

**UNIT SCHOOL ROSTER/SCHOOL ATTENDANCE VERIFICATION
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-306, dated 01/04/18
- FORMS:** None
- PURPOSE:** To outline a uniform method for accounting for and locating youth during school hours at Youth Leadership Academy (YLA).

I. PROCEDURE

A. Unit Deputy Juvenile Correctional Officer II (Nights) Responsibilities

1. Sunday through Thursday, the unit DJCO II (Nights) 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 classes or re-enroll.
2. All youths' names and school schedules will be recorded on the Unit School Roster in unit room order 1-30.
 - a. Record the youth's assigned classroom, **time**, subject and teacher for 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 II (Days) 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 in the schedule as they occur.
 - b. Staff will report any discrepancies in the schedule to the school principal or designee.
 - c. Staff will circle, in red, any period that the youth misses from school and note reason for missed class on the schedule.

- d. Staff will log in the unit logbook 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. 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.
 - b. The school roster will be used for roll call and classroom assignment purposes only and not for attendance verification.

REFERENCES: None

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APPROVED BY: