

**DAILY SCHEDULE- YOUTH GUIDANCE CENTER**

<b>AUTHORITY:</b>	Administrative Directive, California Code of Regulations, Title 15, Section 1370 and 1371
<b>RESCINDS:</b>	Procedure Manual Item <b>3-8-006</b> , dated <b>08/18/2023</b>
<b>FORMS:</b>	None
<b>PURPOSE:</b>	To establish a consistent daily schedule in order to ensure a well-balanced program in each unit of the Youth Guidance Center.

**I. PROCEDURE**

- A. Per Title 15 Section 1370, The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.
- B. The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and provide for an annual evaluation of the educational program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender
- C. Per Title 15 Section 1371, the facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area. Juvenile facilities shall provide the opportunity for programs, recreation, and

exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility. Such program, recreation, and exercise schedule shall be posted in the living units. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent, and relevant to the population.

D. Daily Routine Monday through Friday

- ██████ - AM shift begins.
- ██████ - Awaken all youth. Dispense medications. Wash, dress, vacuum room, make beds, conduct morning meeting, be ready to leave for dining room by ██████
- ██████ - Breakfast begins as units are called to dining room one at a time.
- ██████ - Kitchen and dining room cleanup completed by the unit assigned to Kitchen Patrol (KP). All others return to their units.
- ██████ - Return to unit, complete unit cleanup and other cleanup projects. Hygiene consists of allowing the youth to use the restroom, brush their teeth, wash face and hands. This is done prior to and after each meal and at bedtime.  
  
Sick call is conducted by the nurse in the units.
- ██████ - Prepare for school (refer to School Bell Schedule attached). Staff ensures that all youth have had access to restrooms, have class schedules and any assigned homework before leaving unit. **Cursory searches to be conducted in the unit on all youth, prior and following any large movements.**
- ██████ - Period 1 – ██████ ALL staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population verified.
- ██████ - COP youth report to classroom 141.
- ██████ - After youth are escorted to school, all those not attending class should be accounted for and given work assignments supervised by staff. (This procedure is true following each school movement.)
- ██████ - ██████ transition between classes.
- ██████ - Period 2 – ██████
- ██████ - BREAK ██████ All youth return to their units.

██████ - Period 3 ██████ Youth are to be lined up prior to the bell and the population verified. Check youth for hygiene and proper apparel. **Cursory searches to be conducted on all youth in the unit.**

██████ ██████ Youth transition between classes. Period 4 ██████

██████ - Youth return to units to prepare for lunch. **All youth to be cursory searched in the unit.**

██████ - LUNCH begins. Units called to dining room one at a time.

██████ - Kitchen and dining room cleanup by the unit assigned to KP. All other youths return to their units. Medications dispensed.

██████ - **Period 5 –** ██████ Youth are to line up prior to the warning bell. Check youth for hygiene and proper apparel. Verify population. **Youth to be cursory searched when lining up for last block of school in the unit.**

██████ Youth transition between classes. Period 6, ██████

██████ - SCHOOL OUT. Verify population. **All youth cursory searched in the unit.** Youth are structured regarding schedule, work details, and recreational activities for the evening.

██████ ██████ Planned physical activity, LME or work detail.

██████ - DINNER begins. Units called to dining room one at a time.

██████ - Kitchen and dining room cleanup completed by the unit assigned to KP. All other youths return to their units.

██████ to ██████ Schedules vary and may include outside physical activities, activities in the gym, on handball courts, in weight room, or in craft areas. Special interest groups meet, large or small group counseling may be conducted, unit programs conducted. Youth may have access to telephones during this time.

██████ to ██████ Showers conducted. Showers may begin as early as ██████ or as late as ██████ Medications and snacks dispensed.

██████ - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.

██████ - Lights out.

E. Weekend Routine

Saturday

- ██████ - AM shift begins.
- ██████ - Awaken all **youth**. Medications dispensed.
- ██████ - BREAKFAST begins. Units are called to dining room one at a time.
- ██████ - Youth return to units. Kitchen crew perform weekly major cleanup in kitchen. All units perform a thorough weekly cleanup.
- ██████ - LUNCH begins. **Due to major kitchen clean up, youth eat in the units or outside for lunch. 1-Bravo and 2- Bravo deliver meals to the units.**
- ██████ - Prepare/setup for visiting in gym.
- ██████ - Youth structured regarding evening schedule and recreational activities or work details
- 2:30 p.m. to 4:30 p.m. - Visiting in the gym.
- ██████ - Staff conduct searches of youth after visiting.
- ██████ - **1-Bravo** conducts grounds search of areas accessible by visitors. Clean up gym and empty trash.
- ██████ - DINNER begins. Units called to dining room one at a time.
- ██████ - Kitchen and dining room cleanup by unit assigned to KP.
- ██████ to ██████ - Planned evening activities, LME, counseling groups, programs, recreational activities and telephone access.
- ██████ - Showers conducted. Showers may begin as early as 4:00 p.m. or as late as 7:00 p.m. Medications and snacks dispensed.
- ██████. - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.
- ██████ - Lights out.

F. Sunday and Holidays

- ██████ - Awaken all youth. Dispense medications. Wash, dress, vacuum rooms, make beds, and clean bedroom areas.
- ██████ - BREAKFAST begins. Units called to dining room one at a time.
- ██████ - Kitchen and unit cleanup.
- ██████ - Youth structured regarding schedule, work details, and recreational activities.

- ██████ - Catholic church services.
- ██████ - Protestant church services.
- ██████ - LUNCH begins. Units called to dining room one at a time.
- ██████ - Youth return to units. KP crews commence cleanup. Medications dispensed. Dining Room crew performs major clean up.
- ██████ - PM Staff verify population and structure youth regarding evening schedule and the planned activities.
- ██████ - Medications dispensed.
- ██████ - DINNER begins. Units called to dining room one at a time.
- ██████ - Youth return to units. Kitchen cleanup commences.
- ██████ - Planned evening program and activities. LME, counseling groups, recreational activities, programs, and telephone access take place.
- ██████ to Showers. Medications dispensed.
- ██████ -
- ██████ - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.
- ██████ - Lights out.

#### REFERENCES:

Procedures:	3-5-004	Youths' Rights/Orientation
	3-14-004	Supervising Showers
	3-13-004	Mealtime Preparation, Supervision and Cleanup- Youth Guidance Center
	3-8-012	Visiting/Video Conferencing
	3-13-005	Kitchen and Dining Room Clean-up – Youth Guidance Center
	3-12-001	Health Care Procedures for Probation Staff

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**APPROVED BY:**