

**Douglas County Department of Criminal Justice
Services**

**DAY SCHOOL PROGRAM
MANUAL**



Do Not Write on This Manual

MISSION STATEMENT

The Day School Program is established to facilitate academic and behavioral success within a highly structured setting.

STUDENT'S RESPONSIBILITY

I understand that it is my responsibility to follow the rules and expectations of the Day School Program. I understand that it is in my best interest to work to my potential and manage my behavior appropriately. I understand that my academic and behavioral successes in the Day School Program will enhance my ability to succeed in the community.

Youth Signature

Date

Staff Signature

Date

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RIGHTS OF YOUTH

While you are a student at Youth Services 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 student 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. Students 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

The Day School Program is for youth who have been court ordered to attend detention day school. All of the students in this program are here for a variety of reasons. We encourage you to respect the privacy of others who reside or attend school here. Having contact with other day school students outside of school hours is prohibited. You are not to have contact with other day school students outside of day schools.

During your time here, you will learn to take responsibility not only for your assigned work, but also 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 checkbook 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 day school 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.

CONTRABAND

KSA 21-5914

- Traffic in or unauthorized possession or distribution of contraband in penal institutions. (a) Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution, any item without the consent of the administrator of the correctional institution. (c) Traffic in contraband in a correctional institution is a severity level 6, non-person felony.

Definition:

Contraband - Any item that is illegal to possess or that can be used as a weapon or fabricated into a weapon or used for purposes of escape. **This includes, but is not limited to; matches, cigarettes, alcohol, drugs, medication, money, cell phone, jewelry, hair pins, acrylic fingernails, or any item that has not been specifically authorized. **These items will be confiscated and given to the person responsible for supervising your case while you are in day school or Law Enforcement.**

What happens if I bring in contraband?

If you are suspected of bringing contraband into the facility, you may be strip searched.

If it is discovered that you have brought in contraband pursuant to KSA 21-5914, Law Enforcement may be contacted, and a police report may be filed. You may also be arrested and admitted to juvenile detention.

Other consequences may be given i.e., staying after school, fines, Day Room Restriction, loss of curfew, etc.

For the safety of yourself and others, do not bring contraband into the facility.

DAY SCHOOL ROUTINE

GENERAL CONDUCT

There are consequences for all behavior. You will make the decision to display appropriate or inappropriate behavior. The day school program utilizes the token economy system to manage student behaviors. This system encourages each student to display appropriate behavior. You will be expected to treat your peers, teaching staff, DCYS staff, and visitors with respect. Abusive treatment of others by use of force or coercion, threatening or degrading language or behavior will not be tolerated. If you behave in such a manner, expect to receive consequences for your behavior.

ARRIVAL

When you arrive to the Day School, you are to **remain quiet in the lobby until a staff member comes to get you. You are to follow the instructions of staff.** You will be pat searched prior to changing into day school clothing. Your property will be searched and stored in your day school locker. **You are ONLY allowed to bring a picture ID and your house key.** If you are in transition to public school, you may bring a backpack that contains school materials only. You must have prior permission from your JSO to bring other items to day school. Bringing items to school that are not allowed or were not authorized, may result in fines and other consequences as determined by staff.

STAFF

(Corrections Officers, Teachers, Paraprofessionals, Administration, Juvenile Services Officers (JSO), Volunteers, Nurse)

The staff and teachers are here to help you learn and assist you in having success in the Day School program. If something is frustrating you and you wish to discuss it appropriately, they are willing to listen and assist you in whatever way they can. If you choose not to do what is asked of you or if you choose to act inappropriately, you are also choosing the consequences.

CONTACT REQUEST FORMS

If you need to speak to any member of administration or your JSO if you have one, you will need to fill out a contact request form during your school breaks. Try to be specific about what you need to speak with Administration or your officer about so they can determine the priority your request should be given. These forms are located on the bookshelf. This form will be turned in by staff and the person that you requested to speak to will meet with you at his or her convenience. You only need to fill out one form per request.

TELEPHONE AND FIELD SURVEILLANCE (Probation and conditions of Release (COR) youth ONLY)

Telephone and field surveillance will be conducted by corrections staff on a daily basis. Surveillance helps your JSO to know if you are following the rules, especially your curfew. There are two types of surveillance:

- Field – A staff person from DCYS will stop by your house after your curfew to see if you are there.
- Telephone – A staff person from DCYS will call you on the phone after your curfew to make sure you are home. If no one answers, staff will leave a message. If you miss a call, you need to call back

immediately. If a parent or guardian calls the facility to report problems with you at home, you will receive a purchase on your checkbook sheet.

