

**SUPERVISION OF SCHOOL MOVEMENTS
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-018, dated 01/04/18
- FORMS:** None
- PURPOSE:** To provide adequate supervision of youth during school movement at the Youth Leadership Academy (YLA).

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 Assistant Division Director (ADD)/Division Director and the principal.
- B. All supervising staff will be particularly alert to possession of contraband, peer conflicts, assaultive situations 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. Delivery to School
 - 1. Staff should regularly review and be familiar with the school movement bell schedule for the day.
 - 2. 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.
 - 3. Youth will not carry items during school movements.
 - 4. Staff are to depart from the units with all youth three to five minutes prior to the scheduled area movement times in order to ensure proper supervision for safety and security purposes.
 - 5. Staff must escort all youth to their assigned YLA classrooms. The youth are to remain lined up quietly awaiting dismissal to class. Once the teacher opens the door to the classroom, youth may enter. If the teacher does not open the door at the designated time, knock on the door and advise the teacher you are there with the youth. Staff will ensure the teacher is ready

to accept all the youth prior to securing the door and departing the classroom.

B. Returning from School

1. Unit staff are to be at their assigned YLA classrooms at least two minutes prior to the end of the school periods, or they are to notify ISU and YLA supervisors of the staffing shortage.
2. Once the **staff** opens the door, the youth are to be lined up quietly outside their assigned classroom and escorted back to their units.

C. Middle Period School Movements

1. Unit staff are to be at their assigned locations at least two minutes prior to the movement between classes.
2. At the end of each class, the **staff** will open the classroom doors and the youth will exit their classrooms following the bell and proceed to the next class.
3. Staff will remain in their locations until all areas are cleared of school traffic and the teachers have closed their classroom doors.

REFERENCES:

Procedures:	3-8-013	Program Schedule Youth Leadership Academy
	3-8-306	Unit School Roster/School Attendance Verification Youth Leadership Academy

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APPROVED BY: