

**SCHOOL ROSTER/SCHOOL ATTENDANCE VERIFICATION**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-306, dated 11/27/19  
Procedure Manual Item 3-8-306, dated 01/15/20
- FORMS:** Morning School Report (F057-6617)
- PURPOSE:** To outline a uniform method for accounting for and locating youth during school hours at Juvenile Hall, Youth Leadership Academy, and Youth Guidance Center (YGC).

**I. PROCEDURE****A. Unit Deputy Juvenile Correctional Officer Night Responsibilities**

1. Sunday through Thursday, the unit overnight staff (DJCO) will review the day's school schedule and note any change.
  - a. A new Unit School Roster will be prepared and placed on the unit clipboard.
  - b. The previous school roster will be filed in the unit "Old School Roster": file and retained for 30 days. The roster is updated as youth change class or enroll.
2. All youths' names and school schedules will be recorded on the Unit School Roster in alphabetical order.
  - a. Record the youth's assigned classroom and time in each period.
  - b. Record any pertinent status (i.e., RA, AM S/C, court, etc.) next to the youth's name. The morning school report should indicate all pertinent status.

**B. Unit Deputy Juvenile Correctional Officer Day Responsibilities**

1. Staff will notify the school principal or designee of any youth who needs to be enrolled in school. The school is responsible for general orientation and enrollment of new youth.
  - a. Staff will make any changes on the Unit School Roster/Schedule as they occur.
  - b. Staff will report any discrepancies in schedule to the school principal or designee.

- c. Staff will make a log note in Integrated Case Management System (ICMS) when a youth makes an unscheduled return to the unit. Additionally, staff will log when the youth returns to school.
2. Staff will verify the youth and their assigned classroom via the Unit School Roster.
    - a. The School Roster will be used for roll call and classroom assignment purposes only and not for attendance verification.
    - b. To avoid errors, staff will take roll call for school and verify what youth are going to which classrooms. Escorting staff will ensure they have the correct youth for the classrooms they are escorting. This will occur any time the youth are escorted from the unit to the classrooms.
  3. YGC – School Attendance Verification
    - a. The Duty Officer or Center One will designate staff for school deck coverage. That staff will verify attendance by collecting the attendance sheets, which are placed outside the classroom doors. Verification of absences is made by calling the youth’s assigned unit to determine the status of the youth who are not in class.
    - b. Attendance sheets are to be disposed of properly, by Center One, at the end of the school day.

**REFERENCES:**

Procedure:	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-8-008	Supervision of School Movements – Juvenile Hall/Youth Leadership Academy
	3-8-009	Supervision of School Movements – Youth Guidance Center

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**APPROVED BY:**