

Douglas County Department of Criminal Justice Services
Youth Programs

YOUTH MANUAL
FOR DETENTION RESIDENTS



Do Not Write on This Manual

Youth manual revised 01-2023

MISSION STATEMENT

This facility is established to provide short term care in secure custody to juveniles who are accused or adjudicated pending court action or awaiting transfer to another facility and who cannot be served in a non-secure setting. Specifically, the facility shall:

Provide for the juvenile's basic needs, such as shelter, food, clothing and medical care.

Prevent the violation of juvenile's legal rights during his/her detainment at the facility.

Provide for the physical, emotional, religious, education and social needs of juveniles during detainment.

House juveniles in a safe, humane environment, while maintaining the level of security necessary to prevent escape and assure that juveniles live free of fear of assault or intimidation.

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Douglas County Department of Youth Services

RIGHTS OF YOUTH

While you are a resident in detention your rights shall be protected. It is the official policy of Douglas County Youth Services that youth in our care shall be free from discrimination based on race, culture, religion, national origin, sex, disability or any other factor prohibited by law. Any youth with a bona fide complaint that he or she has been discriminated against in violation of this policy shall promptly report such alleged discrimination to an Administrator.

PHYSICAL AND SEXUAL ABUSE

Douglas County Youth Services has a zero-tolerance policy with respect to physical and sexual abuse. Residents are encouraged to report physical or sexual abuse, verbally or in writing to any staff member.

- You will be taken seriously, treated respectfully, and protected from harm or retaliation.
- You will immediately be separated from the alleged perpetrator.
- Your report will be investigated.
- Any person who has been found to engage in physical or sexual abuse shall be disciplined and may be subject to prosecution.

INTRODUCTION

This facility is a temporary holding facility for alleged juvenile offenders, traffic violators, and youth ordered here by the court. It serves 13 counties in northeast Kansas and is operated and staffed by the county government of Douglas County, Kansas. All of the youth in this facility are here for a variety of reasons. We encourage you to respect the privacy of others who reside or attend school here.

We must work together to provide an environment which is safe and as pleasant as can be expected under the circumstances. You will find that life in detention is very structured, and each youth has responsibilities to be performed. This keeps things running smoothly.

During your stay, you will learn to take responsibility not only for your assigned tasks, but for your behavior. We will help you learn to control your behavior by placing a monetary value on it. You will maintain a checkbook balance, being paid for appropriate behavior and fined for inappropriate behavior. Your behavior will determine your check book balance and level. If you treat others with respect and follow the rules, you will succeed.

THE KEYS TO SUCCESS AT DCYS ARE:

BE RESPONSIBLE

BE RESPECTFUL

BE SAFE

On the following pages, the rules and expectations of the facility are explained. **Remember that it would be impossible to put all of the rules in writing. You are expected to follow staff's instructions.** If you have any questions regarding the rules and expectations, please check with a staff member.

VISITATION AND TELEPHONE PRIVILEGES

VISITATION (In-person or By Video)

- Visits are not allowed during the first 24 hours of your stay, except with agencies involved with your case i.e., attorneys, social workers, therapists, and law enforcement.
- You are allowed two (2) personal/family visits per week.
 - The length of the visit will be based on your checkbook sheet level and your behavior at the time that the visit is scheduled.
 - If you are on PDRR or DRR, your visits will only be 30 minutes in length regardless of your checkbook sheet level.

- Family members will only be allowed to visit if they are at least 18 years of age and on your approved visitation list.
 - Family visitation is usually limited to your parents or legal guardians.
- Personal /family visits are subject to audio and video monitoring.
- You are allowed an unlimited number of visits from agencies involved in your case. Visits with you or your parents involving agencies, i.e. attorneys, case managers, therapists are not counted as personal visits.
- All visits are by appointment and must be made 24 hours in advance.
 - Personal visits will occur Monday through Friday from 5 p.m. to 8 p.m.
 - On Saturday's and Sunday's and holidays, visits are between the hours of 8 a.m. and 8 p.m. excluding 2:30 p.m. to 3:30 p.m. (shift change) and 1:00 p.m. to 5:00 p.m. (training days)
 - Your visitation time will not be adjusted to accommodate tardy visitors.
 - Special visitation hours may be approved by facility administration to accommodate visits outside of the regularly scheduled visitation hours.
- Your visitation list will be approved by facility administration or the courts, with recommendations from professionals involved with your case.
- New visitors will be provided with a copy of the visitation rules to review prior to any visit taking place.
 - Visitors who are suspected of being under the influence of alcohol or drugs will not be allowed into the facility.
 - If you or your visitors behave inappropriately, the visit will be terminated.
 - If you or your visitors attempt to bring contraband into the facility, you will be restricted to non-contact visits only.
- **Be Aware: You will be strip-searched following any personal (contact) visitations. You will be pat searched following agency visits unless there is a suspicion that contraband exists.**

TELEPHONE

- Your number of personal telephone calls is based on your level.
 - Each call counts as one regardless of the duration of the call.
 - You may use up to two (2) consecutive telephone calls per call.
- You may receive an unlimited number of telephone calls from agencies involved in your case.
- You may make one phone call to your attorney and/or case manager per week.
- Calls will be made at staff convenience, and they will be a maximum of 15 minutes each.
 - Calls to your attorney or your social worker (i.e., agency calls) will be made Monday through Friday during day shift.
 - Personal calls will be made Monday through Friday between 1700 hrs./5:00 p.m. and 2000hrs/8:00 p.m. and any time before 2000hrs/8:00p.m. on weekends and holidays.
 - Youth on level 4 and 5 may make calls after 2000 hours/8:00p.m. as staff are available.
- Your telephone list will be approved by facility administration, with recommendations from professionals involved with your case.
- All Long-Distance Calls: The person you call will have to agree to pay for a collect call before they will be able to talk to you.
- All telephone calls will cost you \$.50 on your checkbook sheet.
- If you have a negative balance (in the hole), you will only be allowed to receive personal calls and make agency calls by going further in the negative on your checkbook sheet.
- Be advised that personal telephone calls may be monitored by staff.

MAIL

OUTGOING

- Mail is sent out on Tuesdays and Thursdays.
- You shall have the right to correspond with any person or organization subject only to the limitations necessary to maintain facility order and security.
 - You **will not** be allowed to send mail to the Judge or District Attorney without explicit permission from your attorney.
- **You will not be allowed to send mail to known offenders, co-respondents, victims in your case or any other correctional institution.**

- You will be required to purchase envelopes and paper on your checkbook sheet.
- Letters must have the addressee’s first and last name, a complete address, and zip code. The return address will be the detention center’s address - 330 Industrial Lane, Lawrence, KS 66044.
 - Letters shall not contain names or information about other residents or day school students.
 - Envelopes shall *only* contain letters to the addressee.
 - Envelopes shall not have any writing other than the addresses.
 - Envelopes that contain graffiti, notes, drawings or that are addressed incorrectly will not be mailed.

INCOMING

- **Only letters sent by U.S. Mail will be accepted by the Detention Center.**
- All non-privileged/personal correspondence shall be opened in the presence of the resident and checked for contraband. Contraband shall be removed before the mail is given to you. Money, books, and clothing items you receive shall be recorded in your inventory record.
- You shall be required to open legal or privileged mail in the presence of facility staff.
- Any non-privileged mail containing information as it relates to safety or security of the facility (i.e. gang writing, sexually explicit material, and mail from correctional institutions, talk of escape or riot) is subject to censorship. The censored mail will be placed in your stored property to be given to you upon your dismissal from the detention center.
- Incoming mail for a resident who is no longer in the detention center will be returned to sender.

RULES & EXPECTATIONS

BEHAVIOR

There are rewards for appropriate behavior and consequences for inappropriate behavior. Douglas County Youth Services utilizes a token economy system to help residents manage their behavior. This encourages each resident to be responsible, respectful and safe. When you see or know about something that is inappropriate, you must report it to staff to avoid consequences. You will be expected to treat your peers, teaching staff, DCYS staff, and visitors with respect.

THE STAFF

The staff are not your parents, but they do have authority here at DCYS. If you choose not to do what is asked of you or if you choose to act inappropriately, you are also choosing the consequences. Splitting staff (which is playing one staff against another, asking several staff members the same questions in the hopes of getting the answer you desire) or attempts to split staff or shifts will result in a consequence.

If something is frustrating you and you wish to discuss it appropriately, staff are willing to listen and assist you in whatever way they can.

LANGUAGE AND NON-VERBALS

Upon entering this facility, everyone is equal and will be treated as such. People communicate with each other both verbally and non-verbally. There will be times that we are asking you to do something you don’t want to do or giving you consequences that you may not want to hear. You are expected to be appropriate in your non-verbal communication (body language) i.e., not rolling your eyes, smacking your lips etc., as well as be appropriate in your verbal communication i.e., refraining from vulgar language. We understand that there may be things that you are not happy about while you are here; however, we expect you to learn appropriate ways of communicating your frustrations without taking it out on others. It is important that you get along with others. You are expected to act and speak in a way that is socially acceptable.

ESCAPE/RIOT

It is against the law to escape or riot or attempt to escape from or cause/incite a riot in this facility. Attempts to escape or riot, talking or joking about escape or riot will be recorded on a special incident report and forwarded to your probation officer, case manager, law enforcement, and the Courts. The police may be contacted to file a police report and you may receive additional consequences.

CONTRABAND

Any item that has not been approved by DCYS for you to possess is considered contraband. These items include and are not limited to cigarettes or tobacco, lighters, matches, weapons, drugs, drug paraphernalia, aerosol cans, jewelry, pornography, and any objects or materials with writing or symbols related to gang activity or satanic worship. The police may be contacted to file a report and you may receive additional consequences.

Even items such as toilet paper or books in your rooms after you have been instructed to remove them will be considered contraband, so be sure to clarify with staff if you are not certain of the expectations.

TATTOOING

You will not be permitted to tattoo, mark, carve or write on yourself or others. If any area of your body shows signs of recent tattooing or marking, you will receive a fine and may receive day room restriction (DRR) time. If it is determined that another resident is involved, either in giving or receiving a tattoo, both parties will receive consequences.

GANG ACTIVITY

There is *ZERO* tolerance for gang activity. If you are caught in possession of, or produce gang writing or gang related drawings, writing styles, use hand gestures, use any gang related (or *suspected* gang related) slang or speech, symbols or symbolisms (i.e., wearing clothes in a certain manner, shaving eyebrows, combing or braiding hair in a certain manner), you will receive a consequence. If you have any question about what is and what is not appropriate just ask a staff member.

PHYSICAL CONTACT

Horseplay, wrestling, hitting, back-rubs or any kind of contact will not be allowed. The consequences will depend on the seriousness of the offense. The only acceptable form of physical contact with another youth or staff member is a **simple handshake**.

- Hugging and kissing family members during visitations is acceptable.

PROPERTY OF THE FACILITY

All furnishings and equipment in the facility belongs to Douglas County. It was purchased for staff, student, and resident use. You are expected to treat property with care and use it in the correct manner. You are also expected to report or turn in any damage to property that you observe. For example, if the mattress assigned to you has a hole in it, let staff know so that it can be repaired and so you do not receive a consequence for something you did not do.

CARE OF THE BUILDING

GRAFFITI

Writing on any building or equipment surface shall be considered graffiti. It is your responsibility to check the room you are assigned to for graffiti or damages and report them to staff. If it is determined that you are responsible for graffiti, you will receive consequences and a criminal report may be filed.

CONTROL ROOM /COUNTERS AND STAFF DESKS

Areas for Staff Use Only - you are not to touch or remain in close proximity to any of these areas. If you need a staff member who is in the control room, wait until they come out. If you are called to a control counter or staff desk you *must* stand an arm's length away at all times.

MEZZANINE AND STAIRS

The mezzanine and stairs are intended to provide access to the rooms on the second floor. You should not be on the mezzanine unless this is where your room is located, or you are assigned a cleaning chore on that level.

To ensure everyone's **safety**, we ask that you follow the expectations outlined below:

Walk calmly using each stair.

Do not climb on the railings, touch the security glass or mezzanine beam, climb on the back side of the stairs, or slide down the stair rails.

Only one resident is allowed on the stairs at a time.

PERSONAL CARE

HEALTH

You will have a health assessment conducted within the first few days of admission. Nurses from the Lawrence/Douglas County Health Department will be here on Mondays, Wednesdays, and Fridays to complete physicals and to check on medical issues you may have. You need to let staff know if you are having any medical issues so they can ensure that you are seen by the nurse. We take medical requests very seriously at DCYS. You will be required to write down a purchase if you are wasting the nurses' time.

SICK BED

If you become ill or if you feel that you need medical attention, please let staff know.

If you are ill (cold, flu, sore throat, severe headache, fever or vomiting etc.) you will be given whatever medical attention is necessary.

- You will be placed on sick bed and expected to stay in your room for **24 hours**, unless otherwise cleared by the nurse.
- If you are ill, you will be placed in a single room.

If you are under the influence of drugs or alcohol when you are admitted, you will be placed on 24 hours of sick bed to allow the effects of the intoxicants to wear off.

MEDICATION (R)

All medicine will be locked in the medical room.

Medicine will generally be given out at 0800 hours/8:00 a.m., 1200 hours/12:00 p.m., 1600 hours/4:00 p.m., and 2000 hours/8:00 p.m.

- You are responsible for your medication and will need to remind staff when you are to take your medication. It is your responsibility to notify staff if you don't receive your medication.
- If you need over-the-counter medication or you're prescribed PRN (as needed), please let staff know. If you need medication outside of the normal dispensing times listed above, staff will help you as soon as time permits.

Refusal to take medications or complete medical treatments as prescribed prevents us from ensuring that you receive proper medical treatment while you are at DCYS.

- If you have been prescribed medication or treatment by your physician or the facility nurse and you refuse to comply, you will be placed on DRR until you take the medication or complete the medical treatment.

SELF HARMING BEHAVIOR

If you have a past history of self-harming behavior or make comments that would lead staff to believe that you might harm yourself, you will be required to use the black safety blankets and smock (see clothing section) and will be monitored by staff every four (4) minutes while you are in your room.

- If you are in crisis, staff will contact the 988 Crisis hotline and/or the Bert Nash Mental Health Center to assist you.
-

DRUG TESTING

- Your JSO, case worker, or probation officer may request a UA from you. You will be required to write down a \$100.00 deposit for your UA and you will receive a refund upon completing the UA on the day the purchase was issued (before midnight).

- If you fail to produce a UA, the \$100.00 purchase will stand, and you will receive another \$100.00 purchase the following day and each day after until you complete your UA.

CLOTHING

Your clothing and valuables will be stored in property storage while you are in detention. Your clothing will be washed at the time of your intake before being stored. You will appear in court dressed in your own clothes and shoes so you may want to make arrangements to have appropriate items available for court.

You will be wearing facility clothing and shoes (depending on your level) during your stay in detention. You will be expected to be fully clothed, including socks and shoes, at all times. You should always have your shirt tucked in, except during physical activities i.e. PE, basketball etc. Clothing shall be worn properly, as designed: pants will not sag or bag, clothing will not be worn inside-out, sleeves and pant legs will not be pushed or rolled up.

SAFETY SMOCK/BLANKETS

For the first 24 hours that you are here, you will be issued black safety blankets and wear a safety smock when you are in your room. If you have a past history of self-harming behavior or make comments that would lead staff to believe that you might harm yourself, you will be required to use black safety blankets and wear the safety smock any time that you are in your room (i.e. shift change, bedtime). If you demonstrate repeated harmful behavior towards yourself, facility property, or if you demonstrate an unwillingness to comply with wearing the safety smock as requested, you will be required to use black safety blankets and wear a smock at all times. While you are wearing the smock, you will not be allowed to participate in physical activities. You may submit a written request to be allowed to discontinue using black safety blankets and wearing the smock to administration. Administration will contact mental health center staff so they can meet with you to determine if you need to continue with safety precautions.

HYGIENE

Each resident is expected to complete their personal hygiene after they have dressed at about 0630 hours/6:30 a.m. Hygiene consists of changing into clean clothes, washing your face, brushing your teeth, and combing/brushing your hair. The facility will provide soap, shampoo, toothpaste, toothbrush, lip balm, and deodorant for your use. Your family may bring you travel-sized hygiene items (see below), excluding any aerosol sprays, hair gel, or mouth wash. You may not share or borrow hygiene products from other youth. Refusal to complete hygiene will result in consequences. All hygiene products and items must remain in your hygiene kit.

<i>HYGIENE KIT CONTENTS</i>		
<i>Required Items</i>	<i>Optional (Travel Size)</i>	<i>Optional (Travel Size)</i>
Soap (full size allowed) (1)	Lotion (1)	Deodorant (full size allowed) (1)
Toothpaste (2 to 4 packets)	Body Wash (1)	Shampoo / Conditioner (1 each)
Toothbrush (1) and Cover (1)	Lip Balm (1)	Personal Toothpaste (1)
Brush, Pick or Comb (1)	Hair Grease/Lotion (1)	Personal Soap (1)
	Kleenex package (1)	

Once you have used an item completely, you may get more by turning in the empty container to staff. Possession of more items than allowed will result in a fine for contraband. If there is a hygiene product that you need which we do not have, you may request it.

