YOUTH GUIDANCE CENTER STAFF SUPERVISION OF SCHOOL MOVEMENTS

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-3-018, dated 09/28/15

FORMS: Youth Guidance Center School Movement (Attachment A)

Supervision Map

Rio Contiguo School Bell Schedule (Attachment B)

PURPOSE: To provide adequate supervision of youth during school movement at

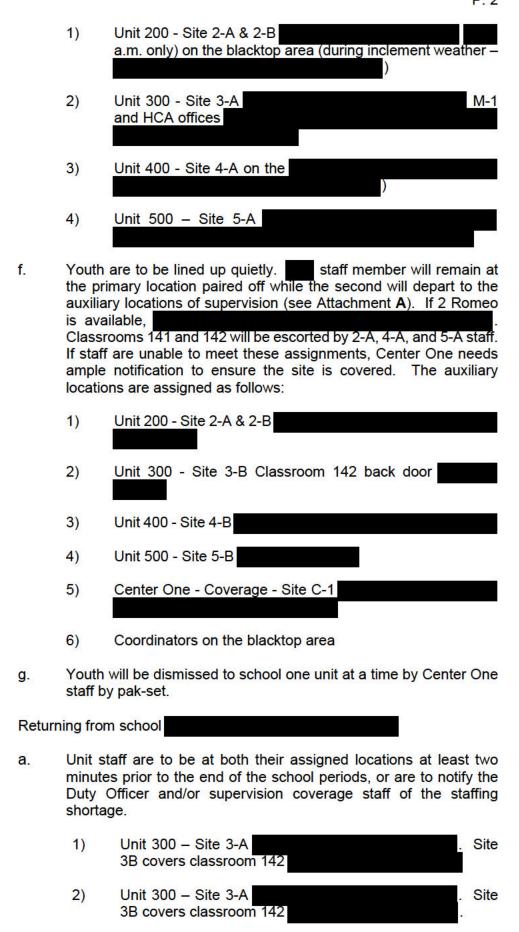
Youth Guidance Center.

GENERAL INFORMATION

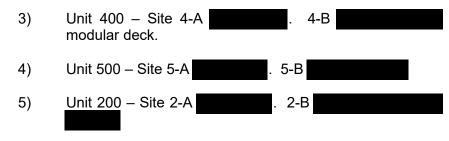
- A. **Facility** personnel shall be primarily responsible for the movement of groups to and from school. **Facility** staff and teachers will share responsibility for supervising movement of youth between classes except where alternative arrangements are jointly agreed upon by the Director and the Principal.
- B. All supervising staff will be particularly alert to possession of contraband, peer conflicts, assaults, or escapes.
- C. **Facility** staff will notify the school office of any youth who will be withheld from school for any reason throughout the school day.

II. PROCEDURE

- A. Unit Staff Responsibility
 - 1. Delivery to school
 - a. Staff are to ensure the youth are properly prepared to attend class prior to leaving the unit. This preparation includes the youth using the restroom and being properly dressed.
 - b. If the youth have any school items (i.e., homework, books, etc), staff will carry those items to the classrooms. Youths are not to carry items to and from class.
 - c. Staff are to depart from the units with all youth 3-5 minutes prior to the scheduled movement times in order to ensure proper supervision for safety and security purposes.
 - d. Staff must escort all youth to their primary location of supervision (see Attachment A). The youth are to remain lined up quietly awaiting dismissal.

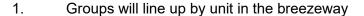


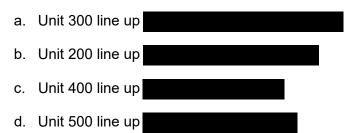
2.



- 6) Coordinators and additional staff on blacktop or modular deck areas.
- b. The youth are to be lined up quietly at their primary locations and be escorted to the units.

B. Rainy Days





- 2. Groups will then be escorted by staff to their classrooms, then assist with coverage on the school deck.
- 3. At the breaks, one unit staff is to pick up their youth in classrooms 141-143, then proceed to the school deck. The second unit staff should proceed to the school deck. Units will then be dismissed, one at a time, from each class and line up under the deck's cover. Staff will then escort their youth to the unit.

C. Center One Staff Will:

- 1. Act as the central information person to coordinate staff into the primary and auxiliary locations as staff shortages occur. They will release units . Center-One will dismiss classes (M-1 thru M-7). Youth will quietly exit the classroom by unit, in a single file for purposes of supervision, safety and security.
- 2. Provide coverage at Site C-1 or in a position as necessary for additional supervision.

NOTE: A 5 minute, 2-bell, warning system is used (See Attachment B)

REFERENCES:

Youth Guidance Center Program Schedule Security at Youth Guidance Center Procedures: 3-3-013

3-3-020

Youth Guidance Center Unit School Roster/School 3-3-306

Attendance Verification

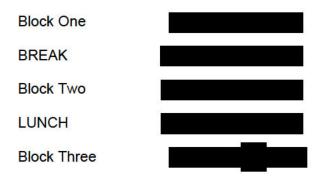
Attachments

Hernandez: JH

APPROVED BY:



RIO CONTIGUO SCHOOL BELL SCHEDULE Effective



* FIVE MINUTE WARNING BELLS WILL RING AT:

