Academy. Normal study hours are between 6:30pm- 7:30pm. If a student has an "F" or two "D" grades at school, study hours will be from 6:30pm-8:30pm until their grades improve. During these times, students need to either be in their designated home or the Tech Center doing tutoring, doing homework, or watching educational documentaries.

Pet Policy

Students can have the privilege of owning a pet at SPA. Examples of pets that are permitted are, guinea pigs, hamsters, mice, frogs and lizards.

If a student wishes to have a pet while at SPA, the following must be met:

- A contract is signed by the student, House Parent, Program Director, and Social Worker
- Exhibit consistent safe behavior and attend school on a regular basis
- The pet must be properly housed in your bedroom
- You are responsible for purchasing food, supplies and medical care
- You may not take your pet to school or off-campus unless you are going on a pass
- Your pet must remain in its cage when being transported in a vehicle
- You are responsible for cleaning your pet cage

If you are unable to safely manage your pet, a meeting will be held to determine if it needs to be fostered out. ROP will not be responsible for your pet.





Supervision

While living at San Pasqual Academy, your safety and supervision are of primary importance. The level of supervision including amount of time between staff check-ins, ability to leave campus unsupervised, and ability to participate in unstructured activities will be evaluated on an ongoing basis.

Students must get permission from staff to go from one area of campus to another. Staff will communicate with each other in-person or with walkie-talkies to keep track of where students are on campus. If a student does not go where they were designated to go, appropriate consequences may be issued.



Self Passes

Self-Passes must also be approved by their Authorized Representative who is normally their assigned Social Worker. Staff will drop off and pick up students at the Del Lago Transit Center and Escondido Transit Center (ETC) only. Students are eligible for self-passes if they are meeting the following criteria:

- Must be 15 ½ years old for 4-hour self-passes
- Must be 16 years old for 8-hour self-passes
- Must reside at SPA for at least 2 months
- Cannot have an "F" or two "D" grades in school (2-hour study)
- No "restriction" status during the week of their self-pass
- No school absences during the week of their self-pass
- No more than two school tardies during the week of their self-pass

Self-passes can be restricted or taken away if a student does not arrive on time for pick-up

Safe Crisis Management (SCM)

All San Pasqual staff members are trained in Safe Crisis Management (SCM), a trauma informed approach, which provides methods for preventing and managing crisis behaviors while maintaining care, welfare, and safety. SCM emphasizes de-escalation techniques as the first course of action when a student exhibits escalating behaviors. Staff are trained to recognize the early warning signs that a student is beginning to lose behavioral control and intervene with verbal de-escalation strategies such as active listening, empathy, redirection, offering choices, and reassuring the student. Physical intervention is only used as an absolute last resort if the student poses an imminent danger of serious harm to themselves or others that cannot be reasonably prevented otherwise. Even in these rare situations, staff apply the least restrictive physical intervention possible to secure the safety of those involved and discontinue the intervention as soon as the imminent danger has passed. The goal of SCM is always to resolve crises with minimum disruption and maximum care for all.

Runaway Plan

San Pasqual Academy is designed to provide trauma informed interventions. Therefore, treatment and policies are based entirely on choice rather than force. If a student decides to leave the program without permission, staff will NOT attempt to restrain them, to block their exit in any way unless it is documented in the student's Needs and Services Plan that the student is likely to be harmed by exiting. Staff will utilize de-escalation techniques and follow the students as long as possible with the intent of convincing the student to return to the program. If a student is AWOL and unable to be located within 30 minutes (or sooner based on the safety risk of the student), law enforcement will be contacted, and a missing



person's report will be filed. If a student is AWOL for more than 72 hours, their bed at SPA will be closed and they will not be able to return. If a student's bed has been closed and they wish to return to SPA after returning from their AWOL, an interview will need to be conducted to determine if it is appropriate and is in the student's best interest to return.

Personal Rights for Children's Residential Facilities

The California Code of Regulations, Title 22, Division 6 and Interim Licensing Standards (ILS) require that each child and nonminor dependent placed in a licensed children's residential facility or home must be advised, in an age or developmentally appropriate manner, of their personal rights and given a written copy of these rights. This form describes the personal rights to be afforded each child and nonminor dependent placed in a home/ facility and states the name of the appropriate licensing agency to contact regarding complaints. A complaint regarding a licensed children's residential facility may also be filed by contacting the Centralized Complaint and Information Bureau at (844) 538-8766.

Key Additional Rights

Students may exercise the following additional rights:

- 1) Right to refuse medication
- 2) Right to consult with a doctor regarding prescribed medications
- 3) Right to have a locked container to store contraceptives (available at intake)
- 4) Right to refuse medical /dental appointments — although this is a right, please try to refrain from doing this, as it takes time and effort to schedule and coordinate medical appointments
- 5) Right to obtain information on safe sex and reproductive health (additional information on sexual and reproductive health rights is available by speaking with the medical staff on site)

Please see a staff member for any additional questions, concerns, or information pertaining to your personal rights. Additional rights are set forth in Form LIC 613B (provided separately).