SHOWERING

The opportunity to shower is offered every day on 2nd shift. You are expected to take your clean clothes along with shampoo, conditioner, body wash and towels into the shower area with you. Your time in the shower is determined by your level. Every four minutes staff will conduct a wellbeing check. You are expected to verbally acknowledge staff when they knock. You will be given a warning advising you of how much time you have remaining in the shower. You are expected to clean up after yourself and turn in wet/dirty towels to the dirty clothes bin after your shower. You will have the opportunity to reapply deodorant, lotion, brush your teeth etc. in your room after you shower.

- If you are on SRL4, you will only be allowed to shower in Shower 1 or Intake. Before showering, you will be expected to change into the safety smock in your room. You will be allowed to take towels and hygiene products into the shower area.
- Your crocs can be used for shower shoes.

SHAVING

The opportunity to shave is offered on 2nd shift on Thursday and Sunday. You may request to shave at other times which will be at staff's discretion.

HAIRCUTS

When offered, these may be purchased on your checkbook sheet. You are not allowed to have your hair cut include initials, zigzags, or eyebrows slashes etc.

LAUNDRY

Day Clothes	You will be issued clean clothes every morning.
Night Clothes	You will be issued clean night clothes every evening.
Sweats	You will be issued clean sweats every Wednesday and Sunday.
Bed Linens	You will be issued clean linens every Saturday.

You are expected to place your dirty clothes (right side out) in the appropriate laundry cart (darks or whites). If you get a stain on your clothes, you are expected to bring it to staff's attention and follow their instructions for treating the stain. You are expected to spray pre-spot stain remover on your underwear. Staff may replace the stained item if necessary. Following expectations for laundry will help you avoid housekeeping fines.

LOCKERS

BLUE LOCKERS

The blue locker is where you keep your personal possessions. The lockers are assigned based on your assigned number. You should keep books, toilet paper, letters and photos in your blue locker.

- You may have a maximum of ten (10) letters and ten (10) photographs in your locker.
- Letters and photographs are to be kept in your locker, not in your room.
- Any excess letters and photographs will be placed in your property bag in storage.

TAN LOCKERS

Tan lockers are used to store your linens (only) during non-room time hours. You need to use the locker assigned to your room.

CHORES

ROOMS

You will be responsible for the cleanliness of your room. Rooms are checked several times each day: before school, during the daily security searches, and after shift change. You will be expected to maintain your room as follows:

- All linens must be folded and placed in the lockers, unless you are on sick bed or lockdown.
- Sweep and mop the floors.
- Clean the mirror, windows and walls.
- Disinfect, scrub and polish the sink and toilet.
- All items (i.e. toilet paper, books, and blankets) must be removed from the room in the morning and after shift change.

It is your responsibility to make sure your room is neat, clean, and has nothing in it that might be considered contraband. Report any damage i.e., graffiti, missing screws etc. to staff. Following these expectations will help you avoid fines and other more serious consequences.

MEALTIME, EVENING AND WEEKEND CHORES

To ensure the cleanliness of the facility, we complete chores after each meal, perform general facility cleaning each evening, and complete deep cleaning or maintenance tasks on the weekends. Everyone will be given an opportunity to perform each chore. Each chore is described in detail in the chore book, and you are responsible for knowing what your chore is and making sure it is done properly.

CHORE EXPECTATIONS

Learn the requirements for each chore.

Start your assigned chore promptly.

Stay on task and work by yourself.

Check out chemicals from staff and use them appropriately.

Ensure that the vacuum, Kaivac, and buffer are returned in proper working condition with cord in place.

Make sure you complete your chore and check back with staff.

Do not argue or complain about your assigned chore.

Ask permission from a staff member to leave the area.

If you do not have a chore assigned to you or your chore is completed, stay seated in the assigned area until staff tell you otherwise.

MEALS

We serve three meals each day: breakfast, lunch and dinner, and an evening snack.

Special Diets: If you have any dietary restrictions due to allergies, other medical conditions, or for religious reasons, please let staff know so a special diet can be ordered.

MEALTIME EXPECTATIONS

- Move through the line in an orderly fashion.
 - Ladies first.
 - Don't lean on the rail or talk in line.
- Return to your assigned seat and wait for everyone at your table to be seated before you begin to eat.
- Residents may not talk until staff directs otherwise.
 - A staff member must be present at your table in order for conversations to take place.
 - No talking between tables without permission.
- Chairs are to remain flat on the floor, do not roll in the chairs.
- Don't trade or share food.
- Return your spork, cup and tray to the kitchen.
 - Scrape tray and trash into trash can and stack your tray.
- You may have two glasses of milk during a meal with the second (2nd) glass being free.
- When seconds are available, as determined by staff, you will be charged on your checkbook for seconds for drinks/food.
 - The 1st glass of lemonade is free. A 2nd glass of lemonade is \$1.00.
- Youth on DRR or PDRR may put condiments on their food at the kitchen serving line but may not take packets of condiments to their room.
 - Youth in lockdown do not receive condiments.

MANNERS

- Place your napkin in your lap.
- Chew with your mouth closed.
- Do not talk with food in your mouth.
- Keep elbows off the table.

- Place your extra hand in your lap.
- Ask to be excused if you need to leave for any reason.
- Use your utensils, unless you have staff's permission to eat with your hands.

TIME IN YOUR ROOM

SHIFT CHANGE

You will be expected to go to your room each day for shift change between 1st and 2nd shift. This occurs between 1430hours/ 2:30p.m. and 1530hours/3:30p.m. every day. You will take your linens to your room during shift change. You will be issued a bar of soap and washcloth at shift change so you can wash your hands if necessary, during that time. (Lockdown and SRL4 youth will need to request assistance from staff to wash their hands.)

EARLY SHIFT CHANGE

- **As a privilege:** Early Shift Change specifically applies to 1st shift when you request to have your door secured earlier than 1430 hours/2:30p.m. You can choose to go to early shift change but you must have all of your schoolwork completed, you may not be on DRR or PDRR, and you must have a positive checkbook balance. You will be charged a \$5.00 purchase for every 30 minutes you are in your room prior to 1430 hours.

BEDTIME

Your bedtime is determined by what level you are on. Shoes and sweats are to be left outside of your room. Your pencil and checkbook sheets should be turned into staff. Staff will be checking on you throughout the night to ensure that you are okay.

EXPECTATIONS

- ◆ Sleep on the bed or bunk. (1 mattress except Level 5).
- ◆ Sleep between the sheets.
- ◆ Sleep in your night clothes.
- ◆ Don't talk room-to-room through the vents or sink.
- ◆ Be respectful of others by remaining quiet and avoiding unnecessary noises.
- ◆ Make sure you have necessities (toilet paper) before going to your room.
- ◆ Sleep at the end of the bed that is closest to the door with your head uncovered.
- ◆ You will be issued a bar of soap and washcloth each evening so you can wash your hands if necessary, during the night. (Lockdown and SRL4 youth will need to request assistance from staff to wash their hands.)
- ◆ The intercom is for emergencies.
You will receive consequences for excessive or unnecessary use of the intercom.

EARLY BEDTIME

Early Bedtime specifically applies to 2nd shift when you request to have your door secured earlier than 2030 hours/8:30p.m. You may choose to take early bedtime if you have a positive checkbook balance and you are not on DRR or PDRR. If you choose to purchase early bedtime, you will be charged a \$5.00 purchase for every 30 minutes you are in your room prior to 2030 hours/8:30p.m.

THE TOKEN ECONOMY

CHECKBOOK SHEET

Your checkbook balance is your money. It is not real money, but it works in the same way. You can use it to purchase additional foods, drinks, privileges, and many other items you may need or want. You may only purchase privileges if you have a positive balance above \$0.00 on your checkbook sheet. A negative balance (below \$0.00) is known as "in the hole." Maintaining a positive balance allows you to be eligible to purchase privileges i.e. play station, movies, etc.

You are responsible to know the whereabouts of your checkbook sheet, pencil, and eraser at all times. You will receive consequences if they are left unattended. You are expected to keep your pencil in the pencil caddy when not on your person.

- You will need to record each earning, positive feedback, purchase and fine immediately and figure the balance for each transaction.
- Write the initials of the staff member who issued you the feedback, fine, or purchase outside of the space provided for staff's initials.
- It is important that you record each transaction accurately and that it is signed by staff.
- Ask staff (politely) to verify each transaction by signing in the space provided.
- You are responsible for checking back on your fines before the end of the shift in which you received them. Failing to do so will result in consequences.
- You are responsible for checking back with the staff person whom you need to sign your feedback and completing your math after each transaction.
- Checkbook sheets shall be free of graffiti, drawings, and gang related writing.
- If you lose your check book sheet, you will receive a new checkbook sheet with the previous day's balance and a \$25.00 fine.

IN THE HOLE

A negative balance (in the hole) should be in brackets on your checkbook sheet. When you are in the hole, you will be expected to earn your way back to a positive balance.

LEVEL SYSTEM EXPLANATION: A.I.M. for Success

LOCK DOWN

You are in locked isolation (lock down).

Wake Up Time	0630hours/6:30 a.m.
Bedtime	2030hours/8:30 p.m.
Shower Length	7 minutes
Recreation Time	30 minutes in length
Phone calls	You may receive agency phone calls if your behavior is appropriate.

LEVEL 1: ADJUSTMENT

You have less than \$50.00 on your checkbook sheet.

Negative Checkbook Sheet Balance: If you are in the hole, you may be required to do assigned work and complete chores to earn positive feedback. Positive feedback will be given for staying on task, following expectations (being responsible, respectful, and safe), working quietly, etc.

Positive Checkbook Sheet Balance: If you have positive balance, you will be able to purchase privileges according to your checkbook balance.

Wake Up Time	0630hours/6:30 a.m.
Bedtime	2030hours/8:30 p.m.
Shower Length	7 minutes
Personal Visits	30 minutes in length
Phone calls	You may make/receive 5 phone calls per week.

LEVEL 2: IMPROVING

You are showing improvement in your behavior. Your checkbook sheet balance must be at least \$50.00. Privileges may be purchased according to your checkbook balance.

Wake Up Time	0630hours/6:30 a.m.
Bedtime	2100hours/9:00 p.m.
Shower Length	8 minutes
Personal Visits	45 minutes in length
Phone calls	You may make/receive 5 phone calls per week.

LEVEL 3: MOTIVATED

You are motivated and have a check book balance of at least \$100.00. Privileges may be purchased according to your checkbook balance. You are eligible to be shower captain and Youth Council Officer.

Wake Up Time	0630hours/6:30 a.m.
Bedtime	2100hours/9:00 p.m.
Weekdays:	You may have the option of paying \$5.00 per half hour (maximum 1 hour) at staff's discretion to stay up to assist with chores/laundry and purchase activities.
Weekends:	You have the option to pay \$15.00 and stay up 90 minutes/1½ hours at staff's discretion.
Shower Length	9 minutes
Personal Visits	1 hour in length
Phone calls	You may make/receive 5 phone calls per week.

LEVEL 4: SUCCEEDING

You are succeeding in the program, and you have a checkbook balance of at least \$150.00. To earn this level, you should be: Taking responsibility for your actions, demonstrating leadership, respectful behavior towards others, promoting a safe environment, and volunteering for chores. You must have been residing at the facility for at least one week; fill out a Level 4 application and receive administrative approval. Administrative reviews of level requests are done on Monday, Wednesday and Friday.

<i>LEVEL 4 PRIVILEGES:</i>	
Wake Up Time	0630hours/6:30 a.m. You have the option to sleep in at staff's discretion.
Bedtime	2200hours/10:00 p.m. Lights may be kept on until 2230 hours/10:30 p.m.
Weekdays:	You have the option to stay up, at staff's discretion, until 2230 hours/10:30 p.m.
Weekends:	You have the option of buying late night for \$25.00 when it is available.
Shower Length	10 minutes. You may take additional showers at staff's convenience at no extra cost.
Personal Visits	1 hour and 15 minutes in length
Phone Calls	You may make/receive 7 phone calls per week. You may make/receive phone calls up to 30 minutes before your bedtime excluding late night and at staff's availability.
You may have an approved game in your room (with a deposit). The game must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a game in your room if you have a roommate who is not on level 4)	
You may have a radio in your room (with a deposit). The radio must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a radio in your room if you have a roommate who is not on level 4)	
You may have a pencil and paper in your room (with a deposit). The pencil and paper must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a pencil and paper in your room if you have a roommate who is not on level 4)	
You are not required to participate in quiet reading and may purchase activities.(Staff's discretion)	
You are allowed to have letters and pictures in your room during shift change and at night.	
You are exempt from group consequences.	
You may stand at the front of the food line and have the first opportunity to purchase seconds.	
You have the first choice to be shower captain and youth council President.	
You are eligible to be the leader of PT exercises.	
You may wear your own tennis shoes. Shoes must be approved by a supervisor.	

LEVEL 4 PRIVILEGES:
You may have ice in your water bottle.

LEVEL 4 WARNING: You may receive a level 4 warning for negative behavior or failure to follow the program. Once a warning is given, you continue to have level 4 privileges. Level 4 warnings will be documented in an incident report and reviewed by administration. The warning is in place until reviewed and removed by Administration. Administration reviews warnings and level requests on Monday, Wednesday and Fridays. If another problem occurs while you are on a warning, you will be removed from level 4.

LEVEL 4 REMOVAL: You may be removed from level 4 by staff for negative behavior or failure to follow the program. If the issue is serious enough, staff may remove you from Level 4 with no warning. Level 4 removals will be documented in an incident report and reviewed by administration. After removal, you must wait a minimum of 7 days before you are eligible to reapply for level 4 again.

LEVEL 5: TRUSTEE

Level 5 is the highest attainable level at DCYS. At this level you have shown that you can succeed in the program. To attain level 5 status, you must have successfully maintained level 4 and should be: exhibiting outstanding behavior, taking responsibility for your actions, demonstrating leadership, and respectful behavior towards others. You must have at least a \$300.00 balance on your checkbook and fill out a level 5 application. Administration reviews level requests on Monday, Wednesday and Fridays.

LEVEL 5 PRIVILEGES:	
Wake Up Time	0630hours/6:30 a.m. You have the option to sleep in at staff's discretion.
Bedtime	2200hours/10:00 p.m. Lights may be kept on until 2230 hours/10:30 p.m.
Weekdays:	You have the option to stay up later, at staff's discretion.
Weekends:	You have the option of buying late night for \$25.00 when it is available.
Shower Length	Unlimited. You may take additional showers at staff's convenience at no extra cost.
Personal Visits	1 hour and 30 minutes in length
Phone Calls	You may make/receive unlimited phone calls. You may make/receive phone calls up to 30 minutes before your bedtime excluding late night and at staff's availability.
You may have an approved game in your room (with a deposit). The game must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a game in your room if you have a roommate who is not on level 4/5)	
You may have a radio in your room (with a deposit). The radio must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a radio in your room if you have a roommate who is not on level 4/5)	
You may have a pencil and paper in your room (with a deposit). The pencil and paper must be out of your room at the end of shift change and the end of 2 nd shift for you to be eligible to receive your deposit back. (You may not have a pencil and paper in your room if you have a roommate who is not on level 4/5)	
You are allowed to have privileges i.e. games, and movies. (Staff's discretion)	
You are not required to participate in quiet reading and may participate in other activities. (Staff's discretion)	
You are allowed to have letters and pictures in your room during shift change and at night.	
You are exempt from group consequences.	
You may stand at the front of the food line and have the first opportunity to receive seconds.	
You have the first choice to be shower captain and youth council President.	
You are eligible to be the leader of PT exercises.	
You may have two (2) mattresses in your room.	
You may wear your own tennis shoes. Shoes must be approved by a supervisor.	
You may have ice in your water bottle.	

LEVEL 5 WARNING: You may receive a level 5 warning for negative behavior or failure to follow the program. Once a warning is given, you continue to have level 5 privileges. Level 5 warnings will be documented in an

incident report and reviewed by administration. The warning is in place until reviewed and removed by Administration. Administration reviews warnings and level requests on Monday, Wednesday and Fridays. If another problem occurs while you are on a warning, you will be removed from level 5.

LEVEL 5 REMOVAL: You may be removed from level 5 by staff for negative behavior or failure to follow the program. If the issue is serious enough, staff may remove you from Level 5 with no warning. Level 5 removals will be documented in an incident report and reviewed by Administration. You will be dropped to Level 4 or to a lower level depending on your behavior. After removal, you must wait a minimum of 7 days before you are eligible to reapply for level 5 again.

PRIVILEGES

COMMISSARY PURCHASES

Commissary is where youth are allowed to spend money, they have in their account in the vending machines at the facility.

You may have your parents or guardian(s) bring you commissary money.

You must be on Level 2 and not on DRR or PDRR to be eligible for commissary.

You will be required to purchase a commissary break for \$1.50 on your checkbook sheet.

You are allowed to spend up to \$4.00 of your commissary funds during each commissary break.

COMMISSARY AVAILABILITY	
Level 2	Friday and Saturday on 2nd shift. Sunday on 1st shift.
Level 3	Friday on 2nd shift, Saturday and Sunday on 1 st and 2nd shift, and Holidays and days that school is not in session.
Level 4	Monday through Friday on 2nd shift and Saturday and Sunday on 1st and 2nd shift.
Level 5	Anytime (at staff discretion).

CHECKBOOK PURCHASES

Activity Purchases		
Level Required	Activity/Privilege	Cost
	T.V. time	.05¢ each minute except for the news or educational programs .
	Movies (when available)	\$4.50
	Board games	\$1.00-\$2.00 purchase
	Card games	\$1.00-\$2.00 purchase
Level 3 & up	Game boy/ Play Station	\$20.00 deposit - .10 per minute, behavior must be appropriate.
Level 3 & up	Radios/Radio Listening	\$20.00 deposit - .10 per minute, must be returned correctly and on time.
	Basketball	\$1.00-\$2.00 purchase
Level 4 & 5	Late night	\$25.00 includes food, TV, games, play station, or movie until 1:30 a.m. Available only when there is sufficient staff on duty
Sundries		
	Extra Shower Time	\$1.00/minute
	Seconds on Food	Staff Discretion; when available, second helpings of the main course and dessert will be auctioned off by level.
	Phone Calls	\$0.50
	Old Checkbook	\$1.00
	Paper (writing, drawing)	\$0.03/sheet

	Commissary Break	\$1.50 for 15 minutes
	Early shift change	\$5.00 per half hour
	Shave	\$3.00 at staff's convenience (Thursday & Sunday)
	Envelopes & stamps	\$0.50 (stamp is staff's signature)
Behavior Related Purchases		
	Cooldown	\$1.50
	Pushing Intercom during non-emergency	\$5.00
	Wasting Staff's Time	\$25.00/instance

INTERVENTIONS AND CONSEQUENCES

FINES

When you receive a fine for inappropriate behavior, you are expected to write it down immediately. When you are given interventions and consequences that you don't want to hear, it is important that you remain appropriate so that you will have more opportunities to earn feedback for responding in an appropriate and respectful manner. You will be given the opportunity to earn some of the money you lost by interacting the fine with the staff member who issued it to you. You are responsible to check back with the staff member that issued the fine to you and interact it by discussing the inappropriate behavior you displayed, what you could have done that would have been appropriate, the reason your behavior was inappropriate, the motivation behind your behavior, and what the consequences were for your behavior.

IN THE HOLE

A negative balance (in the hole) should be indicated with parenthesis () around the balance on your checkbook sheet. When you are in the hole, you will be expected to do something to earn your way back to a positive balance. It is important that you follow the program.

You are expected to do extra chores, copy work, think work or homework while you're in the hole.

- The task you are assigned to help you get out of the hole/negative will be determined by staff.

You may not purchase any privileges while in the hole, such as TV time, group activities, radio, and extras at meals or free time.

You may make and receive agency calls. You may receive personal calls.

You may purchase haircuts when you are in the negative/hole.

You may not talk to other residents until you are out of the negative/hole.

You must ask staff permission before leaving your assigned area.

RESTRICTIONS

You may be restricted from using or having an item if you misuse or destroy it, i.e., combs, brushes, toilet paper, books, cleaning supplies, clothing, pencil, etc. Restrictions will be reviewed weekly on Monday, Wednesday and Friday by Administration.

ACTIVITY RESTRICTION

You may be restricted from participating in activities as a result of inappropriate behavior, for medical reasons, or due to wearing the safety smock. Activities include but are not limited to: basketball, volleyball, dodge ball, calisthenics (PT). Non-medical restrictions will be reviewed Monday, Wednesday and Friday by Administration. Medical restrictions can **only** be removed by your doctor or the facility nurse.

COOL DOWNS

Cool downs are used when you become agitated, frustrated, are disrupting others, or not following instructions. You may request a voluntary cool down or staff may instruct you to take a cool down. If a staff member tells you to take

a cool down, you are expected to go immediately to the area designated. Cool downs allow you the opportunity to calm down and regain your composure. Each cool down will last 15 minutes.

After you have regained your composure, staff will discuss alternative behaviors with you and then you will return to normal activities and continue your day. You are allowed 2 staff instructed cool downs per shift before day room restriction is issued. Voluntary cool downs (which you request) will not count against you for day room restriction unless staff determine you are using them to avoid participation in school or assigned activities. If you use cool downs for extra sleep time, your bedtime that evening will be 2030 hours/8:30 p.m. to ensure you get the rest you need and you will not be eligible for buy-up/late night on the following weekend. If you refuse to go to a cool down or have to be physically helped, a security procedure will be called, and additional consequences will be issued. Cool downs cost \$1.50 and are recorded as a purchase on your checkbook sheet.

ROOM ROTATION

Room rotation is utilized when two or more residents are not to have contact with each other. When you are placed on room rotation, you take turns with the person(s) you are not to have contact with rotating between being in your room and being on the floor with the other residents. If you are serving Day Room Restriction or Permanent Day Room Restriction during any portion of your turn to be on the floor with the other residents, you will forfeit your turn on the floor. Room rotation is determined by Administration. There are two different types of room rotation.

No-Contact Rotation: is assigned when you and another resident are not to have contact because you are both involved in the same pending court case. The privileges you receive while on no-contact rotation are dependent on your level.

Behavior Rotation: may be assigned when staff have concerns that you and another resident are having difficulty getting along, are feeding into each other's negative behaviors, or may be a result of past relationships outside of the facility i.e. rival gang members. If you are on Behavior Rotation your expectations and privileges will be the same as Day Room Restriction.

DAY ROOM RESTRICTION (DRR)

Day Room Restriction is used when a youth is unable to manage their behavior, is continuing to act out and being generally disruptive, getting far behind on schoolwork, and not responding to less restrictive alternatives such as teaching interactions or cool downs. When a resident is on DRR, they complete all schoolwork and eat all meals served in their assigned room. While a youth is on DRR, the room door shall remain unlocked unless a Security Procedure is called, or their behavior begins to deteriorate. Youth will receive positive feedback on their checkbook sheet for following DRR expectations. DRR is assigned in 1-hour increments. If you fail to follow DRR expectations, your assigned time may be extended and/or you may be assigned lock down time. Day room restriction is an opportunity for you to avoid lock down.

EXPECTATIONS (DRR AND PDRR)

- Stay in your room.
- Ask permission before leaving your room.
- Stay on task with assigned activities, i.e. school work, reading, copy work, or other approved activities.
- Do not talk to youth outside of your room.
- You will be allowed to take cool downs.
- You are not allowed to sleep.
- Your door may be propped completely or partially open depending upon your behavior.
- You will be offered the opportunity to clean your room.
- You will not be allowed to complete any other chores.
- You are not eligible for commissary.
- You may be assessed a question deposit if you begin asking excessive questions.
- You will receive a DRR check in report. (The check in report is an opportunity to receive feedback for following expectations on DRR).
- You will complete a youth thinking report (YTR) before exiting DRR. Your YTR will need to be approved by staff.

<i>PRIVILEGES (DRR AND PDRR)</i>
You may receive agency or personal phone calls and visitations.
You may make agency calls.
You may make personal calls at staff's discretion if your balance is in the positive.
You may receive 30 minutes of activity time.
You may apply condiments to your food while being served.
You may receive 2 nd servings of fruits, vegetables, and bread.
You may have your pencil in your room to work on schoolwork or copy work.
Your personal visits will be 30 minutes in duration regardless of your checkbook level.
Bedtime 2030 hrs./8:30p.m.
You are not on lock down status.

PERMANENT DAY ROOM RESTRICTION (PDRR)

Permanent Day Room Restriction (PDRR) is utilized when residents have continual problems following program expectations (i.e., having contact with persons of the opposite sex, continually attempting to have contact with co-respondents in their case, passing notes of an inappropriate sexual nature, making comments about attacking staff or escaping from the facility, demonstrating poor self-control and unacceptable boundaries, behavior that is disruptive and threatening, etc.) Residents will follow the same expectations and have the same privileges as those outlined above for DRR. Placement on PDRR will be reviewed Monday, Wednesday and Fridays by Administration. Residents on PDRR will need to show consistent and significant improvement in their ability to follow the program and complete an acceptable Thinking Report in order to be removed from PDRR.

