

## 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.

### I. 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 [REDACTED]
    - 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.

- 1) Unit 200 - Site 2-A & 2-B [REDACTED] (a.m. only) on the blacktop area (during inclement weather – [REDACTED])
- 2) Unit 300 - Site 3-A [REDACTED] M-1 and HCA offices [REDACTED]
- 3) Unit 400 - Site 4-A on the [REDACTED]
- 4) Unit 500 – Site 5-A [REDACTED]

f. Youth are to be lined up quietly. [REDACTED] staff member will remain at the primary location paired off while the second will depart to the auxiliary locations of supervision (see Attachment A). If 2 Romeo is available, [REDACTED]. Classrooms 141 and 142 will be escorted by 2-A, 4-A, and 5-A staff. If staff are unable to meet these assignments, Center One needs ample notification to ensure the site is covered. The auxiliary locations are assigned as follows:

- 1) Unit 200 - Site 2-A & 2-B [REDACTED]
- 2) Unit 300 - Site 3-B Classroom 142 back door [REDACTED]
- 3) Unit 400 - Site 4-B [REDACTED]
- 4) Unit 500 - Site 5-B [REDACTED]
- 5) Center One - Coverage - Site C-1 [REDACTED]
- 6) Coordinators on the blacktop area

g. Youth will be dismissed to school one unit at a time by Center One staff by pak-set.

2. Returning from school [REDACTED]

a. Unit staff are to be at both their assigned locations at least two minutes prior to the end of the school periods, or are to notify the Duty Officer and/or supervision coverage staff of the staffing shortage.

- 1) Unit 300 – Site 3-A [REDACTED] . Site 3B covers classroom 142 [REDACTED]
- 2) Unit 300 – Site 3-A [REDACTED] . Site 3B covers classroom 142 [REDACTED]

- 3) Unit 400 – Site 4-A [REDACTED]. 4-B [REDACTED] modular deck.
- 4) Unit 500 – Site 5-A [REDACTED]. 5-B [REDACTED]
- 5) Unit 200 – Site 2-A [REDACTED]. 2-B [REDACTED]  
[REDACTED]
- 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

1. Groups will line up by unit in the breezeway
  - a. Unit 300 line up [REDACTED]
  - b. Unit 200 line up [REDACTED]
  - c. Unit 400 line up [REDACTED]
  - d. Unit 500 line up [REDACTED]
2. Groups will then be escorted by staff to their classrooms, then assist with coverage on the school deck.
3. At the [REDACTED] 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 [REDACTED] [REDACTED]. 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:**

Procedures:	3-3-013	Youth Guidance Center Program Schedule
	3-3-020	Security at Youth Guidance Center
	3-3-306	Youth Guidance Center Unit School Roster/School Attendance Verification

Attachments

Hernandez: JH

**APPROVED BY:**

[Redacted header text]

[Redacted main body text]

**RIO CONTIGUO SCHOOL BELL SCHEDULE**  
Effective

Block One	[REDACTED]
BREAK	[REDACTED]
Block Two	[REDACTED]
LUNCH	[REDACTED]
Block Three	[REDACTED]

**\* FIVE MINUTE WARNING BELLS WILL RING AT:**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]