Student Grievance Procedures

- 1) **Writing materials shall be made available** whenever a student wishes to write a grievance unless it is believed that a student may harm him/herself or others with the writing instrument and/or pose a safety/security risk.
 - a) Staff shall not give a student a pen/pencil if it is believed that the student may use it as a weapon. In such cases, the student may be given another type of writing tool such as a crayon, or the staff member may assist the student by filling out the written grievance in the student's words.
 - b) Staff members shall assist students when it is believed that a student shall be unable to adequately complete the form. Students may also ask for assistance from another advocate (including another student if such assistance does not create a safety/security risk).
 - c) Completed grievance forms shall be placed by the student in the secure Grievance Box located in the Administrative Office.
 - i) It is the student's responsibility to place the grievance in the secure box. In the event that a student turns in the grievance to a staff member, the staff shall place the unread grievance in the secure box.





- d) Third parties, including fellow students, staff, family members, attorneys, and outside advocates shall be permitted to assist students in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of students.
 - e) The Program Director shall appoint an impartial person to collect and respond to all grievances.
 - i) All grievances shall be collected on a daily basis.
 - ii) The designated staff shall review all grievances to determine who shall respond/complete the grievance process with the student and shall document this on the form. In some instances, the reviewer will be the one responding.
 - iii) An appropriate designated reviewer shall consult with facility staff on the nature of grievance as long as there is no conflict of interest or confidentiality breach.
 - iv) The impartial person shall develop and maintain a tracking system for grievances. All grievances shall be documented on a Grievance Log utilizing a system to document the process, content, and resolution process.
- 2) **Each Formal Grievance shall be classified based on the seriousness of its nature.** The student will identify on the Grievance Form if the violation is a Category I or Category II.
- a) Category I Grievance: Category I involves less serious, non-emergency concerns including but not limited to issues such as: discrimination regarding visitation/phone calls, grooming/hygiene, clothing, house conditions, food service, disrespect not involving threats of harm, restrictions, complaints about an ROP staff member, etc.
 - b) Category II Grievance: Category II involves serious concerns that require immediate attention that may compromise a student's immediate health, safety, or welfare. This includes but is not limited to abuse, neglect, misconduct, etc. The identified individual shall document the date and time of receipt on the Grievance Form. An investigation and written response shall be completed as soon as possible. The Program Director must be informed.
- 3) **Sensitive and Emergency Grievances:**
- a) If the grievance is of a sensitive or emergent nature, the Grievance Form may be sealed in an envelope, addressed to the Program Director, and placed into the Grievance box. Sensitive and Emergency Grievances shall be classified as Category II.
- 4) **Civil Rights Grievances:**
- a) If the grievance also alleges a civil rights violation, the program shall immediately report the claim to the client's civil rights contact person and an investigation shall be initiated within 7 days of such report.
 - i) Information regarding the appropriate contact person for civil rights claims shall be posted in a visible location in the facility which can be accessed by the student.
 - ii) Information regarding the appropriate contact person for civil rights claims shall be included in the Student Handbook.
 - iii) Interpretive services shall be made available as necessary to assist the student in filing a complaint.
 - iv) The grievance may be given directly to the Program Director in a sealed envelope and/or mailed to the program using the postal service.
- 5) **Sensitive/Emergent Nature Determination:**
- a) If the grievance is not of a sensitive or emergent nature, the student shall be communicated with and provided with an explanation as to the non-emergent nature. The grievance shall then be sent through the formal resolution process.
 - b) If the grievance is of a sensitive or emergent nature, the Program Director or designee shall conduct the necessary investigation and take the appropriate steps to address the complaint.





- i) If a grievance is an allegation of child abuse, the complaint shall be reported to the appropriate authorities (see Policy 100.407 Child Abuse Reporting) that have the authorization to conduct an alleged abuse investigation or the proper law enforcement agency immediately.
- ii) If the grievance is an allegation of sexual abuse, sexual harassment, or sexual contact, the Program Director or designee take steps to separate the alleged victim and perpetrator immediately and shall notify the Regional Imbedded Improvement PREA Coordinator (See Safe Environmental Standards Policy). Appropriate law enforcement and social services agencies will be notified.

6) **Review Process:**

- a) Each site's designated individual shall check the Grievance Box at least once a day. Upon determining the appropriate Category, the designated individual shall respond to the grievance.
- b) If the Grievance is founded, the reviewer shall indicate the finding on the Grievance Form and take action to rectify the situation. This action shall be documented on the Grievance Form and Log.
- c) If the grievance is believed to be unfounded, the reviewer shall indicate the reason(s) for his/her finding on the Grievance Form.
- d) Once a determination has been made, the reviewer shall place the original in the Grievance Log, a copy in the student's file, and give a copy to the student.
- e) Findings shall also be explained to the student. The student's signature on the Grievance Form shall acknowledge the discussion and determine whether or not the student wishes to appeal the reviewer's findings.
- f) Students can choose to have an advocate present during any grievance procedure.

7) **Appeal Process:**

- a) If the student is not satisfied with the decision of the reviewer, s/he may fill out the appeal section on the bottom of the Grievance Form and return it to the reviewer for submittal to an Appellate Officer within two hours for review:
 - i) Appellate Officer for Category I Grievance: Program Director or designee.
 - ii) Appellate Officer for Category II Grievance: Program Director or designee.
- b) The Appellate Officer may conduct a formal hearing if the circumstances of the grievance indicate that a hearing is necessary.
- c) If it is determined that a hearing is necessary, the student may bring a staff member, another student, an attorney at his/her own expense, or any other person of their choice to serve as his/her representative/advocate and/or to assist him/her at the appeal hearing.
 - i) The student, staff member, or others involved, may call witnesses and present materials to substantiate their positions.
- d) The Appellate Officer shall provide the student with a written response to his/her appeal within 72 hours (business days), excluding weekends and legal holidays.
- e) The Appellate Officer will meet with the student, review the response and provide him/her a copy of the form.
- f) The student's signature on the form shall acknowledge the discussion.
- g) The Appellate Officer shall attach the written response to the Grievance Form and place the original into the student's file and a copy into the Grievance Log.

8) **External Review:**

- a) If the student is not satisfied with the appeal process, within one business day s/he may submit a request for an external review of the Grievance Process by the ROP ATCS Board of Directors Program Monitor. The external review may or may not change the decision of the Program Director but will be used as a collaborative process and external opinion regarding the process.
 - i) The grievance will be forwarded to the Board Program Monitor within 24 hours (business days), excluding weekends and legal holidays.



- ii) The Board Program Monitor shall provide the student with a written response/recommendations to his/her request for review within 72 hours (business days), excluding weekends and legal holidays.
 - iii) The Board Program Monitor will meet with the student and Program Director, review the response, and provide a copy of the written response/recommendations.
 - iv) The student and Program Director's signatures on the form shall acknowledge the discussion.
 - v) The Board Program Monitor shall attach the written review to the Grievance Form and place the original into the student's file and a copy into the Grievance Log.
- 9) **Quality Assurance:**
- a) All Grievances and Appeals shall be reviewed weekly in the Grievance Log and initialed by a representative as designated by the Program Director.
 - b) Grievance findings shall be used for staff training and program implementation purposes when applicable.
 - c) Key Performance Indicators shall reflect the number of grievances submitted and whether the grievances are founded or unfounded.
 - d) The ATCS Board of Directors Program Monitor shall review all grievances at each Western Region site and submit a report to the Board at least semi-annually.
 - i) The report will summarize the grievances during the reporting period and serve to identify trends that may be occurring.
 - ii) The Board Program Monitor will assist the Quality Assurance Team on an annual basis to improve how the grievance process is administered.
- 10) **Grievance Procedure for Parent/Authorized Representative/Stakeholder:**
- a) Statements are available during visits.
 - b) Statements may also be requested by mail.
 - c) If a statement is requested by mail, it will include a self-addressed stamped envelope to use to return the statement.
 - d) All statements will be responded to by the Director of Student Services or designated representative by phone with a written follow-up within 72 hours after receipt.
 - e) A summary of the phone conversation and the written response will be placed in the student file and a copy will be kept by the Director of Student Services.

Student Advocacy

"The best input comes from YOU"

- a. Request a Problem Resolution Process (PRP) with any staff or fellow peer
- b. File a Grievance (policy described above)
- c. Schedule a CFT
- d. Attend your court hearings
- e. Surveys
- f. Maintenance Requests
- g. Suggestion Boxes





Communication Procedures

Incoming Mail

- You will have access to paper, envelopes, and stamps.
- Mail that is inconsistent with the order, security, and philosophy of the program will be confiscated and held and discussed with your placing official. Examples include:
 - Sexually explicit content
 - Excessive swearing
 - Drug/alcohol references
 - Gang content/symbols
 - Threats/violent words or pictures
 - Glorifying criminal behavior
 - Inappropriate pictures (alcohol, sexual, gang-related drawings)
- Any receiving packages must be in opened in front of staff

Outgoing Mail

- All mail to be sent must have a stamp that we will provide. Mail will be sent out once a day.
- Any correspondence believed by the administration to be a potential threat to the safety and security of the program, or a significant issue related to your treatment progress will be closely reviewed by the Program Director or designee. Your Placing Agency Official will be informed of this decision.
- Mail received after the student has exited SPA will be returned to the sender.

Telephone Usage

- Students at San Pasqual can contact anyone as long as there is no court order that restricts contact or no imminent safety concern.
- The house phone is available to all students.
- Students must hand the phone to staff immediately if they hear the call waiting "beep".
- The latest time you may be on an outgoing phone call on the house phone is 10:00PM
 - This does not apply to emergency phone calls such as family, your support team or clinical team



Internet and Network Use Guidelines

Use of electronics and access to the Wi-Fi/internet on personal or shared devices is a privilege afforded to students of San Pasqual Academy. The homes and shared spaces have Wi-Fi networks that will permit students to access the internet on school and personal devices. Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material. Wi-Fi access is monitored by staff.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Cyberbullying activities such as hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited at all times.



You may not share photos or videos of any other students on social media or livestream from San Pasqual Academy campus at any time.

