

San Pasqual Academy (SPA) Informational Handbook

San Pasqual Academy (SPA) is a residential education program designed specifically for adolescent youth in the foster care system. SPA, located in an agricultural preserve in Escondido, CA, serves dependent youth 12 – 17 years old and 18 year old nonminor dependents. SPA is a unique public-private partnership, which includes the following entities:

- Rite of Passage (ROP) operates the residential, grandparent mentor, and alumni services programs.
- San Diego County Office of Education (SDCOE) administers the on-site high school.
- San Diego Center for Children (SDCC) provides the mental health/therapeutic services on-site.
- Access, Inc. oversees the self-sufficiency and work readiness training program on campus.
- Health and Human Services Agency - Child and Family Well-Being (HHSA-CFWB) provides case management and services to the students and their families.

Madison Pope is the SPA liaison with Voices for Children. She will periodically send out email announcements regarding SPA meetings, progress reports, report cards, and activities/events. She is available to answer SPA-related questions via email at MadisonP@speakupnow.org or by phone at 619.630.5596 (cell). You may also contact the main number at Voices for Children at 858.569.2019 for assistance.

Voices for Children holds regular quarterly meetings on-site at SPA for CASAs whose assigned youth reside there. SPA campus partners are invited to share updates and address CASAs questions at the meeting.

COMMUNICATION & KEY CONTACTS:

You will want to have regular communication with both the residential ROP staff and HHSA-CFWB social workers involved with your assigned youth at SPA. If your assigned youth lives at SPA, or has just been moved there, your Advocacy Supervisor can assist you with updated worker assignments.

NOTE: ALL case issues must be discussed with your Advocacy Supervisor PRIOR to contacting professionals at SPA. All written communication (including emails) must be approved by your Advocacy Supervisor!

Rite of Passage (ROP) Key Contacts

- Rich Boyer, SPA Program Director: (949) 392-2564; richard.boyer@rop.com
- Wayne Ferguson, SPA Deputy Director: (949) 402-5191; wayne.ferguson@rop.com
- Sonya Salaita, SPA Director of Student Services: (442) 544-8288; sonya.salaita@rop.com
- Elizabeth “Elle” Garcia, Administrative Assistant: (760) 233-6006; elizabeth.garcia@rop.com
- Supervisor Desk Line: (760) 233-6089
- Supervisor On-Call Line: (760) 637-1036

Please call (760) 637-1036 (the Supervisor On-Call Line) if there is an urgent matter or emergency when you have the youth in your care and need to reach someone at SPA.

Health and Human Services Agency – Child and Family Welfare Being (HHSA – CFWB) Key Contacts

- Takeshi Oho, Protective Services Program Manager: (760) 233-6068; takeshi.oho@sdcounty.ca.gov
- Esther Broers, CFWB Policy Analyst: (760) 233-6201; esther.broers@sdcounty.ca.gov
- Patrick Kissel, Protective Services Supervisor: (760) 233-6287; patrick.kissel@sdcounty.ca.gov
- Michelle Parks, Sr. Protective Services Worker: (760) 233-6286; michelle.parks@sdcounty.ca.gov
- Collette Best, Protective Services Worker: (760) 233-6112; collette.best@sdcounty.ca.gov
- Christina Jacobs, Protective Services Worker: (760) 233-6284; christina.jacobs2@sdcounty.ca.gov
- Marina Montes, Protective Services Worker: (760) 233-6283; marina.montes@sdcounty.ca.gov
- Amy Moore, Protective Services Worker: (760) 233-6282; amy.moore@sdcounty.ca.gov
- Andrew Obando, Protective Services Worker: (760) 233-6288; andrew.obando1@sdcounty.ca.gov
- Rebecca Zaman, Protective Services Worker: (760) 233-6285; rebecca.zaman@sdcounty.ca.gov

SPA ON-SITE HIGH SCHOOL:

High school aged students placed at SPA will attend the on-site school program operated by San Diego County Office of Education (SDCOE) Juvenile Court and Community Schools (JCCS). If the student has special education needs that cannot be met on campus, please be sure to discuss this with your Advocacy Supervisor. You and your supervisor should then try to set up a meeting with the child's social worker and ROP staff so that the child's entire team is part of the decision. SPA's school team will reach out to the educational right's holder to schedule an orientation upon the student's placement on campus. It is important to communicate with school staff, especially if you have educational rights, regarding your student's academics.

Key Contacts for SPA On-Site High School:

- David Sosa, Principal: (760) 233-6004; david.sosa@sdcoe.net
- Elmer Vigilia, Special Education Specialist: (760) 233-6019; evigilia@sdcoe.net
- Christopher Toomey, SPA Counselor: (760) 233-6075; ctoomey@sdcoe.net
- Deanna Gomez, Student Support Specialist: (760) 233-6007; deanna.gomez@sdcoe.net

CASAs holding the educational rights for their assigned youth should discuss any academic concerns with their Advocacy Supervisor prior to setting up a meeting with the youth's SPA Principal, SPA Program Director, and HHSA-CFWB social worker. This allows the entire team to be part of the discussion and decision-making. (NOTE: CASAs may not sign school enrollment paperwork for a youth. This must be done by either the caregiver (ROP) or the youth's social worker.)

SPA MIDDLE SCHOOL STUDENTS:

Students in middle school (6th – 8th grade) placed at SPA attend San Pasqual Union School, the local public school. San Pasqual Union School is located at 15305 Rockwood Road, Escondido.

Key School Contacts for San Pasqual Union School:

- Nicole Zdunich, Assistant Principal: (760) 745-4931 ext. 1105

- **Jenny Grassy, Administrative Assistant:** (760) 745-4931 ext. 1110. Helps to set up appointments, arrange a campus tour for CASAs, coordinate attendance for IEPs or other student meetings, etc.
- **Meghan Travers, School Social Worker:** (760) 745-4931, ext. 1113

San Pasqual Union Middle School has early dismissal on Thursdays at 1:30 pm.

Please reference the San Pasqual Union [website](#) for school announcements, events and other important information.

PROTOCOL FOR PASSES/OUTINGS:

When taking your youth out on pass, **it is important that your youth submits a pass request to his/her/their ROP case manager indicating the date, departure and return time, and with whom he/she/they will be going on pass.** The CASA should follow up with the ROP's case manager for the youth to ensure that a pass request has been completed and is granted prior to the date of the intended pass, and to verify that there are no scheduling conflicts for the youth, or disciplinary issues that would render an outing inappropriate. Passes for weekend outings need to be requested by Wednesday.

Before picking up the youth on the day of the pass, CASAs should call and confirm with the house staff or supervisor's desk (760-233-6089) that your youth is still available to go out on pass and to confirm that there have not been any recent disciplinary issues. Remember that weekday staff and weekend staff may be different, and calling ahead will avoid any unnecessary trips. You may also want to re-confirm with your assigned youth to ensure they still intend to go out on pass with you.

Sign in and out at the SPA front office, and be on time! **If for some reason you cannot return at the scheduled time, call the Supervisor On-Duty line at (760) 637-1036 to let them know the situation, and when you expect to return.** Please escort your youth to the front office when you return from an outing. If no one is present at the front desk, please call the Supervisor On-Duty line at (760) 637-1036 to confirm youth has returned to campus.

If your outing is on a weekday, be sure to bring your youth back for dinner by 5:00 pm. If you plan to take your youth to dinner, be sure to bring your youth back for study hour by 6:00 pm.

CASAs are NOT allowed to take their assigned youth's friends on outings even if SPA staff or the HHSA-CFWB social worker approve it.

On outings, in addition to SPA rules, all VFC volunteer rules apply. Key rules are no gifts or outing expenditures over \$25; no movies with R ratings, and no transporting your youth out of San Diego County. You may take your youth to PG-13 movies at your own discretion. Make sure to understand the content of the PG-13 films before taking your youth as some may contain nudity and other viewable material that may not be appropriate for your youth. If any doubt, reach out to your Advocacy Supervisor to ensure the possibility viewing PG-13 films. Also be aware that SPA does not allow their youth to play games that are rated "M" for

mature audiences. If you have questions or need clarification about SPA rules, please contact the residential director or HHSA social worker. **Knowing the rules and putting them into practice enables you to maintain appropriate boundaries and be a good role model for your assigned youth.**

SPA PROGRAMS & PROCEDURES:

- **CLOTHING ALLOWANCE:** As with all group homes, SPA is responsible for meeting clothing needs through the monthly payment from the County. When youth request additional clothing, they should make a request through their ROP house case manager. The youth should know the process, so if they bring it up to you, ask them if they have already gone through the proper procedure. You can refer them to their HHSA-CFWB social worker for assistance.

CONTACT LENSES: Youth in foster care have Medi-Cal. Medi-Cal does not pay for contact lenses as they see it as “cosmetic” and not a medical necessity. Please discuss their request with the HHSA-CFWB social worker first. In general, HHSA-CFWB will pay for contact lenses if the student is actively participating in a sport. If the student is not actively participating in a sport, he/she/they will have to pay for their own contact lenses.

- **DRIVING: **CASAs MAY NOT teach assigned youth to drive or put youth on their insurance****
- **EXTENDED FOSTER CARE (EFC):** Foster youth may remain under the Court’s jurisdiction until they are 21 years old as part of EFC SPA is not licensed as a placement option for youth 19 years of age and older; any youth who is 18 years residing at SPA must be on track to complete high school by their 19th birthday in order to continue their SPA placement. Typically, youth are transferred to a HHSA EFC social worker when they turn 17. However, all SPA HHSA social workers have been trained as EFC social workers, so youth will not be assigned to a new worker if they continue to reside at SPA. Youth have the option to leave SPA when they turn 18 if desired, and would then be assigned a new EFC social worker. However, youth are encouraged to remain in placement as SPA to complete high school before transitioning off-site. The SPA team works intensively with all youth to prepare an independent living plan, and consistently works with youth to develop back-up plans so they have options if they choose not participate in EFC. ****Please contact your Advocacy Supervisor for more information regarding EFC.****
- **EXTRACURRICULAR ACTIVITIES:** SPA offers a variety of activities such as sports, poetry, art, music lessons (voice, drum, guitar, piano), comedy (improv), drama, yearbook, cheerleading, dance, community service, part-time employment on and off campus, gym, yoga, karate, hiking, boxing, etc. based on youth’s interests They also offer many special activities which may mountain biking, surfing, snorkeling, snowboarding, and camping.
 - **In all cases, youth must earn at least a 2.0 GPA, have no F’s, no more than 2 D’s, and good overall behavior in order to participate in extracurricular activities.**
 - ROP will fund activities not offered on campus such as swim teams, soccer teams, and boxing classes. (Please speak with your Advocacy Supervisor and/or the HHSA social worker before bringing it up in court.)

- **INDEPENDENT LIVING SKILLS (ILS):** SPA students participate in ILS activities as part of their daily routine on campus.
 - HHSa-CWFB social workers serve as the student’s ILS worker and is responsible for developing the Transitional Independent Living Plan (TILP), which addresses education, employment, financial literacy, transitional housing, transportation, financial aid, health care, permanency connections, and community resources.
 - ROP offers ILS related groups and activities in collaboration with the on-site high school, SPOT Program, the Health and Wellness Center, and surrogate “grandparents” on campus. ROP and partners provide support for residents to obtain their CA identification cards, utilize public transportation, visit transitional housing programs, apply for college (including visiting prospective campuses and submitting financial aid/scholarship applications), and participate in county-wide ILS events.
 - The on-site high school offers elective courses that benefit the students’ preparedness for self-sufficiency.
 - *See work readiness section for more information on employment services.*

- **PIERCINGS/TATTOOS:** All youth sign an acknowledgment of SPA rules regarding piercings and tattoos at intake. When youth are placed at SPA, pre-existing piercings and tattoos are noted in the youth’s file. Youth may not get any new piercings or tattoos while residing at SPA. All piercings require court approval, and CA law states individuals must be 18 years old to obtain a tattoo. Should the Court authorize new piercings or tattoos, ROP will not sign for piercing and/or tattoo, provide transportation for such service or provide payment. ROP will request a copy of court authorization for the youth’s file. **CASAs may NOT take their assigned youth to get piercings or tattoos even if authorized by the Court.**

- **THERAPY/COUNSELING:** All eligible youth receive behavioral health services through the San Diego Center for Children’s on-site San Pasqual Outpatient Treatment (SPOT) program. See one page attachment for more information.

- **TRANSPORTATION TO HEARING:** The HHSa-CFWB social worker will document the youth’s response to notice of their hearing in their court report. If the youth would like to attend, they will be provided transportation by ROP. Even if they say no, transportation is still made available to them if they change their minds.

- **TUTORING:** Tutoring is provided by Cal State San Marcos students. On-campus tutoring is available to all SPA residents Monday through Friday from 3:00pm – 5:30pm and 6:30pm – 9:00pm in the technology center. It is voluntary.

- **WORK READINESS:** The on-campus work readiness and self-sufficiency program, operated by Access, Inc. and funded by San Diego Workforce Partnership, offers the following support and services: assistance with job applications, writing a résumé, preparing for interviews, maintaining employment,

obtaining internships, exploring career paths , and learning financial literacy. See attached fact sheet for additional information.

- Janelle Charles, Employment Services Program Coordinator: (760) 233-4028, ext. 310
- Felicity Sahr, Career Navigator: (760) 233-4028, ext. 305

Promise2Kids Shopping Event:

Promises2Kids hosts two annual shopping events, which SPA students attend. SPA has a policy that they do not allow their youth to go to an alternate shopping location UNLESS there is a unique circumstance preventing the youth from attending. Promises2Kids generously provides a charter bus to transport all SPA students to the designated event.

HHS Policy Analyst Esther Broers is typically the contact person who organizes this event on behalf of the campus partners.

DIRECTIONS TO SAN PASQUAL ACADEMY

17701 San Pasqual Valley Road
Escondido, CA 92025
Front Desk (760) 233-6006

Allow approximately 45 minutes from downtown San Diego to SPA

Northbound on Interstate 15:

- Take Via Rancho Parkway Exit
- Turn right on Via Rancho Parkway (becomes Bear Valley Parkway)
- Turn right on San Pasqual Road (at San Pasqual High School)
- Turn right at San Pasqual Valley Road/Hwy 78
- Proceed past the San Diego Zoo Safari Park (formerly the Wild Animal Park) about four miles
- The Academy is on the right hand side of the street
- Entrance road is between orange groves and is marked with signs on both sides of the entrance.
- Turn right onto the campus
- Park in the gravel lots across from the main administration building