

# **Robert E. Lewis Academy**

## **Youth Rule Book**

**Updated: 12/31/2025**

## **Message from the Program Manager**

**Incoming Youth,**

**Welcome to Robert E. Lewis Academy. During your time here you will participate in many activities and receive various services geared at improving you in many aspects. Our staff will provide educational and counseling services individualized to your areas of need. In addition, you will receive daily instruction in areas such as behavior education, physical education, and basic living skills. All of these services are designed to help you improve as a person and to prepare you for a successful future.**

**This manual will outline program rules, procedures, and activities so that you are well informed and prepared to be successful during your time in the program.**

**I challenge you to not waste the time you spend in this program. Use this time to improve yourself, learn new things, and to become a better person.**

**I look forward to shaking your hand on graduation day!**

**Andrew Zinn  
Program Manager  
Robert E. Lewis Academy**

# Program Overview

Robert E. Lewis Academy is designed for delinquent males who are 13-18 years old. Youth must be court ordered to attend the program. Each youth has a Juvenile Probation Officer (JPO) assigned by their county court. Youth will progress through the three phases of the program. Phase 1 is approximately 1-30 days. During this phase youth become acclimated to the program, develop their treatment plan with their assigned counselor, begin working toward their treatment goals, and test into the school program. Phase 2 is approximately 31 -60 days. During this phase youth continue to work on their treatment goals, academic goals, and work to complete the graduation requirements. Youth in 2nd phase will have visitation eligibility and youth in phase 3 can earn home passes to develop and strengthen family and community bonds. Phase 3 is approximately 60-120 days. During this phase youth should have already demonstrated progress toward their treatment goals. This phase is a time to develop a post-graduation plan and complete any remaining graduation requirements; all while maintaining the progress made toward treatment goals.

The youth will have a progress review with the Program Manager and assigned counselor monthly. JPOs and parents are invited to attend. A report of the progress review is provided to the JPO following each meeting. Once a youth reaches the 3<sup>rd</sup> phase, the review will include consideration for graduation from the program. Graduations are held weekly on a date set by the program manager and Juvenile Probation Officer.

During the week of intake, you will:

## First Day

1. Receive an initial hair cut
2. Be searched by staff
3. Be showered
4. Have your personal property inventoried
5. Answer an intake screening
6. Be issued program supplies
7. Be assigned to a group
8. Be assigned a sleeping area
9. Be issued a rule book
10. Receive safety briefing and emergency procedures
11. Be introduced to your Group Leader
12. Be issued a white phase 1 bracelet (to be worn on right wrist only)

During the remainder of the intake week:

1. Meet with your assigned counselor for intake
2. Meet with your assigned counselor to create your treatment plan
3. Receive intake testing for school
4. Have telephone account created

To graduate Lewis Academy, you must:

1. Be in Phase 3
2. Completed all school requirements
3. Make progress toward the treatment goals listed on your treatment plan
4. Not be on Privilege Restriction

## Americans with Disabilities Act

All staff and youths will have access to an appropriately trained and qualified individual who is educated in problems and challenges faced by youths with physical and or mental impairments, programs designated to educate and assist disabled youths and all legal requirements for the protection of youths with disabilities.

The Executive Director has designated the Assistant Director to serve in this capacity. Staff and Youths can request the services of the Assistant Director at any time relating to juveniles with disabilities.

## **NON-ENGLISH SPEAKING YOUTH**

Should a youth arrive at Robert E. Lewis Academy, and speak Spanish, not English, the youth will complete the Spanish language intake forms. The Program Manager or another Spanish speaking adult will translate the Spanish language intake sheet into the English language. The English printed Intake forms will be completed by staff.

The non-English speaking youth will be housed with another youth who appears to have the aptitude and the desire to assist the non-English speaking youth.

Jacksonville State University is a resource for translators as well as Coosa Valley Youth Services medical staff.

Every attempt will be made by staff to accommodate our Spanish-speaking youth. All assistance requests will be directed to the Program Manager of Robert E. Lewis Academy.

## What to expect during your intake week

### Day 1

- Intake packet completed by JTO and submitted to Administration
- JTO issues a rules book
- Youth will be issued Lewis Academy clothing.
- Youth will have head shaved.
- Youth will be searched and showered.
- Intake photo is taken by a designee and given to Administrative to be placed in the youth's file.
- Youth is assigned a bed number by the Program Manager or designee. This will be annotated on the population board in the Administrative Aide's office.
- JTO will take youth to assigned bed area and also update the population board in the supervisor office.
- Youth Information sheet will be completed by the administration and placed in the assigned group book.
- Youth will be briefed on program rules and procedures by the program manager.
- Youth issued white phase 1 bracelet (worn on right wrist only)
- Assigned a counselor
- Complete counseling intake and treatment plan

### Between Day 1 and Friday:

- Youth will study the rules book with JTOs.
- Youth will be oriented to the program under supervision of JTOs
- Youth will receive tool safety instruction from JTOs.
- Youth will have various assessments and meetings with Counselor to prepare treatment plan
- Orientation check sheet will be filled out. Staff conducting the training will initial to indicate it has been completed.

**Youth will not participate in off-campus activities during orientation week.**

## Changing Clothes

You will be required to change uniforms during the day. The only approved locations to change uniforms:

1. Inside the 20 man bay bathroom. You must be inside a stall or shower with the curtain closed.
2. Inside the 10 man bay bathroom. You must be inside a stall or shower with the curtain closed.

No other locations are approved for changing uniforms. If a youth violates this rule, they will receive disciplinary action.

# Schedules

The following schedules cover times for regularly occurring activities at Lewis Academy:

## Meal Schedule

The following is the schedule for youth meals.

**Breakfast: 7:40a -8:00a**

**Lunch: 11:40a -12:00p**

**Snack: 2:30p (approximately depending on other assignment)**

**Dinner: 5:30p -5:55p**

**Snack: 7:00p (approximately depending on other assignment)**

## LAUNDRY SCHEDULE

Laundry is washed daily. Your JTO will inform you of what is being washed. It is your responsibility to place soiled items into your assigned laundry bag and tie it shut. There are some exceptions to include dress shirts, pants, and bed linen. These will be washed without a bag.

Your group leader will wash and dry the items and return them to you.

You are responsible for folding and properly storing your clean laundry.

Youth outerwear should be washed every other week. One week for orange school sweatshirts and the next week for P/T sweatshirts. Or they should be washed if they get dirty or sweaty.

## Visitation Schedule

Monday- Friday by appointment, youth must be in phase 2 of the program to be eligible for visitation privilege.

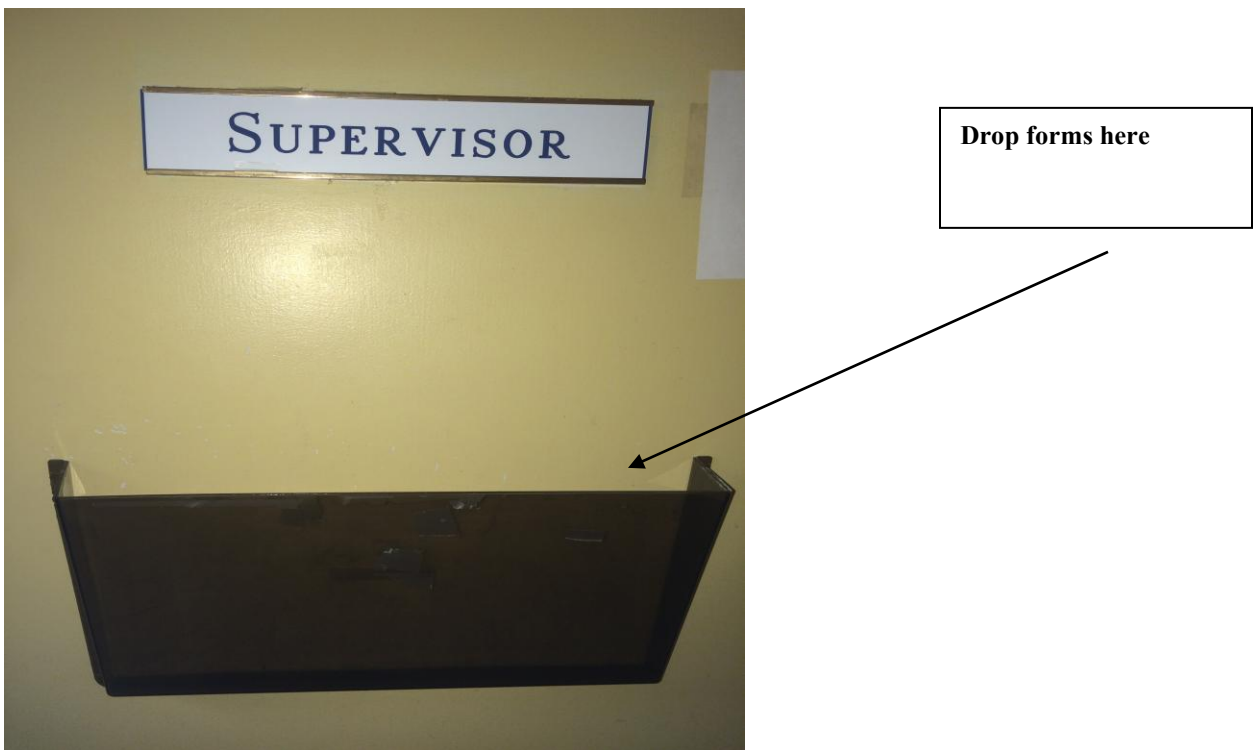
## Sick Call

Monday, Wednesday, and Friday mornings.

If you are sick or have a medical concern that is not an emergency, drop a sick call form in the supervisor box. You will be taken to the next available sick call.

Blank forms are located in the same box.

When a youth completes the sick call slip, fold it vertically and place it in the same box short end down.



## AUTHORIZED ITEMS

### YOUTH MUST BRING THE FOLLOWING REQUIRED ITEMS:

**\*\* Exact amounts. No Excess items\*\***

- 3 pairs of white underwear
- 3 white crewneck tee shirts
- 3 pair white socks (crew length )
- 2 pair khaki/tan pants (Tan Shorts authorized between May 1 – September 30)
- 2 Navy Blue polo shirts
- 1 White Button Down Dress Shirt (Short or Long Sleeve)
- 1 Neck Tie (Not Clip On)
- 1 pair of sweat pants (grey or black) (Shorts authorized between May 1 – September 30)
- 1 pair running shoes (white, gray, or black)
- 1 belt (brown or black)
- 1 Sweat Shirt (Black or Grey) (ONLY between October 1 and April 30)
- 3 white towels
- 1 Composition Notebook (without metal spiral)
- 1 plastic bottle of shampoo or 1 plastic bottle body wash (Not Both) (NO pump-style bottles)
- 1 deodorant. No alcohol or derivative in content.
- 1 toothbrush / tube toothpaste / toothbrush cap
- 3 white bath cloths

The following items are NOT REQUIRED, but youth may have them if they desire. The optional items are:

- Booklet of stamps
- 1 Religious Medal (Not for Wear)
- 12 personal photos
- 1 Bible or Spiritual Book
- Tasteful decorations for personal area (photos, poster, etc)
- Coloring Books
- Up to 3 letters. (Any additional letters must be moved to contraband storage.)
- Lip Balm
- Hair brush without a handle (not a comb)
  - Hair product are not allowed \*\*

These are the only items allowed. If a youth needs to replace shoes, written permission must be received from the program manager. Youth shoes that arrive to Lewis Academy after intake day without written permission from the Program Manager, will be considered Contraband and susceptible to Contraband Major Rule Violations. Extra items, such as SHOES, not authorized will be placed in contraband storage.

**Youth are never allowed into the contraband storage closets. Only staff may enter these areas.**

The academy keeps a supply of all REQUIRED items on hand, for youth who need them.

# DAILY REQUIREMENTS SHEET

The youth Daily Requirements Sheet will be utilized to record behaviors in the program and track youth progress towards daily requirements needed to receive credit for the day. Credited days will be based upon each youth's progress towards daily requirements outlined on the Daily Requirements Sheet. The report will begin on Thursday at 12:01am and end the following Wednesday at 1159 pm.

Listed below are descriptions of those areas that will be evaluated:

1. Personal Hygiene
  - a. Properly showered as scheduled and instructed
  - b. Oral hygiene performed as scheduled and instructed
  - c. Youth regularly washes hands throughout the day and before meals and after using the restroom.
2. Daily Clean Up
  - a. Bed properly made
  - b. footgear properly displayed
  - c. floor, walls, windows and doors in area clean
  - d. storage locker clean and well organized
  - e. All assigned cleaning and maintenance (inside and outside building) tasks completed as instructed
3. Physical Education
  - a. Youth gives good effort in PE activities
  - b. Youth is showing consistent improvements over past performance
  - c. Youth correctly performs exercises as instructed.
4. Conduct: Any rule violations recorded on the back of the form.
5. Meal Consumption (Breakfast, lunch, Dinner and Snacks)
  - a. Youth eats the meal

**The numerical rating is from 1 to 5:**

- 1. A “1” is No Progress in a particular area. (Zero effort given) (3 sets of demerits on one shift) (Received Major Rule Violation)**
- 2. A “2” is Needs Improvement in a particular area. (Effort is reduced) (2 sets of demerits on one shift)**
- 3. A “3” is Progress Maintained in a particular area. (Same Effort)**
- 4. A “4” is Progress Noted in a particular area. (Increased Effort)**
- 5. A “5” is Exceeds Standards in a particular area. (110% effort given)**

**\*\* NOTE\*\* Any score below or above “3” Progress Maintained, must be explained in the notes area.**

**To receive credit for the day:**

- Have no score of 1 or 2 in any area (2 score can average to a 3 if a 4 or 5 score is received in another category that day)**
- Overall average of all areas must be 3 or above**

# MERIT SYSTEM

Each week youth will have a beginning merit balance of 0 merits.

Youth who have a merit balance over 75 merits at the end of the week will be credited an earned day.

Youth who end a week with less than (-25) merits in their balance will lose two credit days.

The merit system will be recorded on the back of the youth daily requirements sheet. Youth are rewarded for good behavior by receiving merits. Merits may be awarded by all academy staff. Merits are earned in several ways. Examples include:

- Excellent conduct during a shift or in school.
- Outstanding performance during physical education
- Excellent performance during daily clean up.
- Excellent effort towards progress in counseling.

These examples are not all inclusive, but the idea is to reward positive performance towards daily requirements that exceed the average expectations. Staff members are not required to issue merits every shift. Basic youth expectations may include: using manners, following staff instructions, asking for permission to speak, asking for permission to move to an unassigned area, daily clean up, building maintenance, etc.

Youth will receive demerits for violating minor rules. Minor rules are outlined on page 15 of the youth rule book.

Youth who ask for merits will receive 5 demerits for asking for unearned privileges.

Merits are to be awarded in increments of five. Each time a youth earns merits, it will be recorded on the back of the daily requirements sheet. Youth can earn a maximum of 15 merits per shift.

Demerits will begin at -5 infraction and increase by one (1) each time the same rule is violated that week. For example, FFI (failure to push chair in) will begin with -5. The next time that rule is violated that week it will be -6, then -7 the next time. Once a new week begins demerits start back over at -5. Staff should review the minor rule violations on the back of the youth's daily requirements sheet for guidance on this.

\*Major offenses will cause a youth's merit balance to return to 0.

The Program Manager will award youth one credited day for having a merit balance of 75 or higher at the end of the week. This credited day will be awarded as part of the weekly review conducted by the Program Manager.

Any 25 merits above 75 will be rewarded by a golden ticket (1 ticket per 25 merits above 75) by the Program Manager. Tickets can be utilized for additional snacks located in the Program Manager's Office or 60 minutes on the designated game system approved by the Program Manager.

\*Youth who have less than -25 / (negative merits) at the end of the week, will lose 2 credit days.

Daily Requirements sheets will be reviewed weekly by the Program Manager and the day balance will be updated based upon this record review.

## **SPECIALIZED CONTRACT**

**Youth exhibiting continuous behavior problems can be placed on a Specialized Contract. The contract will identify the behavior the youth is not to repeat. The contract will remain in force for fourteen (14) days from the time of the last violation. After fourteen days, the contract will be void.**

**Violations of the contract will result in the youth being charged with a Breaking Specialized Contract Major Rule Offense. The contract will not end because of a violation. It will typically remain in effect for 14 days.**

**An observation report will be prepared and reviewed with the youth. Reports should document the youth's inability to correct his behavior by lesser means. Once reviewed, the staff and youth will sign the record. The signed record will be submitted to the senior staff.**

**The senior staff will review and sign the record, make an entry in the shift report and submit it to the Program Manager.**

**The Program Manager will review and sign the record. The Program Manager will place a copy of the record with the shift report and the original will be filed in the youth's record.**

**YOUTH ON SPECIALIZED CONTRACT FOR FAILING A SCHOOL TEST OR FAILING TO COMPLETE HOMEWORK ASSIGNMENTS CANNOT PARTICIPATE IN RECREATION**

**Some Specialized Contracts can be extended pending the approval of the Program Manager.**

## **CLASSROOM SUSPENSION**

**Classroom suspension may be utilized when other lesser means of corrective action have failed to result in positive change. Classroom suspension will begin at the time of notification and will end at the next day at the conclusion of the school day. When a youth is placed on classroom suspension, they will be advised as to why they are receiving the suspension. The suspension should be reflected in the shift report as well as in the school/counseling records. The entry should include the name of the youth, the date and time of the misbehavior, the nature of the misbehavior, and who observed the behavior. An incident report should be prepared and submitted to the Program Manager for review. The Program Manager will place a copy with the shift report and the original will be placed in the youth's file. The youth will receive a score of "1" in conduct for the shift that the suspension occurred in.**

**During classroom suspension, the youth will be required to perform work details. The work should be closely supervised to ensure the youth is doing the assigned detail. Details may include area beautification, grass cutting, leaf raking, sweeping the parking lots, trimming grass, and cleaning the building.**

**Any class work missed must be made up during the youth's free time. The class work must be completed before the Monday after the suspension occurred. Prior to the youth returning to class, a conference will be held to ensure the youth is aware of the situation and the impact proper classroom behavior will have on completing the program. The youth, the program manager, the teacher/counselor will be present.**

**Youth suspended from class will earn a Disruptive Major Rule Violation unless other disciplinary actions apply.**

**YOUTH RECEIVING CLASSROOM SUSPENSION WILL NOT BE GIVEN EXTRA FREE TIME TO MAKE UP MISSED CLASS WORK.**

## RULE VIOLATIONS

Rules are divided into three categories. The first are rules of courtesy and respect, the second are minor rules, and the third are major rules. If it can be proven that a youth planned to violate a rule or attempted to violate a rule they will be charged with violation of that rule. The amount of corrective action administered for each violation is determined by frequency of the offense and the severity of the offense. Below is a list of each category and rules that apply. These are to be enforced at all times. These are directions to staff and not suggestions!

### RULES OF COURTESY, MANNERS, AND RESPECT

- A. Uniform violations- failing to properly wear and maintain any uniform
- B. Proper grooming and hygiene, showering and oral hygiene.
- C. Addressing someone in a manner other than Mr. or Ms. (Name) or Sir/Ma'am
- D. Failing to address an individual with courtesy
- E. Touching/Leaning on walls, Failure to push chair in, Not walking with hands behind back.
- F. Not counting off when crossing a threshold.

### Corrective Actions

For violations of rules of courtesy and respect a youth will be given 5 push-ups. If the youth commit the same violation, they will be giving 10 push-ups. Staff will document this corrective action in the notes section of the Daily Requirements Sheet. Once a youth has worked his way to 10 push-ups, any further violation of this rule will result in a minor rule violation (FFI- Failure to comply with Courtesy Rule A, B, C or D) as appropriate and demerits will be issued. This will start over with the start of a new week and Daily Requirements Sheet. IF A YOUTH IS ON PROFILE AND CANNOT PERFORM PUSH-UPS, 5 DEMERITS WILL BE GIVEN.

### MINOR RULES

- A. Name calling, cursing, abusive or degrading language
- B. Hitting or kicking objects not designed for this activity
- C. Throwing things not meant to be thrown
- D. Failing to follow instructions when given. Staff must write FFI and a brief description of instruction not followed. For example: "FFI not wearing seatbelt". Each FFI is specific to the instruction not followed. This must be identified to ensure demerits increase for repeated failures to follow specific instructions.
- E. Possession of more than the authorized number of items
- F. Misuse of equipment **other than school equipment** (using any item in a way it was not designed to be used)
- G. Borrowing, giving, trading, or selling items (no youth is authorized to borrow, give, trade or sell any item. This includes, but is not limited to, Food /Personal Items/Hygiene Items.)

- H. Asking for unearned privileges. Asking a staff member if you can do something that you are not authorized to do or asking another staff after one has already told you no. This especially pertains to requesting work details for merits
- I. Arguing/talking back to staff. Permission to speak does not include continuing to argue with staff. Asking for a grievance or appeal form during the reprimand process.
- J. Participating in unauthorized activities; including talking, watching TV, singing, humming, etc.
- K. Correcting staff (telling staff what to do)

### **Corrective Actions**

When a youth has a minor rule violation, he will be issued 5 demerits for the violation. This is annotated on the back of the Daily Requirements Sheet. If the same violation is repeated, the youth will receive 6 demerits. The demerits will continue to increase by one each time a youth violates the same rule throughout the remainder of the week. When a new week begins a new Daily Requirements Sheet, the number of demerits given for a rule violation will return to 5. A specialized contract may be given when a minor rule violation is repeated more than 4 times.

### **MAJOR RULES**

- **Receiving of any Major Rule Violation will also result in loss/subtraction of 1 earned day.**
- A. **Assaulting or threatening to assault another** (including striking, kicking, pushing, or threatening to harm). Threatening to have a staff terminated from employment.
- B. **Gang Activity** - discussion about gang activity; throwing or displaying gang signs or symbols; possession of any gang material; and slacking or other forms of gang dress.
- C. **Runaway** - leaving or attempting to leave the premises of Robert E. Lewis Academy, Physical Fitness Training or Community Service. Planning or talking about running away. Having knowledge of a Runaway plan and not reporting it immediately.
- D. **Breaking Specialized Contract** - failure to abide by the contract. Youth engaging another youth who is on a Specialized Contract to not engage others.
- E. **Sexual Activity** - the touching of oneself or another in a suggestive or indecent manner. Indecent exposure and/or asking another to engage in any type of sexual activity. Masturbation may also be considered sexual activity. Sexually suggestive language.
- F. **Possession of Pornography** - possession of any picture or drawing that is sexually revealing; or possession of any written material that is of a sexual nature.
- G. **Self-Injury** - any willful acts that can result in self injury (allowing another to scratch or pierce; or placing any item in any pierced skin). Engaging in physical recreation while on physical profile.
- H. **Destruction of Property** - any willful destruction of property.

- I. **Breach of Confidentiality.** No youth may give information about another youth (current or former) to any person other than a CVYS staff member. This includes social media, electronic, or phone number information. When a youth shares information with the group in counseling or in volunteer service activities, this information will not be repeated.
- J. **Disruptive Behavior** - any behavior that disrupts the normal operation of the Program Schedule. Receiving 3 sets of demerits, on the same shift, for the same offense (-5,-6,-7)
- K. **Pass Violation** - failing to comply with the directives of the pass policy. Including but is not limited to: being under the constant supervision of parents; being at the approved location; not going to other locations when on medical or dental pass; or returning to academy on time. This includes changing out approved items without written permission of the Program Manager (Shoes, uniforms)
- L. **Medication Violation** – Giving prescribed medication to another or not taking prescribed medication as directed.
- M. **Misuse of school materials** – Using school materials in a manner other than instructed by the teachers.
- N. **Entering an Unauthorized Area-** Entering restricted areas without staff approval and supervision. Examples include the area of another youth, being in the area of a non-assigned group, closets, staff offices, staff bathrooms, a room or area not under the supervision of a staff member.
- O. **Possession of Contraband-** Possession of any item not on the authorized Items list. This includes changing out approved items without written permission of the Program Manager (Shoes, uniforms)
- P. **Honor Code** - Youth are expected to be honest in all activities. Lying, stealing, or cheating will not be tolerated. Engaging others, outside the Lewis Academy Program, who youth are not allowed to interact with. (Examples may include: Youth from other programs, vendors, general public, etc.)
- Q. **Discrimination** – Youth engaging others with unjust or prejudicial treatment based on different categories of people as it relates to ethnicity, age, sex, sexual orientation, gender identification, disability, age, etc. Discriminatory language will also be considered discrimination.

### **Corrective Actions**

Repeated offenses, an inability to perform minimum requirements, or extreme acts of misconduct will result in elimination from the program. If proven that a youth made plans or attempted to violate a rule, he may be charged with that rule violation. Major Rule violations will result in a loss of recreation privileges (indoor and outdoor), loss of phone call privileges, and youth's merit balance will return to 0. The program manager may suspend corrective actions, or reduce corrective actions; or a combination at his/her discretion. Youth receiving Major Rule Violations will have a record begun in the Privilege Restriction Log book. Youth will receive days of privilege restriction corresponding to the Major Rule Violation they committed. Multiple Privilege Restrictions will run consistently and not overlap for the same days. (Example: youth's restriction ends on Monday but he earns additional rule violation(s). His restriction will be extended beginning on Monday for the allotted day.

In extreme cases of youth misconduct, the Program Manager may exercise a “Restart Program” for a youth. This youth will lose all credit days and return to day 0. The Program Manager will develop these programs at his/her discretion and on a case by case basis.

- Assaulting / threatening another – Three (3) days Privilege Restriction/**Elimination**
- Gang Activity – Two (2) days Privilege Restriction/**Elimination**
- Runaway - Two (2) days Privilege Restriction/**Elimination**
- Breaking specialized contract - Two (2) days Privilege Restriction
- Sexual Activity - Three (3) days Privilege Restriction/**Elimination**
- Possession of Pornography - Two (2) days Privilege Restriction
- Destruction of Property - One (1) day Privilege Restriction
- Self-Injury - Two (2) days Privilege Restriction
- Breach of Confidentiality – One (1) day Privilege Restriction
- Disruptive Behavior - Two (2) days Privilege Restriction
- Pass Violation - Two (2) days Privilege Restriction/**Elimination**
- Medication Violation – Three (3) days Privilege Restriction
- Misuse of computer privileges – Two (2) days Privilege Restriction
- Entering an Unauthorized Area- Two (2) days Privilege Restriction
- Possession of contraband - Two (2) days Privilege Restriction/**Elimination**
- Honor Code - Two (2) days Privilege Restriction

### **Documenting a Major Rule Violation**

When a youth violates a major rule a record will be prepared outlining the circumstances surrounding the incident and informing the youth that they are charged with the Major Rule Violation.

Staff will read the statement at the bottom of the form to the youth to ensure they understand the major rule violation, Privilege Restriction Rules, and their right to appeal.

After reviewing with the youth and giving them a chance to sign the form, staff will create a Privilege Restriction tracking log to include the youth’s name, total

days of Privilege Restriction assigned, and the date it will end. In the case of a youth earning a major rule violation while already on Privilege Restriction, the start date would be the date the previous Privilege Restriction ends, in perpetuity.

Major rule violations will be reflected in the shift report as to the time, date, youth's name and the rule that was violated.

The Major Rule Violation Record should contain the following information:

- Date and time of the incident
- Names, locations and activity of staff
- Name of youth involved
- Type of Incident (major offense violated)
- Complete narrative as to what happened, when it happened, who was involved, what action was taken, when it ended, any evidence, any injuries, and what medical treatment was required

Once signed by the youth and staff member, it should be reviewed, approved, and signed/dated by the senior staff on duty. The original record will be submitted to the Program Manager. A copy should be posted with the shift report and one given to each counselor (only for information and therapeutic purposes).

