

**SUPERVISION OF SCHOOL MOVEMENTS
JUVENILE HALL/YOUTH LEADERSHIP ACADEMY**

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-8-018, dated 01/15/20

FORMS: None

PURPOSE: To provide adequate supervision of youth during school movement at Juvenile Hall (JH) and 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 the 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.
- D. During all school movements, the Institutional Security Unit (ISU) will be present for additional supervision.**
- E. ISU staff will use the pak-set radio to communicate to Security (14-I) the school movement completions after delivery to school and returning to their respective units.**

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, **and to arrive punctually.**

5. Staff must escort all youth to their assigned classrooms. **Staff are to ensure proper line movement (youth walking with their hands behind their back, walking quietly in a straight line with appropriate behavior).** The youth are to remain lined up quietly awaiting **for the teacher to open the classroom.** Once the teacher opens the classroom door, 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 classrooms at least two minutes prior to the end of the school periods, or they are to notify ISU and 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. **Staff are to ensure proper line movement (youth walking with their hands behind their back, walking quietly in a straight line with appropriate behavior).**

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:	3-8-001	Program Description – Juvenile Hall
	3-8-002	Program Description – Youth Leadership Academy
	3-8-010	School Roster/Attendance Verification

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APPROVED BY: