

## YOUTH GUIDANCE CENTER GRADING SYSTEM

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-302, dated 08/28/17
- FORMS:** Daily Grade Sheet for Unit 300 (Attachment A)  
Daily Grade Sheet for Unit 200/400/500/600 (Attachment B)  
Weekly Grade totals (Attachment C)
- PURPOSE:** To implement a standard grading system for the youth across all units at Youth Guidance Center (YGC).

### I. GENERAL INFORMATION

The numerical scoring of each youth's observed behavior and attitude for each Deputy Juvenile Correctional Officer (DJCO) shift provides the staff, the youth, and the Court with concrete feedback on each youth's progress toward more socially acceptable behaviors/attitudes. Scores are assigned to the youth by staff in accordance to their adherence each shift to the behavior/attitude grading guidelines. Assigned scores will allow staff to numerically rank the youths from best behaved to worst behaved, and extra privileges can be distributed according to this ranking. Further, the numerical scores and ranking provide clear objectives for staff and each youth in setting goals within their case conferences.

### II. PROCEDURE

A. Prior to the completion of each Deputy Juvenile Correctional Officer (DJCO) shift, staff will fill out the Daily Unit Grade Sheet (Attachment A) by assigning a grade for each youth in the unit according to the YGC Grading Guidelines and Grading Standards. Staff should consult with each other on the grades to be given to each youth. The Daily Unit Grade Sheet is subdivided into categories:

1. Behavior/Attitude

The Behavior/Attitude grade category is the dominant category that is used to rank the youth. The youth will be graded for the a.m. and p.m. shifts.

2. School

The 6 a.m. to 2 p.m. shift staff will be responsible to give the school grade at the end of their shift. When grading school performance, they will take into consideration:

- a. The level of suspension (Level I, II, or III).
- b. Completion of any school homework.

- c. If a youth is continually slow getting to their assigned classroom (i.e., walking very slow, starting up conversations with staff, stopping at classrooms to say hello to a teacher, etc.)

3. Work Performance

Each youth is required to perform work details at various times throughout the day (i.e. unit clean-up, work crews, KPs, etc.). Youth that work will be given points, with the exception of a youth completing his/her work time assigned as a consequence. If this is the case, mark "W.T." in the appropriate box. No more than three points will be given for any one job. When staff are grading a youth, they need to consider the following:

- a. Time it takes to complete the task.
- b. Thoroughness.
- c. Neatness.

4. Laundry

Youth who work in laundry will be graded for the a.m./p.m. shifts. Laundry youth will be graded on whether: cleanliness is maintained in the laundry room throughout the day, items are placed in an organized manner, and bundles are prepared on time, etc.

3 Points = Standard

4 Points = Above Standard

5 Points = Exemplary Work

5. Room Inspection

Each youth's rooms will be graded on a daily basis based on the Room Inspection Guidelines established for each unit. This is a.m. staff's responsibility. Room Inspection does not substitute for a room shake down. Things to consider when grading:

- a. Neatness.
- b. Orderly fashion.
- c. Blankets tucked under mattress.
- d. No trash on the floor.

- B. When giving grades of one point or below, staff need to write a simple comment on the grade sheet, identifying why the youth was graded down. Likewise, exceptionally good behavior should also receive a simple written comment to identify the praised area. Youth who are on furlough during the shift should receive a standard or average score of three in the behavior/attitude category.

- C. The Deputy Juvenile Correctional Officer Overnight Staff, (DJCO) is responsible for tallying each day's scores on the Record of Weekly Grades Totals Form (Attachment B), posting the grades for the youth's viewing the next day, and making up a new Daily Unit Grade Sheet for the DJCOs' use the next day. The DJCO files the Unit Grade Sheets for the week. The DJCO will also keep a running tab on each youth's scores in order to fill out the Weekly Grade Totals Form (Attachment C). This form will be posted. Behavior/Attitude and school performance scores will be added together. Work and room scores will be added together.

The youth's name board is ranked according to the youth's placement on the BA/Sch list (with the Work Performance/Room list settling all ties).

Daily point grades are to be earned as follows:

0 = No participation, negative attitude, unable to refocus on shift

1 = Continuously struggled, had to be redirected numerous times

2 = Below average, made some efforts

3 = Acceptable (Youth's starting point)

4 = Above average

5 = Outstanding performance, went above and beyond

- D. Each unit will be responsible for the Top Five rewards for Behavior/Attitude and Work Performance. Each unit will have a designated day each week for rewards to be given out to the units top five youth. Candy, soda and/or other positive reinforcements will be given for all Top Five youth in both categories. Other examples of rewards for top five behavior and work are:

1. Certification
2. Field Trips
3. Special Activities
4. Special movie night

**REFERENCES:**

None

Attachments

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**APPROVED BY:**