Access to Wi-Fi is a privilege and is dependent upon adherence to program expectations including but not limited to school attendance, appropriate peer interactions, participation in program elements, and other appropriate behaviors. Wi-Fi access will be temporarily removed from a student's devices if the student is on "restriction" status.

Campus-wide Wi-Fi access will be closed at certain times in order to support appropriate sleep hygiene/ school attendance. Wi-Fi hours for students are from 6:00am-11:00pm on school nights and 6:00am-12:00am (midnight) on weekends/holidays. No personal routers are permitted.

Students' personal electronic devices are subject to search by staff at any time for reasons of health and safety. If a student refuses to allow staff to search their device, they will be placed on "restriction" status until they are able to comply.

Student Communication with Placing Agencies

It is your personal right to contact your Authorized Representative (Social Worker or Probation Officer) at any time regardless of your behavior or "restriction" status.

On-Site Visitation Guidelines

- Student visitors (family members, CASAs/mentors, etc.) must have approved prior permission from your social worker/probation officer before coming onto the SPA campus. On campus visitors must give sufficient notice before arrival unless there are special emergency circumstances.
- Visitors need to sign in and out of the visitor logbook in the office lobby.
- Visitors are allowed in the common areas (living room, dining room, patio, outdoor areas) only—no visitor is allowed in student bedrooms or bathrooms.
- Appropriate boundaries will be maintained when visitors are on campus.
- Staff have the right to inspect any products that visitors bring into the home or leave with the student. This shall be documented on the student's property inventory sheet.

Bedroom/Home Maintenance Expectations

Students are not able to enter other students' bedrooms unless they are roommates.

Visitors from other houses cannot go into bedrooms. You must be called over to the house you are requesting to visit and receive approval prior to your arrival, or you will be sent home. If more than eight students are present in a house, at least 2 staff must be present to properly supervise and meet Community Care Licensing regulations.

We encourage you to decorate your room as you see fit and make it personal to you. NO GANG RELATED, SUBSTANCE RELATED, OR SEXUALLY EXPLICIT PARAPHERNALIA OF ANY KIND WILL BE PERMITTED IN STUDENT BEDROOMS. Food or beverages, except for water, are only allowed in your room if they are property sealed and stored in a secured area such as a plastic storage bin. You are responsible for cleaning





your own room and keeping your room clean throughout the day. If your room is not clean, you will not be eligible for activities such as outings and on-grounds activities.

Cloth or other room dividers are not permitted due to supervision concerns and being a fire hazard. ROP is not responsible for lost, stolen, or damaged items unless the item was lost or damaged by staff. If you have valuables, please give them to a staff to lock up in a designated area. You may also request a lockbox with a key for storage of personal items and it will be provided. Staff will maintain a second key to access the lock box.

If you are playing music in your room, the volume should be at a respectable noise level that does not disturb staff or other students. Be respectful of others and use headphones.

We want to respect your privacy as a student at San Pasqual Academy, however staff have a right to enter your room or restroom if there has been no response from you after multiple attempts of knocking, due to safety reasons. You can never block an entrance into a room.

Room Cleaning Procedures

Before leaving your room, you are expected to:

- Make your bed.
 - Straighten the bottom sheet.
 - Straighten the top sheet.
 - Straighten all of your blankets.
 - Place your pillow on your bed.
- Put away personal belongings.
 - Fold and store clothing neatly
- Clean the floor.
 - Make sure the floor is clear of trash and debris.
 - The floor must remain clear of items at all times per fire code and licensing standards.
- Clean marks from walls, clothes cubbies, and floor.
- Remove all trash from your room and place in appropriate trash receptacles.

Staff will conduct daily checks of rooms for cleanliness and sanitary purposes. Staff may move and straighten your belongings if your room is not clean and inspection ready. Privileges are contingent upon a clean room. Examples of expected cleanliness are below for your review:





Daily Living Skills

You will be assigned daily chores. Your assigned chores will rotate on a weekly basis. These are chores that are found in typical households and will be age-appropriate in nature. You are expected to complete your chores as scheduled.



- It is your responsibility to ask for cleaning supplies or rags.
- It is your responsibility to notify a staff member when your chore is complete and ready to be checked.
- Every week, you will be expected to help deep clean the home.
- Examples of chores are:
 - Vacuum hallways and living room
 - Take kitchen trash out
 - Clean and organize couches
 - Clean porch/front of home
 - Clean and disinfect house surface areas
 - Sweep/mop floors
 - Clean house windows
 - Clean/wipe appliances

Restroom and Shower Usage

Upon admission, you will receive items such as toothpaste, toothbrush, deodorant, lip therapy, towels, shampoo, conditioner, etc.

- You are responsible for cleaning your own hair/debris from the drain, sink, and counters after use.
- No use of hair dye in bathrooms is permitted without special permission.

Bedtimes/Curfew

San Pasqual Academy has a campus-wide expectation that students will be in their rooms by 10:00 PM to begin getting ready for bed. We understand and are aware that every student is different in bedtime routines and transitioning to bedtime may be difficult for some. San Pasqual Academy staff are empathetic to this and allow music, reading, bedtime stories, soothing sound machines, etc.

*Special accommodations may be made to this based on age (18+), employment status or pre-planned events a student may want to attend that would cause a later curfew.

ILS Education

While at San Pasqual Academy, ROP staff will assist you with learning independent living skills (ILS) in the areas such as budgeting, meal planning, cooking, filling out job applications, interviewing techniques, appropriate dress for interviews, reading a medication label, scheduling a medical appointment, learning about credit/ debit cards, healthy relationships, housing applications (leases, etc.), car buying and other skills important to understand prior to moving into an independent living situation.





Religious Services

Every attempt is made to ensure that religious services of all denominations are made available. Attendance at all religious services and activities is always voluntary. If you desire religious counseling, please advise your house staff. Religious services must be local (Escondido area). If you have a specific religious dietary requirement, advise your house staff. These requests will not be honored without proper documentation regarding the specific dietary request. This needs to be documented on a special religious diet form and kept in the student case file for documentation purposes.

Food Service

Student council will have a voice in the meal scheduling and creation process. There will be a sign posted for meal alternatives on the refrigerator at your home if you do not like what is being served that day.

Breakfast, lunch and dinner will be provided in the SPA café or home seven days per week. Use of the stove/oven in the home after curfew is not permitted and will result in consequences.

Medical and Dental Services

Medical services are available to every student. Basic medical care can be provided by our on-site nurse, with additional care provided by local doctors. In order to receive a medical appointment, speak with your staff, medical staff or case manager. If you have an urgent medical or dental need, please ask any staff member and they will help you receive the care you need.



Weekly Allowance and Monthly Clothing Allowance

Students will receive an allowance on a weekly basis. Students will be issued a minimum allowance of \$5.00 per week with an opportunity to earn additional funds for school attendance (\$15.00/week), maintaining room cleanliness expectations (\$10.00/week), completing agreed upon chores (\$10.00/week), and exhibiting safe behavior (\$5.00/week). The additional allowance earned is "all or nothing" for each category. For example, a student must attend school all week in order to earn the \$15.00 additional allowance.

In addition to the weekly personal allowance, students are also provided a quarterly clothing allowance of \$275 for purchase of needed clothing and shoes. This is organized by your case manager. All clothing purchased must be appropriate and meet dress code requirements. Documentation of all receipts is kept in a binder, on-site with management. If you decide to give away any of your clothing or belongings to a donation center or to family ROP staff will document this on an inventory sheet. Jewelry, hats, hygiene products, or make-up of any kind cannot be purchased with monthly clothing allowance.





Community Passes/ Self-Passes

You have the opportunity to participate in community outings and, depending upon age and student behavior, to earn self- passes. Individual passes vary by student and take into account past history, current behavior and age. All passes are agreed upon by your treatment team.

Pass requests must be submitted as required. All pass requests must be made in accordance with the pass timeliness expectations. While San Pasqual Academy staff will make every effort to accommodate pass requests that are submitted in a timely manner, they are dependent upon staff and vehicle availability. They are also dependent on student behavior. No pass request for visitation with approved family will be withheld for student behavior.



Searches of Students and Facilities

San Pasqual Academy respects the rights of all students and is committed to maintaining a safe group living environment. San Pasqual Academy remains vigilant in keeping drugs, weapons, and other harmful contraband away from the students. Any and all search procedures shall be conducted when there is individual reasonable cause to do so and not as a routine group process.

Student rooms are visually monitored on a daily basis by direct care staff, to ensure student safety and room cleanliness. The focus of the inspection is to review that the individual room chores are completed (i.e. the bed is made, all clothes are folded and/or hung up, the floor is clean, and the content of the drawers are neat and orderly). San Pasqual Academy staff do not conduct invasive inspections of students' personal items by looking through their belongings without reasonable cause (i.e. concern about potentially dangerous contraband). Staff have the right to clean and organize a student's bedroom in order to meet state guidelines and regulations.

Any area included in the home may be searched if there is reason to believe drugs, weapons, or other harmful contraband may be present. "Reason to Believe" is defined as finding evidence based on specific identifiable facts that raise suspicion. (i.e. finding matches or a lighter; erratic or unusual student behavior; a report of misconduct by an eye witness; consistent, repeated behavior of the student; the smell of smoke or vape chemicals emanating from a student's room; or questionable contact between a student and a member of the public, including family members).

In addition, any area in the home may be searched for reasons of health and safety if a student is believed to be at risk of harm to themselves or others and may have access to methods with which to do such harm.

Student's personal property (including backpacks, books, magazines, hygiene products, food containers and clothing) will be searched if there is reason to believe drugs, weapons, or other harmful contraband may be present.

Search Procedure

1. Students' personal property (i.e. backpacks, gifts, boxes) will be searched upon critical reason and/or specified in a student's Needs and Services plan. (NSP)
2. Students' personal electronic devices are subject to search by staff at any time for reasons of health and safety. If a student refuses to allow staff to search their device, they will be placed on "restriction" status until they are able to comply.
3. Searches will be conducted in a manner that is secure and safe which protects the individual student's privacy.
4. All searches will be conducted with at least two staff present.



5. Following off-premises activities such as school and community service, searches for missing tools, equipment and materials can be conducted by having students empty their pockets of all items. Students will be asked to display pockets in jackets, jeans, shorts, and any other article of clothing that has pockets.
6. In case of an emergency where the health, safety and welfare of the students or staff is jeopardized, staff will segregate the suspected student from the other students and seek law enforcement assistance to conduct a search other than what is listed above.
7. Law enforcement may be called if staff determines that the issue could create a danger to self or others.
8. In the event contraband is found, it will be confiscated by staff, documented and filed as to what the student had in possession. If appropriate, the information will be reported to law enforcement and shared with the placing agency, guardians, etc. Illegal contraband discovered during a search shall be quarantined until law enforcement is called and arrives on-site to investigate. Other contraband will be disposed of appropriately.

Laundry Procedures

In order to ensure you are provided with clean clothing and instruction on the proper procedures for the upkeep of your clothes, San Pasqual Academy adheres to the following laundry procedures.



House Laundry

- Clean clothing, towels, and underclothing are made available through access to the self-serve washer facilities provided in each common area laundry room.
- A stored supply of clothing, bedding, and linens that exceeds the facility's rated bed capacity is available and is adequate to address the projected needs of the population. Each student receives their own comforter and bedding to include a fitted sheet, top sheet, mattress pad, pillow, and pillowcase.
- Mattress covers are mandatory due to health and safety regulations.
- Each home will establish and maintain a laundry schedule and laundry program.
- No laundry is to be done between the hours of 10pm-6am on school nights.

Irons and Ironing Boards

- Each home is provided with an iron.



- Students are to be very careful when using irons. Irons can and do cause serious burns and can also ruin clothes if not used properly. Never leave irons unattended when turned on. Students will be supervised when using an iron.

Emergency Procedures

Fire drills are conducted on a monthly basis and during all hours of the day. ROP also conducts other various emergency drills such as bomb threats, active shooter, utility failures, medical emergency, natural disaster, and earthquakes. First aid kits are located in each ROP vehicle and staff office or designated area.

Emergency food and additional supplies are located in staff areas or designated area of the house

While students ride bikes, scooters, skateboards or other devices with wheels, students are required to wear helmets for their own safety. This is California Law and there will be no exceptions.

Hygiene/Dress Code

Each student is required to practice good hygiene.

Clothing

These regulations apply to the residential portion of San Pasqual Academy. The on-campus school reserves the right to maintain their own dress code which applies during school hours for school attendees. On the residential campus, you will be allowed to wear your individual clothes. The following guidelines shall apply:

1. Any clothing designed or intended to be worn tightly in order to accent the body is prohibited. This also includes short shorts or skirts. Shorts, skirts, and dresses must reach to the fingertips of the extended arm or must have tights/leggings underneath.
2. Clothing that depicts illegal substances or activities, sexual acts, gang identification (including the colors of your gang), written profanity, or other inappropriate behavior will not be allowed.
3. Pants must be worn on the waist, and not on your hips; no sagging.
4. Shoes must be worn outside the home.
5. Bras must be worn at all times, except when in the privacy of your own room.
6. No midriffs shall be exposed. No tops, bralettes, sports bras are to be worn outside of your personal bedroom that expose your stomach area.
7. Students must be fully dressed every time they come out of their rooms.
8. Pajamas are not permitted outside of the home to include pajama pants.





9. Changing is completed in the restrooms and not in bedrooms.
10. Bathing suits and beach attire can only be worn at the pool and not around campus.

Haircut Policy

All students will have the opportunity to have their hair cut and styled. Special consideration will be given to ethnic hair. Please ask a staff member if you would like an appointment made. Staff and peers are not allowed to give students a haircut.

Grooming/Hairstyle Standards

ROP will provide hair products as needed for students. Some items will be standardized at the time of intake. Items appropriate to ethnicity and gender will be provided as needed. If you need any specialized grooming products, please ask a staff member.



Code of Conduct

Rite of Passage promotes a safe environment with established rules and expectations designed to protect the students and staff. A trauma informed paradigm recognizes that not all negative behaviors should be addressed the same way, nor are all techniques applicable to all situations. Rule violations shall be addressed through a consistent and fair process that takes into consideration the unique treatment needs of the student, and any mitigating or aggravating factors.

The Code of Conduct is comprised of multiple layers of support to specifically addressing the underlying reason for behaviors. Our core strategy embraces the use of minimal interventions to correct behavior, only escalating to more restrictive levels should the student's behaviors escalate. Correcting behaviors in this way creates an environment where student may begin to feel heard, understood, and safe. This process is designed to teach you the tools necessary to effectively problem solve, modulate emotions, and follow the ROP Code of Conduct.



Rite of Passage promotes a safe environment with established rules that are designed to protect the students and staff. The Code of Conduct outlines behavioral expectations, as well as the outcomes for not meeting them.



Class	Behavior	Outcome
A Health and Safety	<ul style="list-style-type: none"> Physical aggression towards others (hitting, punching, kicking, spitting, pushing, shoving, biting) Sexual misconduct Possession of a weapon Use and possession of drugs Possession of drug paraphernalia Theft Intentional property destruction/tagging Self-Harm Harmful contraband Off-campus AWOL School Suspension 	<ul style="list-style-type: none"> 3 Days Restriction, which includes no self passes, no Wi-Fi, no outings, no visiting other homes on campus, no video games. No outside food delivery privileges Potential for Emergency CFT Behavioral Support Plan If eligible for self passes, no passes during week of restriction
B Major Infractions	<ul style="list-style-type: none"> School refusal Excessive horseplay (touching others) after redirection Gambling Non-harmful contraband Threats of physical aggression Being in unsupervised areas (i.e. orange groves) Borrowing/Lending Ongoing blatant disrespect to staff/peers Two consecutive days of having an unclean room 	<ul style="list-style-type: none"> 1-2 Days Restriction, which includes no self passes, no Wi-Fi, no outings, no visiting other homes on campus, no video games. -1 or 2 days will depend on specific incident -for school refusal, restriction will remain until the student attends school No outside food delivery privileges

Contraband

The following items are considered **contraband*** at San Pasqual Academy and in all Rite of Passage vehicles. When participating in community service, athletics or other off-site ROP sanctioned events, students and staff are not allowed to possess these items (with the exception of secured medical items in quantities necessary for time periods off-campus, or secured cooking utensils for use when cooking off-campus).

Harmful Contraband

- 1) Firearms, starting pistols, cap-guns, and ammunition.
- 2) Knives, razor blades and other sharp objects.
- 3) Items designed as weapons.
- 4) Explosives, fireworks, matches, lighters or other incendiary items.
- 5) Any live flames.
- 6) Drugs, drug paraphernalia (i.e., pipes, cigarette papers, syringes, hypodermic needles, vape pens, etc.).
- 7) Tobacco products, lighters and matches (including e-cigarettes and "vape" cigarettes).





- 8) Possession of unauthorized over-the-counter medications, unauthorized prescription medicine and/or prescription medicine in areas unassigned for this purpose.
- 9) Alcoholic beverages or other potentially mind-altering substances.
- 10) Pornography or sexually explicit material.
- 11) Ropes, cords, wires, strings
- 12) Inhalants, toxic materials.
- 13) Stolen items.
- 14) Gang attire or anything that promotes antisocial, substance use or criminal behavior.



Non-Harmful Contraband

- 1) Food, food wrappers, food remains inside bedrooms.
- 2) Open Beverages other than water and/or their containers inside bedrooms, energy drinks, coffee
- 3) Use of nerf guns or water guns inside the home. (these can be used outside in open areas if approved)

***Additional items may be considered contraband at the discretion of the facility administration.**

***Some students may be allowed certain items (for example, string of lights for their room or cords for their phone) as long as needs and service plan does not indicate otherwise.**

Loss of privileges/ restriction imposed on students may consist of but are not limited to:

- a. House/ campus internet/Wi-Fi privileges.
- b. Self passes if applicable.
- c. Weekend activities.
- d. Food runs.
- e. Outings
- f. House computer/TV time for any purpose other than education.
- g. Restriction of cell phone – must be in the Needs and Services Plan (NSP) and agreed by social worker. Violation must be related directly to cell phone.

Access

Student work study at San Pasqual Academy is designed to teach entry level skills in food service, maintenance and in the administrative field. In order to be considered for a paid job position at SPA, you must be a student at San Pasqual Academy and in good standing both academically and programmatically. Upon hire within the work study program, students will receive a complete job description that they will review with leadership and sign stating that they understand the expectations. This includes the essential functions, such as:

- 1) Adheres to the facility and daily schedule.
- 2) Completes duties as assigned by designated supervisor.
- 3) Models and ensures all program norms are upheld without compromise.
- 4) Performs work with honesty and integrity.
- 5) Treats others with respect.
- 6) Ensure proper safe physical management techniques are used at all times.
- 7) Complies with the Rite of Passage Policies and Procedures as detailed in the appropriate manuals/ handbooks.
- 8) Ensures the highest standards are maintained to prevent illegal, unethical, or improper conduct and to ensure the program remains in compliance with agency licensing and Rite of Passage policies and procedures.
- 9) Attends and participates in all required meetings specifically for this position.
- 10) Other duties as assigned, verbally or in written form to meet the needs of the program.



The job description as includes the minimum qualifications, such as:

- 1) Must be a student at San Pasqual Academy.
- 2) Must be in good academic and programmatic standing.
- 3) Must be legally authorized to work in the United States.
- 4) Must provide proof of identification.
- 5) Must provide valid work permit.
- 6) Ability to understand and follow verbal and written instructions.
- 7) Ability to effectively communicate, verbally and in writing.
- 8) Must be able to maintain a high level of confidentiality.
- 9) As described below, Access outlines the process for becoming a SPA student work study employee.



Serving the youth of San Pasqual Academy since 2001, Access strives to improve the outcomes for students as they transition off campus and into self sufficiency. We have observed a strong correlation between work experience opportunities and employment retention upon leaving SPA. With over 150 employers and 500 paid interns who have participated in our program, we believe providing students with the chance to practice skills now, they will be better prepared for their future.