LOCK DOWN

You may be placed into lock down for any of the following reasons:

- You are out of control.
- You are refusing to obey reasonable and lawful requests.
- You are behaving in a way that presents a danger to self or others.

HOW DO I GET OFF LOCKDOWN?

- The amount of time you spend in lock down will depend on you.
- If you are following expectations, then you will be eligible to complete a Youth Thinking Report (YTR) to demonstrate you understand the facility's expectations and are ready to follow the program.
- Once you complete an acceptable YTR, you will be able to exit lock down.
- The decision about whether a YTR is considered acceptable or not is determined by Administration. If you do not complete an acceptable YTR on your first try, you will be provided with as many opportunities as necessary to complete a satisfactory report.

EXPECTATIONS

- You are expected to respond appropriately to staff.
- Reading and school material may be allowed if your behavior is appropriate.
- Shoes, socks, sweats, pencils, and checkbook sheets are not allowed in your room.
- If you choose to vandalize your room (i.e., damage to walls, sink, toilet, or bed), a police report may be filed.
- Prior to staff entering the room for meals, medication, etc., you will be expected to lie face down on the bed while locking your hands behind your head.
- When you are in lock down, you will not leave your room except to shower, exercise, attend scheduled court appearances, or other necessary appointments.
- You will be offered 30 minutes of individual exercise each day.
- If you have proven to be a security risk, you will be handcuffed and shackled when exiting lock down to shower, complete hygiene, attend agency visits, agency phone calls, and complete the 30 minutes of exercise time.
- If you do not follow lock down expectations while in lockdown, your time in lockdown will be longer.

RESTRAINTS

Our goal at DCYS is to not have to restrain youth. If your behavior escalates to the point that you are creating an unsafe environment for everyone, a security procedure will be called. Once the security procedure is called, all of your peers will be removed from the area to ensure their safety and provide you with some privacy while you try to regain your composure. We will request that you move to an assigned room under your own power. If you continue to refuse to move or act in a threatening manner toward others, you will be restrained. While you are restrained, staff will place you in handcuffs, leg shackles or flex cuffs so that you can be transported safely to a room. You will only be restrained or remain in restraints as long as it takes staff to move you into a room and ensure that you are safe. You will be placed in lockdown until you can successfully complete a Youth Thinking Report.

GRIEVANCES

If there is a situation that occurs that you disagree with and you have followed the chain of command starting with the staff member involved, and still feel that the issue has not been resolved, you may file a grievance. You may obtain a grievance form from staff to complete outlining your grievance. Once you have completed the form, please turn it in to any staff member so it can be forwarded to Administration for review. Your grievance will be reviewed with you by someone in Administration (Shift Supervisors, Operations Manager, Assistant Director, or Director).

DCYS Chain of Command
Director
↑Assistant Director↑
↑Operations Manager↑
↑Shift Supervisor↑
↑Officer in Charge↑
↑Corrections Officer↑

PROGRAMS AND ACTIVITIES

SCHOOL

School will be held during traditional school periods and during the summer. You are expected to attend class unless you are sick or have an appointment.

CLASSROOM EXPECTATIONS

Be Responsible by:

Being on time to class in the morning and after breaks.
Bringing all needed materials to class (pencil/eraser).
Remaining on task.
Keeping pencil/eraser with you at all times, except when staff instruct otherwise.
Leaving your checkbook sheet outside of the classroom.
Using the bathroom on breaks. Bathroom breaks cost \$2.00 during class time.
Keeping track of assignments.
Completing homework.
Not talking to day school students.

Be Respectful of others by:

Following the teacher's and staff's instructions.
Not swearing or making vulgar noises or obscene gestures.
Asking permission to talk to others or leave your seat.
Raising your hand if you have a question.
Not writing or passing notes.
Not leaving the classroom area without permission.

Be Safe by:

Not tipping your desk.
Not rolling around in your chair.
Keeping the area around your desk neat by placing materials under your desk.
Not feeding into the negative behavior of others.
Asking permission to walk behind staff.

If you are kicked out of class, you will be fined accordingly and placed on DRR. You will receive a purchase on your checkbook sheet for missing school. If you fall behind in your schoolwork, you may be placed on DRR until you are caught up. This will be determined by teaching staff.

PUBLIC LIBRARY BOOKS

Books from the public library will be checked out in the following manner:

- Library books may only be checked out during school hours.
- You may check out a maximum of two books out at any one time.
- Books must be returned to the teaching staff during school hours.

RESIDENT OF THE WEEK

You are eligible for the Resident of the Week recognition by displaying a positive attitude, responding appropriately to criticism, and following the 3 B's: Be Responsible, Be Respectful, and Be Safe. You must be caught up with your schoolwork. The Resident of the Week will be selected at the weekly school meeting and will be determined by the teachers and staff. Awardees of the Resident of the Week have the option to have their photo added to the "Gotcha!" frame.

<i>PRIVILEGES: RESIDENT OF THE WEEK</i>
\$25.00 earnings on your checkbook sheet.
Free room time/early shift change for the week.
Free radio time/PS3/Gameboy for the week.
Control the remote control of the TV for the week.
Free seconds at meals for the week when available.
Free phone calls for the week.
Free commissary break for the week.
Blue mat for the week.
Wear your personal shoes for the week.
Extra radio breaks as approved by the teachers for the week.
Carry the Resident of the Week checkbook sheet.
You may have ice in your water bottle.

Resident of the Week privileges last Monday-Friday of the week awarded. Resident of the Week is contingent upon consistent positive behavior and may be placed on a warning or revoked at any time if you neglect to continue to follow the rules and expectations.

RESIDENT OF THE WEEK WARNING: You may receive a Resident of the Week warning for negative behavior or failure to follow the program. Once a warning is given, you continue to have Resident of the Week privileges. Resident of the Week warnings will be documented in an incident report and reviewed by administration. The warning is in place until reviewed and removed by Administration. Administration reviews warnings and level requests on Monday, Wednesday and Fridays. If another problem occurs while you are on a warning, you will be removed from Resident of the Week.

RESIDENT OF THE WEEK REMOVAL: You may be removed from Resident of the Week by staff for negative behavior or failure to follow the program. If the issue is serious enough, staff may remove you from Resident of the Week with no warning. Resident of the Week removals will be documented in an incident report and reviewed by Administration.

PATIO

Staff will determine where games are played, what games are played, and when games are played.

EXPECTATIONS

Be Responsible by:

Following staff instructions at all times.
Participating to the best of your ability.
Asking permission to go back inside the building.
Picking up any trash before coming in to the building.

Be Respectful of others by:

Demonstrating good sportsmanship.
Remaining fully dressed at all times.
Not spitting on the pavement, fence, or building.

Be Safe by:

Not horse playing around.
Not touching the basketball goal, rim or the fence.
Not bouncing the ball off the walls, windows or fence.
Keeping equipment within the patio area.
Handling the equipment appropriately.
Not touching others in a rough or unnecessary manner.

YOUTH COUNCIL

All the residents and staff gather together to discuss and resolve any issues and/or concerns about general life in this facility. It is also an opportunity for you to plan activities, discuss rules, and make suggestions for changes. It is a time for you to voice (appropriately) your opinions about current problems or concerns you may have. This is an opportunity for residents to self-govern as they discuss issues and interact with each other to problem solve. There will be one Youth Council meeting per shift each week.

- Show that you are paying attention by sitting up straight, not fidgeting or making noises.
- Don't talk unless you have been recognized by the leader.
- Be tactful when discussing issues concerning other people.
- Calm discussion is expected; arguments are a waste of time.
- Raise your hand only if no one else is speaking or when voting.
- Everyone must vote on an issue put to a vote.
- Staff has the right to veto issues or solutions.
- Accept feedback, positive or negative.
- Changes or suggestions should be put in writing with a reason for why it should change.

Youth Council is not meant to be a forum to complain about staff.

RELIGION

You may request to call the minister of your church if you want to receive religious counseling or services. If you feel that you need to speak with a minister for any reason, notify staff and they will contact one for you. Participation in religious services and counseling is voluntary.

SPEAKERS/COUNSELING/GROUPS/4-H/ART

The facility will, from time to time, bring in speakers who will make presentations on a variety of subjects. You are expected to treat the speakers with respect and follow the expectations outlined below when they are here.

EXPECTATIONS

Be Respectful by:

Paying attention, using good posture (sitting up), and giving the speaker eye contact.
Waiting until the speaker is finished talking to raise your hand.
Only talking when you have raised your hand and have been recognized by the speaker.
Asking appropriate questions.

You are required to attend these events unless otherwise determined by staff.

QUIET READING/STUDY HOUR

EXPECTATIONS

- Sit in your assigned area.
- Study hour is "quiet time."
 - Silence is maintained until a staff member tells you differently.
 - No talking, laughing, distracting noises, inappropriate non-verbal's, facial or hand gestures.
- Raise your hand and wait for staff to address you.
- You need to be working on something; homework, think-work or reading.
 - Stay on task.
 - If you are in the hole, your homework comes first. If you have no homework, you need to do copy work.
 - Don't tear pictures or articles out of reading materials.
- Keep your chair flat on the floor, and don't roll around.

EMERGENCY PROCEDURES

SECURITY PROCEDURES

When a resident's or student's behavior is escalating and they are refusing to go to a room, they are creating an unsafe environment for everyone. To ensure your safety, staff will call a **Security Procedure**.

Security Procedure Expectations

- Follow staff instructions.
This may include moving to another location in the building or to your assigned room. It is important to follow staff's instruction immediately to ensure everyone's safety and so that the problem can be resolved quickly.
- Do not ask questions.
- Move to your room or other assigned location as quickly as possible.
Close your door and slide your pencil and checkbook sheet under your door.
Sit in your room quietly until the security procedure is over and staff let you out of your room.
Do not look out the window or push your intercom button.
- Once the problem has been resolved, you will be let out of your room.
Positive feedback will be given if you followed all instructions during the security procedure.
- If you do not follow instructions, you will receive fines and may receive Day Room Restriction time depending on the seriousness of your behavior.
- Residents who cause a security procedure may receive lock down time.

EVACUATION PROCEDURES

FIRE

In the event of a fire, all residents will exit the building into the fenced patio. If you are in your room at the time of the emergency, those in rooms on the ground level will exit through the doorway to the patio. Those in rooms on

the mezzanine level will exit through the stairwell doorway at the east end of the mezzanine out to the patio and stand along the back fence, quietly until given further instructions.

TORNADO

When weather conditions are threatening and it is necessary to seek shelter, staff will tell you which of the designated shelter areas you are to go to. You need to remain calm so that you can hear and respond to staff's instructions. You will sit on the floor with your legs crossed. If the threat is imminent, you will be asked to put your head down and cover your head and neck with your arms.

OTHER EVACUATIONS

There are other emergencies that might occur that would require an evacuation of the facility. In those situations, you will need to remain calm and follow staff's instructions.

DRILLS

Fire and tornado drills will be conducted on a monthly basis. Drills will be conducted as if there is an actual emergency. You will need to know what to do, *So Be Prepared*. Failure to follow security procedures and emergency drills may result in DRR.

TEACHING STEPS

FOLLOWING INSTRUCTIONS

1. **LISTEN** Show that you are listening by:
 - A. Eye contact
 - B. Not displaying inappropriate non-verbal's
 - C. Not interrupting
2. **CLARIFY** the instructions to make sure you understand what you have been asked to do.
3. **FOLLOW THE INSTRUCTIONS**
4. **CHECK BACK**

ACCEPTING CRITICISM

1. **LISTEN** Show that you are listening by:
 - A. Good eye contact
 - B. No inappropriate non-verbal's
 - C. No interruptions
 - D. Don't argue.
2. No Excuses.
3. **GIVE** suggestions on how to solve the problem and **ASK** for suggestions on how to solve the problem.
4. Make an agreement or commitment with the staff.
5. **SAY "THANK YOU"**.
6. Follow Through on the agreement/commitment.

APOLOGIZING

(An apology is not necessarily an admission of guilt.)

1. SAY YOU ARE SORRY.
2. STATE WHAT YOU DID WRONG.
3. STATE WHY IT WAS WRONG.
4. MAKE A COMMITMENT NOT TO DO IT AGAIN.

NEGOTIATING

(Every Fine is Negotiable, keep in mind this may not change the outcome.)

1. FOLLOW THE INSTRUCTION(S).
2. ASK POLITELY IF YOU MAY DISCUSS THE FINE WITH THE STAFF MEMBER WHO GAVE YOU THE FINE.
3. WAIT FOR AN ANSWER FROM THAT STAFF.
4. IF THE STAFF MEMBER AGREES TO ALLOW YOU TO NEGOTIATE: In a calm voice, without complaining, explain why you felt the fine was unfair.
5. LISTEN TO STAFF'S RESPONSE: Remember, do not interrupt or argue.
6. THANK THE STAFF FOR NEGOTIATING.

TEACHING INTERACTIONS

(You may not need to use all of these steps during an interaction.)

1. ATTENTION: This is simply asking the staff member to discuss the fine with you when that staff member has time.
2. INAPPROPRIATE: Discuss the inappropriate behavior that you were fined for.
3. MOTIVATION: Discuss what motivated your behavior. Were you trying to avoid a task, staff, or a peer? Were you trying to gain or obtain something, attention, a preferred activity, or an item?
4. APPROPRIATE: Discuss what you could have done that would have been appropriate.
5. RATIONALE: Discuss the reasons why your behavior was inappropriate.
6. REWARDS/CONSEQUENCES: Discuss the rewards (Positives) and the consequences (Negatives) of your behavior.
7. ACKNOWLEDGEMENT: This is taking responsibility for your behavior and understanding why the fine was issued.
8. PRACTICE: This is role playing with staff or practicing an appropriate behavior to replace the inappropriate behavior that was displayed.
9. FEEDBACK: This is the money you earn on your checkbook sheet for steps that were carried out through the interaction.
10. THANK STAFF: For interacting the fine with you.

DAILY SCHEDULE

6:30 AM	Staff will buzz your door open. You need to get up and get your clean clothes outside your door. You will prop your door open while you change clothes and place your dirty clothes outside your door. You will need to open your door and get your hygiene kit. Close your door and complete your hygiene.
7:20 AM	Staff will buzz your door open. You are exiting your room for the day. You are expected to remove everything from your room. Give staff your hygiene kit with everything in it, including the soap and washcloth. You need to fold and store your linens in the tan locker that is assigned to your room. Your books, toilet paper etc. should be stored in your assigned locker (blue). You will participate in morning PT exercises.
7:30 AM	Table assignments and expectations reviewed. Breakfast is served.
8:00 AM	Breakfast crew cleans up and chores are completed.
8:30 AM	School begins.
8:30AM	School is in session until 2:30p.m.
12:30 PM	Lunch is served.
1:30 PM	Resume school.
2:30 PM	Return to your room for shift change.
3:30 PM	Exit your room. Participate in PT exercises. Review teaching interaction expectations. School feedback is awarded.
4:00 PM	Chores or homework. Each resident will clean his/her room. Other facility chores will be completed also. Staff will check out chemicals and will ensure that the chores are completed properly.
5:20 PM	Dinner expectations are reviewed.
5:30 PM	Dinner is served.
6:00 PM	Dinner clean up. Evening chores completed.
6:30 PM	Homework, Physical Activity, Quiet reading, Art or other group activity.
7:30 PM	Free time, showers, TV, play station, board games.
8:00 PM	Snacks.
8:30 PM	Free time ends. Bedtime for Level 1, DRR, and PDRR.
9:00 PM	Bedtime for all Level 2 and Level 3. Level 3's may be allowed to purchase extra time up.
10:00 PM	Bedtime for Level 4 and Level 5. Level 4 and 5 may be allowed to purchase extra time up.

WEEKENDS

On weekends, the schedule is at staff discretion.

Late night may be offered to level 4 and 5 residents on Friday and Saturday nights and during Holidays.

- If late night is available, the bedtime will be: 1:30 AM

YOUTH MANUAL QUIZ

Directions: Select only one answer for each of the following questions.

1. What level will you be when you complete your intake processing?
 - a. Trustee
 - b. Level 1
 - c. Level 0
 - d. Level 3

2. How many personal phone calls can you receive per week if you are level 3?
 - a. As many as needed
 - b. 8 calls
 - c. 2 calls
 - d. 5 calls

3. How much time is permitted for each family visit?
 - a. Depends on your level.
 - b. 2 Hours.
 - c. You decide.
 - d. 15 minutes.

4. What time does a resident on level 1 go to bed?
 - a. When they want to.
 - b. 8:00 pm
 - c. 8:30 pm
 - d. 9:00 pm

5. Who can be added to your phone and visit list?
 - a. Your old girlfriend who is 18 years old.
 - b. Your best friend, little sister, and baby.
 - c. Your minister, mom, case worker, and lawyer.
 - d. Your dad's girlfriend and her kids.

6. What happens immediately following a contact personal visit?
 - a. You eat dinner.
 - b. You go to your room.
 - c. Staff give you feedback for your visit.
 - d. Staff conduct a strip search to make sure no contraband entered the facility.

7. Which of the following is the only acceptable form of physical contact for residents in this facility?
 - a. Simple handshake.
 - b. Hugging a close friend from back home who is locked up.
 - c. Holding hands with another resident who you think is cute.
 - d. Arm wrestling.

8. If you see an inappropriate situation, take place and do not want to have a consequence, what should you do?
 - a. Join in.
 - b. Stay out of it and say nothing.
 - c. Report it to staff.

9. Which of these behaviors does not demonstrate being safe?
 - a. Asking permission to walk behind staff.
 - b. Keeping the area around your desk neat by placing materials under your desk.
 - c. Touching others in a rough or unnecessary manner.
 - d. Not feeding into the negative behavior of others.

10. What should you do when a staff member instructs you to take a cool-down?
 - a. Argue with staff until staff changes their mind.
 - b. Stand still until staff leaves you alone.
 - c. Ask to talk to the supervisor.
 - d. Follow instructions immediately without arguing.

11. What happens if you fail to go to your room when instructed to by staff?
 - a. Nothing.
 - b. A security procedure may be called; you may be given lockdown and be escorted to your room by staff, if needed.
 - c. Staff will leave you alone until you want to follow instructions.
 - d. You can negotiate with staff about having to go to your room.

12. Where will you be seated if you are assigned to DRR?
 - a. At a dining table.
 - b. On the patio.
 - c. In your room or at a desk as directed by staff.
 - d. In the classroom.

13. Which of the following will NOT result in lock-down?
 - a. Talking to staff.
 - b. Being out of control.
 - c. Refusing to obey reasonable and lawful requests.
 - d. Behaving in a way that presents a threat to self or others.

14. What can you buy if you have a negative balance?
 - a. Seconds at dinner.
 - b. Play station time.
 - c. Extra snacks.
 - d. None of the above.

15. What can you do to earn money to get out of the negative?
 - a. Chores, think work/copy work, and homework.
 - b. Borrow another resident's money.
 - c. Write extra money onto your checkbook sheet.
 - d. Throw away your checkbook sheet so no one will know.

16. You can receive DRR for which of the following reasons?
 - a. Continually acting out and being disruptive.
 - b. Receiving multiple fines of the same nature.
 - c. Getting far behind on schoolwork.
 - d. All the above.

17. Which is an acceptable place for your pencil?
 - a. On the floor.
 - b. In your room.
 - c. In your hygiene box.
 - d. In your hand or the pencil holder.

18. How much money do you need to have on your checkbook sheet to be on level 2?
- \$50
 - \$20
 - \$25
 - \$100
19. How many personal photos and/or letters are you allowed to keep in your locker?
- As many as you want.
 - 5
 - None.
 - 10 of each.
20. How many times a day do you eat (including meals and snacks)?
- 3
 - 4
 - When you want to.
 - 2
21. How much does it cost to rent a board game?
- \$20
 - \$15
 - \$1.00-\$2.00
 - \$0.50 per minute
22. What must occur for you to be able to participate in commissary?
- Your parents must bring commissary money (increments of one- and five-dollar bills).
 - You must be on level 2 and not on DRR or PDRR.
 - You must purchase a commissary break for \$1.50 from your checkbook sheet.
 - All of the above.
23. When is mail sent out?
- Every day.
 - Mondays and Wednesdays.
 - Fridays.
 - Tuesdays and Thursdays.
24. What does splitting staff mean?
- Cutting a staff member with a sharp weapon.
 - Playing one staff against another.
 - Causing two staff members to agree.
 - Sharing your food with a staff member.
25. Which of the following is NOT a mealtime manner?
- Use utensils properly.
 - Chew with your mouth closed.
 - You may have two glasses of milk during a meal.
 - Keep your extra hand in your lap.
26. What days of the week are the nurses here to help you?
- Monday, Tuesday, and Wednesday.
 - Wednesday, Thursday, and Friday.
 - Monday and Friday.
 - Monday, Wednesday, and Friday.

27. How long must a resident stay in their room if they are sick?
- 12 hours
 - 15 minutes
 - 24 hours, or until cleared by the nurse.
 - 48 hours
28. Which articles of your personal clothing are you allowed to wear while you reside here?
- None listed below.
 - Jeans.
 - Underwear.
 - Necklaces.
29. Which of the following travel sized hygiene supplies can parents bring in for you?
- Shampoo & conditioner.
 - Lotion & toothpaste.
 - Deodorant & soap.
 - All of the above.
30. Which of the following are the expectations for using the stairs?
- Only one person at a time, don't skip stairs.
 - Run up them as quickly as possible.
 - Walk up them backwards.
 - Use the handrail to slide down.
31. Which of the following escape related topics will result in consequences?
- Joking about someone else escaping.
 - Talking on the phone about escaping.
 - Drawing maps of the facility.
 - All of the above.
32. Which of the following groups is NOT contraband?
- Lighters, cigarettes, marijuana.
 - Facility pencil & checkbook sheet.
 - Replicas of a weapon.
 - Paper clips.
33. What kind of tattooing/ marking is allowed in the facility?
- Writing on yourself.
 - Carving on another resident with a sharp object.
 - None.
 - Temporary tattoos done with markers.
34. All visits must be scheduled at least.
- 8 hrs. in advance.
 - On the same day.
 - 24 hours in advance.
 - 1 week in advance.
35. How much does it cost to purchase a commissary break?
- \$0.50
 - \$1.50
 - \$2.50
 - \$3.50

36. How much does it cost to shave?
- It's free.
 - \$4.50
 - \$3.00
 - \$5.00
37. How much does it cost to use the bathroom during school when it's not a scheduled break time?
- \$1.00
 - \$2.00
 - \$3.50
 - \$8.00
38. What are rules for properly wearing your clothing while you are here?
- You can wear your personal clothes as long as you have a belt.
 - You can take off your shoes whenever you want.
 - Shirts tucked in, no sagging, don't roll up sleeves or pant legs.
 - You can wear your shoes into your room at shift change.
39. What can happen if you damage property of the facility?
- You will receive a fine.
 - You may have to help fix the damage.
 - You may have new criminal charges.
 - All of the above.
40. If you are placed on DRR for your behavior, what will you not be allowed to do?
- Make phone calls.
 - Receive phone calls and visits.
 - Talk to your peers.
 - Clean your room.
41. How often is Youth Council held?
- Each day.
 - Once a month.
 - Never.
 - Twice a week, once on 1st shift and once on 2nd shift.
42. Where are you supposed to go during a fire or a fire drill?
- Patio.
 - Bathroom.
 - Your room.
 - Home.
43. How many staff instructed cool downs are you allowed to receive each shift before you receive DRR?
- As many as you need.
 - 2
 - None.
 - 3
44. What time is morning hygiene?
- 5:00am
 - 6:30am
 - 7:00am
 - 8:00am

45. We have a no tolerance policy for gang activity. Which of the following could result in consequences for suspected gang activity?
- Gang related writing or drawings.
 - Hand gestures of any kind.
 - Shaving eyebrows or wearing clothes in a certain manner.
 - All of the above.
46. You could receive PDRR if you do any of the following?
- Have contact with people of the opposite sex.
 - Have contact with someone you committed your alleged crime with.
 - Pass notes.
 - All the above.
47. The Youth Manual has ALL the rules for this facility listed in it?
- True.
 - False - some rules change at staff discretion.
48. You could be placed on room rotation.
- For receiving too many fines.
 - For arguing with staff.
 - For not getting your schoolwork completed.
 - If you are not to have contact with another resident.
49. What are the three keys to success?
- Respect, Responsible, Safety.
 - Safe, Security, Respect.
 - Arguing, Complaining, Negotiating.
 - All the above.
50. You may mail a letter to the District Attorney and Judge only with the explicit permission from your attorney.
- True
 - False
51. How long is your shower if you are on level 3
- 7 minutes
 8. Minutes
 - 9 minutes
 - 10 Minutes
52. If on level 4, you may buy up on the weekends at staff's discretion until
- 2130
 - 2200
 - 2230
 - 2300
53. You may take early shift change at \$5 per half hour if
- You are caught up on schoolwork.
 - Are not on DRR/PDRR.
 - Have a positive checkbook balance.
 - All of the above.

When you have completed this quiz, raise your hand and wait for staff to acknowledge you to let them know you are done. If you miss any questions, you will be required to make corrections. Take your time and check your answers!