You will have the opportunity to earn positive feedback if you are where you are supposed to be when staff contacts you for surveillance. If you are not available or not where you are supposed to be, you will receive a purchase on your checkbook sheet. Your JSO will provide you with surveillance feedback.

FORMS

You will be given several forms to take home for your parents/guardians to fill out and sign.

<i>Health History:</i>	The health history is information we are required to keep on each youth who attends school or is housed at the facility in order to comply with our state license.
<i>Medical Consent:</i>	The medical consent allows Youth Services staff to dispense medications prescribed for you and/or over the counter medications (i.e., Tylenol, cough drops, antacids) when you are not feeling well. The medical consent also gives permission for you to participate in the Bert Nash counseling group.
<i>Tuberculosis (TB) Form:</i>	The TB skin test is a required health screening tool for all youth who attend school at the facility. You will only be required to take the form home for signature if we have no record of a current TB skin test.
<i>Transportation Release:</i>	This transportation release allows Youth Services staff to transport you should you miss the bus or be required to stay after school.
<i>Bus Behavior Contract:</i>	The bus contract outlines the school district's expectations about your behavior on the bus.
<i>Free and Reduced Meal:</i>	The meal form determines your eligibility to participate in the free breakfast and lunch program. You will still be provided with breakfasts and lunches whether you qualify for the program or not.
<i>Dental Consent Form:</i>	The Douglas County Dental Clinic Friendly Smiles program provides dental services at the CJS-Youth Services building twice per school year. If you would like to receive dental services, you need to have the form completed by your parent or guardian.

You will be required to write down a deposit on your checkbook sheet to ensure the forms are returned the next day. If you return forms the next school day you will receive positive feedback, if the forms are not returned the next school day you will lose your deposit and be issued an additional deposit each day you do not return forms signed by your parent/guardian.

TRANSPORTATION

You are expected to ride the school bus to day school every day. Transportation expectations are, but not limited to, the following:

1. You must stay seated at all times.
2. Be courteous and do not use profane language.
3. No eating or drinking on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver.
6. No smoking.
7. No destructive behavior.
8. Keep hands, feet, and head inside the bus.
9. Females sit with females, males with males.
10. No gum or candy.
11. Do not leave anything on the bus.

The bus driver will provide behavior/conduct reports to the Youth Services staff. Inappropriate behavior will result in consequences. If the bus driver reports that your behavior on the bus has been inappropriate, you will receive a substantial purchase on your checkbook sheet and will be expected to write an apology letter to the bus driver using the steps to an apology outlined later in this manual. You will need to have the letter signed by the bus driver and return it to staff the next day. You will receive feedback when this letter has been returned to staff. A copy of the behavior/conduct report will be forwarded to your parent/guardian. If you receive a bus incident report, you may have to stay after school until 4:00p.m./1600 hours or 8:00p.m./2000 hours, and a \$100.00 purchase will be assessed.

If you miss the bus and get a ride to school before 08:30a.m., you will only receive a \$50.00 purchase on your checkbook sheet. If staff has to give you a ride or you arrive after 08:30a.m., you will receive a \$100.00 purchase. If you miss the bus multiple times in a week, you will receive additional consequences.

PHYSICAL CONTACT

Horseplay, wrestling, hitting, back-rubs or any kind of physical 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**.

PERSONAL CARE

HEALTH

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. You may be required to write down a purchase if you are wasting the nurse's time.

SICK BED

If you are sick, you still must report to school. 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 may be placed on sickbed and expected to stay in a room.

MEDICATION (R)

All medicine will be locked in the medical room.

Prescription medicine will generally be given out at 8:00 a.m./0800 hours, 12:00 p.m./1200 hours, 4:00 p.m./1600 hours, and 8:00 p.m./2000 hours. Over-the-Counter medications are generally administered at 12:00p.m./1200 hours, 4:00p.m./1600 hours, and 8:00p.m./2000 hours.

- You are expected to take your medication as directed.
- 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.
- Refusal to take medications or complete medical treatments as prescribed prevents us from ensuring that you receive proper medical treatment while you are in day school.
- 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.
 - Your parents or guardians are responsible for providing and refilling medications as needed.
 - You are not allowed to bring medication on the bus unless otherwise directed by staff.

MEDICAL APPOINTMENTS

If you need to miss school for a doctor's appointment, mental health evaluation, therapy etc., your parent/guardian will need to notify your JSO or truancy officer. Upon your return to school, you are required to bring a doctor's note to verify your attendance at the appointment. Failure to return a doctor's note may result in consequences such as staying after school.

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 safety blankets and wear the safety smock any time that you are placed in a room with the door closed (i.e., lockdown, shift change.) You may submit a written request to be allowed to discontinue using safety blankets and wearing the safety 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.

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

DRUG TESTING

There will be times when the person responsible for your case will request a UA from you. You will be notified when a UA has been requested. You will be required to write down a \$100.00 deposit and complete the UA before leaving school for that day in order to receive a full refund of your deposit. If your UA results are positive, you will receive a \$50.00 purchase on your checkbook sheet and your urine specimen may be sent into the lab for further testing and levels.

CLOTHING

Your clothing will be stored in your locker while you are in day school. Your locker may be searched by staff at any time to inspect for contraband. You will be wearing facility clothing and shoes (depending on your level) while in day school. You will be expected to be fully clothed, including socks and shoes, at all times. Boys are required to wear briefs or boxer briefs due to the physical education activities. Girls must wear bras with no underwire and panties (no bikini or thong style underwear). No makeup, nail polish, jewelry, acrylic nails, barrettes, bobby pins, or any other accessories are allowed. Clothing should be appropriate and not of a provocative nature. Socks must be appropriate (no inappropriate graphics, gang colors, etc.). Slippers are not allowed. Wearing inappropriate clothing will result in you being required to rent facility clothing for the day.

Clothing is to 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.

PERSONAL HYGIENE

You will be expected to have performed appropriate personal hygiene *before* coming to day school. This means you have showered or bathed recently and have clean and neatly combed hair. If you arrive in an unkempt manner, you will be instructed by staff to perform personal hygiene tasks (i.e., shower, brush teeth, or comb your hair.). You will receive a purchase for shower and/or staff time. Feminine hygiene products will be provided by the facility.

LAUNDRY

Clean clothes will be given to you each school day. You are expected to wear them throughout the day. 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.

After you have changed into your street clothes, you are expected to place your day school clothes in the laundry cart. Clothes should be right side out. The day school locker room should also be left in an orderly fashion.

SCHOOL

School will be held during traditional school days and during the summer. School is in session six hours each day (except holidays and staff meeting days). 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.
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 other students without permission.
Not using the computer to access inappropriate web or social media sites.

Be Respectful of others by:

Following the teachers 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.
Not feeding into the negative behavior of others.
Asking permission to walk behind staff.

KICKED OUT

If you are kicked out of class, you will receive a fine and will be placed on DRR for a minimum of an hour. You will receive a purchase on your checkbook sheet for missing school.

POINT SHEET

You will be given a daily point sheet which will determine how much you earn each day. You will be required to take your point sheet home every day and have your point sheet signed by your parent/guardian and return the signed point sheet the next school day. You will receive a purchase if you do not return your signed point sheet.

POINT SHEET EXPECTATIONS

Appropriate

- Having all materials
- On time to class
- Staying in your seat
- Being polite
- Paying attention to teacher
- Ignoring other’s inappropriate behaviors
- Talks with permission
- Following verbal directions
- Turning in assignments on time
- Positive social behavior
- Completing assignments
- Following written directions

Inappropriate

- Not having all materials
- Late to class
- Being out of seat
- Being impolite: making noises or inappropriate gestures
- Daydreaming, off - task, sleeping
- “Feeding in”, swearing out loud or under breath
- Talking without permission
- Making remarks to teacher (talking back or arguing)
- Initiating conflicts
- Anti-Social behavior
- Failure to complete assignments
- Failure to follow directions

ASSIGNMENTS

All students are required to complete assigned work in each subject at 80% or better or per their ability. Please understand this is only the minimum requirement.

Even if you have the required assignments completed early in the week, you may continue to work on additional schoolwork, other assigned or voluntary tasks.

Extended Learning – Teachers may have you stay afterschool until 4:00pm/1600 hours if you are behind in your schoolwork.

BREAKS

You will be allowed to take restroom breaks during class time, but you may be charged or fined on your checkbook for not taking care of your personal needs during your breaks. Group breaks will be held periodically in the day school area. Obtain permission from staff before going to the restroom or water fountain. (Knock before entering the restroom).

GRADING

You need to put your name, date, class, assignment number, and the page number at the top of your paper. If you do not complete the assignment with a grade of at least 80%, you will be required to correct your work in an effort to improve your grade. If you need help, please ask!

HEADINGS ON PAPER

NAME
DATE
CLASS
ASSIGNMENT NUMBER
PAGE NUMBER

HOMEWORK REQUIREMENTS

Students may have homework assigned to them by the teaching staff. **If you are behind in your schoolwork, it is your responsibility to ask for homework to get caught up.** Assignments should be completed and returned **on time**, to be graded. If you choose *not* to complete the assignment, there will be *negative consequences* as you will lose daily points and the ability to buy out time on the weekend. You will also be required to stay after school to complete your assignments and your weekly progress report will reflect your lack of responsibility. You will be required to write down a deposit for textbooks and notebooks that you need to take home to complete homework. Homework and deposits must be approved by the teacher. Refunds will be determined by the teacher and are dependent on getting homework completed. If you are behind on schoolwork, you will not be allowed to participate in extracurricular activities at your home school.

TRANSITION TO PUBLIC SCHOOL

In order to be eligible for transition to public school:

- Your behavior score must be 85% or better for a *minimum* of 4 consecutive weeks.
- You must be in compliance with the conditions of your probation or court orders.
- You must be turning schoolwork in on time and remaining caught up with assignments.
- You must be recommended for transition by the school staffing team.

Keep in mind that public school transitions often take place at the 9 weeks and semester breaks because it is easier for day school students to rejoin classes at the natural school breaks.

SUMMER SCHOOL

Summer School attendance is based on the need to recover credits which is determined by the teaching staff.

FREE FRIDAYS

In order to be eligible to participate in “Free Friday”; you must have all of your assignments for the week completed, have an average behavior score of 85% or higher on your behavior point sheet for the week, and have a positive balance on your checkbook sheet. This will be determined by teachers and staff. During “Free Friday”, you may participate in activities as designated by teachers and staff.

STUDENT OF THE WEEK

You are eligible for the Student 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 Student of the Week will be selected at the weekly school meeting and will be determined by the teachers and staff. Awardees of the Student of the Week have their name posted in the “Gotcha!” frame.

<i>PRIVILEGES: STUDENT OF THE WEEK</i>
\$25.00 earnings on your checkbook sheet.
5 raffle tickets added to the bicycle raffle.
1 st in line at meals and dress out times for the week.
Free seconds at meals for the week when available.
Wear makeup/nail polish for the week.
Free buyout time for the week as approved by your JSO.
Wear your personal shoes for the week.
Carry the Student of the Week checkbook sheet for the week.
Have ice in your water bottle.

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

STUDENT OF THE WEEK WARNING: You may receive a Student of the Week warning for negative behavior or failure to follow the program. Once a warning is given, you continue to have Student of the Week privileges. Student 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 Student of the Week.

STUDENT OF THE WEEK REMOVAL: You may be removed from Student 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 Student of the Week with no warning. Student of the Week removals will be documented in an incident report and reviewed by Administration.

PROGRAMS AND ACTIVITIES

PHYSICAL EDUCATION

Students who are enrolled in physical education must participate in P.E. unless they are excused by the nurse or their physician. Those students who are unable to participate will be given a written assignment to complete for credit.

PE EXPECTATIONS: (this is not all inclusive)

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 sports equipment or trash before coming into 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.
Not picking up, throwing, or playing with gravel on the patio.

SPEAKERS/ COUNSELING/GROUPS/ART

The facility will, from time to time, bring in speakers who will make presentations on a variety of subjects.

EXPECTATIONS

Pay attention by:

- Giving the speaker eye contact.
- Avoid fidgeting or making distracting noises.
- Use good posture, Sit-up.

Be respectful to the speaker and others by:

- Waiting until the speaker is finished talking to raise your hand.
- Not talking unless you have raised your hand and been recognized by the speaker.
- Asking appropriate questions.

You will be required to attend these events unless you are sick, have an appointment, have a court appearance, or are restricted due to behavior issues.

MEALS

Breakfast and lunch are provided to you by the Lawrence School District.

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.

MEAL EXPECTATIONS

- Students are to remain quiet until staff sits at the table or directs otherwise.
- Move through the line in an orderly fashion, do not talk in line. (Ladies first)
- Return to your assigned seat and wait for everyone at your table to be seated before you begin to eat.

TABLE MANNERS

- Place the 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.
- Chairs are to remain flat on the floor.
- Use appropriate utensils, not your hands.
- Ask to be excused if you need to leave for any reason.
- No talking between tables without permission.
- Make sure table conversation is appropriate.
- Don't trade or share food.

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. Writing on any building or equipment surface shall be considered graffiti. Any damage to property will result in consequences and a police report may be filed.

CONTROL ROOM, CONTROL COUNTERS

For Staff 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, you must stand an arm's length away at all times. Failure to do so will result in a fine.

CHORES

You will be expected to help keep the facility clean by working in the kitchen and completing daily chores. Extra chores may be assigned during breaks. You are expected to be responsible with chemicals and cleaning equipment. If you are behind in schoolwork, you will be placed on the no chore list. The teaching staff determines which students are on the no chore list.

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 privileges and other items. You may *only* purchase privileges if you have a *positive* balance (above \$0.00) on your checkbook. A *negative* balance (below \$0.00) is known as "in the hole." Maintaining a positive balance allows you to be eligible to purchase weekend privileges while on house arrest, i.e., later curfew, time out, 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 or when you are in the Day Room.

- During class, your checkbook sheet will need to be at Control 3.
- If you cause a Security Procedure by losing your pencil or eraser, you will receive a fine and possibly after school time and DRR.
- You will need to record earnings, purchases, and fines and calculate the balance after 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 school day in which you received them. Failing to do so will result in consequences.
- 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.
- If staff determine that you are cheating on your checkbook sheet, the amount you cheated may be doubled and a fine may be added. Failing to write down a fine or purchase may result in a 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. You won't be able to make any purchase until you are in the positive on your checkbook sheet.

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

RESTRICTED

You may be on Day Room Restriction (DRR), Permanent Day Room Restriction (PDRR), Room Rotation (RR) or locked isolation (lockdown) due to your behavior. You are kept separated from your peers. When you are on restricted status you remain in an assigned room for school and meals.

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.

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.

LEVEL 3: MOTIVATED

You are motivated and have a check book balance of at least \$100.00. You are eligible for a 7:00p.m./1900 hours curfew when you obtain a balance of \$300. This is reviewed by JSO staff weekly. Privileges may be purchased according to your checkbook balance.

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 and displaying leadership, demonstrating respectful behavior towards others, promoting a safe environment, and volunteering for chores. You must have been attending school at the facility for at least one week, filled out a Level 4 application, and received administrative approval. Administrative reviews of level requests are done on Monday, Wednesday, and Friday.

Level 4 students are expected to model appropriate behavior and receive minimal fines. They are to set a positive example for their peers and in return will receive additional privileges. Privileges include the following:

<i>LEVEL 4 PRIVILEGES</i>
You may get a drink or use the restroom for free during class time, if okay with the teacher.
You may stand at the front of the food line and have the first opportunity to purchase seconds when offered.
You may wear your own tennis shoes.
You have the first opportunity to volunteer for chores and assignments.
You are first to dress out after school.
You are exempt from group consequences.
May purchase a higher curfew at their JSO officer's discretion.
You are eligible for a 9:00p.m./2100 hour's curfew as long as your balance is \$400.
You may purchase time out past your curfew for ½ price.
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 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 you 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.

<i>LEVEL 5 PRIVILEGES</i>
You may get a drink or use the restroom for free during class time, if okay with the teacher.

LEVEL 5 PRIVILEGES
You may stand in the front of the food line and have first opportunity to receive seconds when offered.
You may wear your own tennis shoes.
You are first on the list for chores.
You are first to dress out after school.
You may listen to music after your work is completed.
You may wear nail polish and make-up.
You are exempt from group consequences.
You will receive 5 community service work hour credits every Friday.
You will not have to pay for the “buy out” time, however, you will need to fill out a “buy out” sheet and submit it to your JSO for approval.
You are eligible for a 10:00p.m./2200 hour’s curfew as long your balance is \$500.
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 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.

OUT OF HOME PLACEMENT

If you are in an out of home placement, you are *not eligible for a curfew*. Your behavior in both placement and Day School will be taken into consideration when you request a home pass.

PRIVILEGES

REWARDS

Rewards for positive behavior and academic success may include any of the following:

- Buy out privileges.
- Change of curfew.
- Recommendation to return to public school.
- Positive reports to parents, courts, and your JSO.
- Positive feedback (earnings) on your checkbook sheet.

BUY OUT TIME

When you have a positive balance on your checkbook sheet and you are complying with the conditions of your probation or Conditions of Release, you will have the opportunity to purchase time outside of your curfew on evenings and weekends. When buying out time, you must fill out a buyout form sheet.

1. On the form, indicate the date, time, location, and persons you will be with during your buy out time.
2. You will pay \$5.00 per hour for the time out (unless you are Level 4, Level 5, or Student of the Week). Write the purchase amount of your buyout on your checkbook sheet. You must have at least a \$30.00 balance remaining on your checkbook sheet when purchasing time out.
3. Take the form home and have your parent/guardian sign it before turning it in to your JSO.
4. Once it is signed by your parent/guardian, staff will advise your JSO if they recommend approval of your buyout request when they forward your request to your JSO.
5. Your JSO will notify you if your time has been approved.

NOTE: If you call staff after hours to ask permission to buy time out, you will receive a purchase for wasting staff's time.

INTERVENTIONS AND CONSEQUENCES

Consequences for negative behavior may include:

- Loss of school points and fines.
- Cool down.
- Day Room Restriction, Room Rotation, or Permanent Day Room Restriction.
- After school time may be assessed.
- Lock down time (based on your behavior).
- Special Incident Reports being forwarded to the District Attorney's office and JSO staff.
- Serious infractions may result in a police report.

If staff is contacted after school hours by a parent, guardian, or the surveillance officer regarding your behavior at home, you will be issued a purchase for wasting staff's time.

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 go to 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. You will receive day room restriction if you need to receive additional staff instructed cool downs. 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. As long as you continue to follow instructions, you will be able to return to class after 15 minutes. 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. Each cool down you take will cost \$1.50 and be recorded as a purchase on your checkbook sheet.

ROOM ROTATION (RR)

Room rotation is utilized when two or more students 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 a room and being on the floor with the other students. 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 students, you will forfeit your turn on the floor. Room rotation is determined by Administration. Students may earn up to half of their points on their daily behavior point sheet if they are completing schoolwork. There are two different types of room rotation.

No-Contact Rotation: is assigned when you and another student are not to have contact because you are both involved in the same pending court case.

Behavior Rotation: may be assigned when staff have concerns that you and another student 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.

DAY ROOM RESTRICTION (DRR)

Day Room Restriction is used when you are unable to manage your behavior, continue to act out and are being generally disruptive, getting behind on schoolwork, and not responding to less restrictive alternatives such as teaching interactions or cool downs. If you receive DRR during the school day, you may remain after school until at least 4:00p.m./1600 hours. When you are on DRR, you are expected to complete all schoolwork and eat all meals served in your assigned room. The room door shall remain unlocked unless a Security Procedure is called, or your behavior begins to deteriorate. Students may earn up to half of their points on their daily behavior point sheet if they are completing schoolwork. You will receive positive feedback on your 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 lockdown time. Day Room Restriction is an opportunity for you to avoid lockdown.

EXPECTATIONS

- 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 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 needs to be approved by staff before you will be removed from DRR status.

LOCK DOWN

You may be placed into lockdown for 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 threat to yourself 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 that 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 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, sweats, pencils and checkbook sheets are not allowed in your room.
- Prior to staff entering the room for meals, medication, etc., you will be expected to sit down on the bed.

RESTRAINTS

Our goal 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 (see Emergency Procedures section). 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. Staff may place you in restraints 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. If you harm peers or staff members, a police report will be filed. You will be placed in lockdown until you can successfully complete a Youth Thinking Report.

GANG ACTIVITY

There is **ZERO** tolerance for gang activity. If you are caught in possession of, or produce gang writing or gang related drawings, using hand gestures of any kind ("Peace sign" "OK" "Thumbs up" "The Bird" etc.), using any gang related (or **suspected** gang related) slang or speech, symbols or symbolisms (i.e., wearing clothes in a certain

manner), your behavior will result in a fine and possible further consequences if you continue the behavior. If you have any question about what is and what is not appropriate you need to ask a staff member.

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.

- Talking or joking about rioting or escape with any of the other students or facility residents is **prohibited**.
- Knowing about a plan to riot or an escape plan and not reporting it to staff, will result in consequences.

TATTOOING

You will not be permitted to tattoo, mark or write on yourself or others. If you arrive at school with a new tattoo, it will be photographed and your officer will be notified.

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 you 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).

CJS-YS Chain of Command
Director
↑Assistant Director↑
↑Operations Manager↑
↑Shift Supervisor↑
↑Officer in Charge↑
↑Corrections Officer↑

DAILY SCHEDULE

The daily schedule is subject to change based on activities and scheduling needs.

0745 - 0800 AM	ARRIVAL AND CHANGING INTO FACILITY CLOTHING
0800 - 0820 AM	BREAKFAST
0830 - 0937 AM	HOMEROOMS
	8-minute break
0945 - 1047 AM	1 ST ROTATION
	8-minute break
1055 - 1155 PM	2 nd ROTATION
1200 - 1230 PM	LUNCH
1230 - 1302 PM	HOMEROOM
	8-minute break
1310 - 1355 PM	PE
1400 - 1430 PM	SILENT READING
1430 PM	STUDENTS DRESSED OUT TO GO HOME

EMERGENCY PROCEDURES

SECURITY PROCEDURES

When a resident or student behavior is escalating and they are refusing to go to a cool down or room, they are creating an unsafe environment. 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.

No talking.

Move to the assigned location as quickly as possible.

You will be asked to face away from the incident/problem.

If you are in a room/cell:

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 DRR depending on the seriousness of the behavior. Residents/students who cause a security procedure may be placed in lockdown.

FIRE

In the event of a fire, all students will exit the building through the day school entrance. You are to remain quiet and stay with staff and teachers until given further instructions. If you are in the detention area or a room at the time of the emergency, you will exit through the patio doorway located near the Detention Operations Managers office. When you are in the patio area, stand along the back fence quietly until given further instructions.

TORNADO

When weather conditions are threatening and it is necessary to seek shelter, all students will need to remain calm so that they can hear and respond to staff's instructions. Staff will tell you which of the designated shelter areas you are to go to. Students/residents will sit on the floor. If a tornado is eminent, youth should then put their heads down and cover their head and neck with their 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 periodically. 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

STEPS TO FOLLOWING INSTRUCTIONS

1. LISTEN. Show that you are listening by:
 - A. Eye contact
 - B. No inappropriate non-verbal's (eye rolling, sighing etc.)
 - C. No interruptions
 - D. Don't argue
2. CLARIFY the instructions to make sure you understand what you have been asked to do.
3. FOLLOW THE INSTRUCTIONS
4. CHECK BACK

STEPS TO ACCEPTING CRITICISM

1. LISTEN. Show that you are listening by:
 - A. Good eye contact
 - B. No inappropriate non-verbal
 - C. No Interruptions
 - D. Do Not 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 staff.
5. Say "THANK YOU"
6. FOLLOW THROUGH on the AGREEMENT/COMMITMENT.

STEPS TO 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 for the future (not to do it again)

STEPS TO NEGOTIATING (Keep in mind this may not change the outcome.)

1. FOLLOW THE INSTRUCTIONS
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, don't interrupt or argue.
6. THANK THE STAFF FOR NEGOTIATING.

STEPS TO A TEACHING INTERACTION

1. ATTENTION: This is simply asking the staff member to discuss the fine with you when they have 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 (Negative) 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.

DAY SCHOOL PROGRAM MANUAL QUIZ

1. The following are all school expectations except:
 - A. be on time.
 - B. keep your area clean.
 - C. raise your hand.
 - D. get a drink whenever you need it.
2. Which of the following is not a P.E. expectation?
 - A. Dunking.
 - B. Not touching the basketball goal or rim.
 - C. Not touching others in a rough or unnecessary manner.
 - D. Demonstrating good sportsmanship.
3. Which of the following is not a meal expectation?
 - A. use proper utensils.
 - B. chew with your mouth closed.
 - C. Ladies first.
 - D. do not put ketchup on your hamburger.
4. Which of the following is *not* a lock down expectation?
 - A. do not cover your head.
 - B. do not cover your window.
 - C. Banging on your door.
 - D. push your intercom for emergencies only.
5. Which of the following is *not* a bus expectation?
 - A. keep the bus clean.
 - B. stay seated.
 - C. hide your cell phone on the bus.
 - D. no cussing.
 - E. females sit with females, males with males.
6. Which of the following is an expectation when there is a guest speaker in the facility?
 - A. have side conversations with the person next to you.
 - B. fall asleep.
 - C. give good eye contact.
 - D. work on your checkbook sheet.
7. Which of the following is *not* a possible consequence for failing to follow expectations?
 - A. a fine.
 - B. you will receive a staff instructed cool down.
 - C. you'll be sent home.
 - D. remain after school.
8. You see something inappropriate, what should you do? Which is the best option?
 - A. join in.
 - B. stay out of it and say nothing.
 - C. report it to staff.
9. What should you do when a staff member instructs you to go to a room for a cool down?
 - A. argue your side of the situation until staff changes their mind.
 - B. sit in a chair until staff leaves you alone.
 - C. ask to talk to a supervisor.
 - D. follow the instruction immediately without arguing.
10. Which of the following will result in lockdown?
 - A. Being out of control.
 - B. Refusing to obey reasonable and lawful requests.
 - C. Behaving in a manner that presents a threat to self and others.
 - D. All of the above.

11. What would happen if you chose to not go to a staff instructed cool down?
 - A. a security procedure may be called.
 - B. staff will leave you alone until you decide to follow instructions.
 - C. you may be placed on day room restriction or lockdown.
 - D. A and C above.

12. Which hand signs are allowed in the facility?
 - A. Thumbs up.
 - B. 'OK' symbol.
 - C. peace sign.
 - D. none.

13. Which of the following are not considered contraband?
 - A. ball point pen, cigarettes, matches.
 - B. facility pencil and checkbook sheet.
 - C. cellphone, meds, lighter.
 - D. paperclips, staples.

14. What could happen if you damage property of the facility?
 - A. you'll get a fine.
 - B. you may need to help staff repair the damage.
 - C. a police report may be filed.
 - D. All of the above.

15. Inappropriate behavior on the bus will result in:
 - A. a purchase on your checkbook sheet and needing to write an apology letter.
 - B. lockdown.
 - C. Be required to stay after school until 8:00 p.m./2000 hours.
 - D. extra homework.

16. How many levels are there in the program?
 - A. 3
 - B. 2
 - C. 6
 - D. 5

17. How much does it cost to purchase a cool down?
 - A. \$0.50
 - B. \$1.50
 - C. \$2.50
 - D. \$3.50

18. What can you do to get out of the "hole" (negative)?
 - A. Follow the program to earn positive feedback.
 - B. borrow a peer's money.
 - C. throw away your checkbook so no one will know your balance.
 - D. change staff feedback so it looks like they gave you more than they really did.

19. If you do well in school and your behavior is good, you can buy out past your curfew for \$5.00 per hour but your checkbook balance must stay above:
 - A. \$50
 - B. \$10
 - C. \$30
 - D. **\$1000**

20. How much money do you have to have on your checkbook before you are on Level 2?
 - A. \$50
 - B. **\$20**
 - C. \$30
 - D. \$ 0

21. The minimum requirement for completed assignments are:
 - A. 10 at 99% or better
 - B. 1 at 50% or less
 - C. Assigned work at 80% or better.

22. School begins:
 - A. At 0705 Monday through Friday
 - B. When you get here.
 - C. At 0830 Monday through Friday

23. All of the following are consequences for not doing your homework except:
 - A. you will lose daily points.
 - B. you will lose buyout privileges.
 - C. you will have to stay after school to finish.
 - D. you will receive positive feedback.

24. You may be eligible for transition after:
 - A. 2 weeks with a 90% behavior score and all assignments completed.
 - B. 4 weeks with an 80% behavior score and all assignments completed.
 - C. 4 weeks with an 85% behavior score and all assignments completed.
 - D. 3 weeks with a 100 % behavior score and all assignments completed.

25. If you make it through the school day with no fines and you get all your work finished, how much will you earn on your daily point sheet?
 - A. \$12.00
 - B. \$15.00
 - C. \$10.00
 - D. \$17.00

26. You can wear which type of undergarments to school:
 - A. None.
 - B. Plaid boxers.
 - C. Briefs or Boxer briefs.
 - D. Brief type underwear, and a sports bra.
 - E. C & D

27. The first thing you should do in an emergency situation (i.e., fire tornado, etc.) is:
 - A. Scream "Help me! Help me!"
 - B. Listen for staff instructions.
 - C. Run for the nearest exit.
 - D. Start talking to the person beside me about their weekend plans.
 - E. Ask staff why you have to line up.

28. The item you can't bring to day school is:
 - A. The key to your house.
 - B. Your homework.
 - C. Your iPhone.
 - D. Your point sheet.

29. Which of the following is an acceptable form of physical contact while in the facility?
 - A. high fiving your friend.
 - B. holding hands with the guy/girl.
 - C. fist bump.
 - D. a simple handshake.

30. What position should you sit in during a tornado drill?
 - A. on your knees.
 - B. on the floor with your legs crossed and head down.
 - C. in a chair.
 - D. under the desks.

31. To apply for Level 4 status, you must have a minimum of how much money on your checkbook?
- A. \$150
 - B. \$100
 - C. \$1000
 - D. \$25