Career Center Highlights



Career Development

Provide one-on-one career counseling, job shadow, job readiness, job placement, access to resources and in-demand career pathway opportunities



Earn While You Learn

Academic counseling and accountability. Financial incentives for behaviors that demonstrate a commitment to education. Financial incentives and stipends are available to support students participating in work readiness and employment activities along with meeting education and training goals.



Financial Coaching

Trainings on the basics of financial institutions, navigating interest, and money management. Upon completion students may open their own bank account. Provide one-on-one and group financial education coaching on topics that include budgeting, credit, saving for emergencies, loans, and much more. Student also receive assistance in opening up their own bank accounts.



Paid Work Experience

Students have the opportunity to have a paid internship on or off campus. This experience will help to build their resume and gain real workplace experience.

B.E.S.T. Courses

- Courses cover topics in Work Readiness, Financial Literacy, Life Skills Building, and Career Pathways.

P.E.T. Program

- "Pre-Employment Traineeship"
- Younger students, ages 12-14, received stipends for exhibiting good work behaviors: punctuality, appropriate attire, a positive attitude, productivity, and honesty.

Career Fairs

- On campus access to Employers
- Opportunities to practice networking skills

The Dragons Lounge



The Dragons Lounge is a student run and operated coffee and smoothie bar located on San Pasqual Academy's campus. It operates as one of the many on-site work experience opportunities for youth looking to get involved with the program.

Other work experience sites have included careers in: Culinary Arts, Retail, Recreation, Healthcare, Agriculture, Auto Mechanics, Animal Care, Hospitality and Tourism.



Daily and Weekend Schedule

The weekdays begin at 7:00am and ends no later than 11:00pm and follows the same schedule Monday-Friday. The Saturday-Sunday weekend schedule focuses more on family visits, community involvement, jobs, recreation, cultural and spiritual activities. The following schedules are examples and may be subject to change based on the time of year and program needs.

EXAMPLE WEEKDAY SCHEDULE

Weekday Schedule	
7:00 am	Wake up – Hygiene / Shower / Prepare for school
7:00 am - 8:00 am	Medication Administration / Chores
8:00 am - 8:30 am	Breakfast (Café open until 9:00am for excused students and staff)
8:30 am - 9:25 am	Period 1
9:25 am – 9:30 am	Passing Period
9:30 am – 10:25 am	Period 2
10:25 am – 10:30 am	Passing Period
10:30 am – 11:25 am	Period 3
11:25 am - 11:55 am	Student Lunch
11:55 am - 1:00 pm	Excused Student Lunch/Staff Lunch
11:55 am – 12:00 pm	Passing Period
12:00 pm - 12:55 pm	Period 4
12:55 pm – 1:00 pm	Passing Period
1:00 pm – 1:55 pm	Period 5
1:55 pm – 2:00 pm	Passing Period
2:00 pm – 2:55 pm	Period 6
2:55 pm - 3:05 pm	Report to home to check-in
3:05 pm - 5:00 pm*	Free Time* / Sports Practice
5:00 pm - 6:00 pm	Dinner
6:00 pm - 7:00 pm	Study Hour/PSD Group
7:00 pm - 7:30 pm	House Team Meeting
7:30 pm - 8:30 pm	Various SPA Activities
7:30 pm - 8:00 pm*	2 Hour Curfew*
8:00 pm - 8:30 pm	Middle School Curfew
8:30 pm - 9:00 pm	All Site Curfew
9:00 pm - 9:30 pm	Medication Administration / Chores
9:30 pm - 10:00 pm	Personal Hygiene / Shower / Prepare for bed
10:00 pm	Lights out/Video Games off



EXAMPLE WEEKEND AND HOLIDAY SCHEDULE

7:00 - 9:00am	Wake up on weekends, will depend on the individual student's schedule, specific activities and preferences of the houseparents.
7:30 - 9:30am	Breakfast may be prepared in residences. Times may vary to meet the diverse needs of the residents.
8:00-10:00am	Weekend chores, including room clean up, laundry, etc.
10:00 - 12:00pm	Morning activity includes scheduled group activities, leisure time, community outings, etc. Some residents are working, doing internships, or involved in vocational programs.
11:30-1:30pm	On weekends houseparents may choose to make lunch at home, prepare a picnic, or use the time to teach students how to cook.
1:00-5:00pm	Afternoon activities, including on and off grounds recreation, social events, use of the gym and swimming pool, time with mentors, etc.
5:00 - 7:00pm	On weekends houseparents may choose to make dinner at home, or use the time to teach students how to cook.
7:00 - 10:00pm	Evening activities and events. Scheduled in and outdoor recreation, on and off grounds visits, etc. Some students may have jobs, internships, and other planned activities.
10:00- 11:00pm	Return to residential units, prepare for bedtimes.
11:00pm	Bedtimes. Actual times depend on ages of residents and individual houseparent schedules.



Three Essential Norms

1. Treat others with respect.
2. Confront negative behavior.
3. Support staff.



END OF HANDBOOK



San Pasqual Academy is funded by the County of San Diego Health and Human Services Agency, Child and Family Well-Being.