On the youth's Daily Requirements Sheet, the following must be documented by the staff charging the youth with the rule violation:

1. The date, Major offense, youth initials and staff initials in the appropriate section on the back of the form. \*Youth's merit balance will return to 0.

**Once the youth completes Privilege Restriction, the Privilege Restriction Log/Calendar will stay in the Privilege Restriction Log Book, for future use, and turned into Administrative staff when that youth leaves the program.**

## **GRIEVANCE PROCEDURE**

Youth may submit a written grievance, on the form provided, to the administration about any problem they may have while in the program. These may include but are not limited to:

1. Personal problems with an individual staff member.
2. The youth feel they were treated unfairly by a staff member for any reason.
3. The youth feels that any fines or punishment they received were unjust.
4. The youth is not receiving all of the privileges.
5. The youth is having problems with other youth in the program and the staff have not been able to or have not tried to help them resolve their differences.
6. PREA Report

The Program Manager or Assistant Director will retrieve these written grievances from the box Monday through Friday, excluding holidays. The box is located on the Program Manager's door. Youth may also submit the grievance to their counselor during a counseling session or to a teacher during class if he is uncomfortable submitting it to the box. The Program Manager or designee will talk with the youth and address the problem within three (3) working days, (Monday-Friday, excluding holidays), after receiving the grievance.

If a youth is not able to submit a grievance in writing, they may just put their name and the date on the form. The Program Manager, Assistant Director, or designee will contact the youth under the same conditions as stated above and receive their grievance verbally.

When a youth files a grievance, staff may not ask a youth why they are filing a grievance or make any comments in reference to the grievance. Youth should not use the grievance procedure as a way to be disruptive, intimidate or attempt to circumvent program rules. Youth have access to grievance forms and can submit them in various ways. Program activities will not be disrupted so that a youth can file a grievance. Youth can submit the form when passing a box, when entering or leaving school, or to their counselor during counseling sessions. **It is recommended that youth keep blank grievance forms in their possession so they can complete the document without disruption (not during the reprimand process)**

Youth can also call the DYS GRIEVANCE WARM-LINE using the silver phone and follow the prompt to report serious concerns to a neutral party. This line is use to report concerns that you feel have not been adequately addressed though the facility grievance process. This line cannot be use to grieve any legislative action, judicial proceeding, or any matter that is within the exclusive jurisdiction of the court.

SUBMITTING A GRIEVANCE IS A SERIOUS MATTER. THIS PROCEDURE IS FOR YOUR PROTECTION AND NOT FOR GETTING BACK AT A STAFF YOU MAY BE ANGRY WITH. YOUTH SHOULD ATTEMPT TO RESOLVE DIFFERENCES WITH A PARTICULAR STAFF OR TALK WITH ANOTHER STAFF BEFORE SUBMITTING A GRIEVANCE. IF A YOUTH MAKES A SERIOUS ACCUSATION TOWARD A STAFF, AND THESE ACCUSATIONS ARE PROVEN TO BE UNTRUE, A REPORT OF THE MATTER WILL BE SENT TO THE YOUTH'S PROBATION OFFICER.

## **APPEALS**

Youth charged with a major offense will be given a written notice when signing the major violation and be made aware of the charges and the penalties received. This is accomplished via the Major Rule Violation Record. Youth charged with a major offense have the right to an appeal.

A written request for appeal must be submitted to the program manager within 24 hours of the youth receiving the charge for the major offense. The request should be placed in the grievance box for review by the Program Manager.

Appeal Hearings are conducted weekly in accordance with the posted youth schedule. Appeals will occur no later than seven business days from the date the appeal request was submitted.

Youth may be present at their hearing, unless they give up that right in writing or through their behavior. Youth will have to leave the hearing if another youth's testimony is to be given in confidence.

Youth who request and receive a hearing will be allowed to make a statement, present evidence at the hearing, and request witnesses on their behalf. Due to the time available for hearings, if a youth wants more than two witnesses the Program Manager must approve them prior to the date of the hearing.

Youth may request a staff member to represent them at their hearing, gather any evidence, and question witnesses. The Program Manager may choose an impartial staff member to assist the youth with their case if it is obvious the youth cannot perform this task on their own.

IF A YOUTH IS FOUND NOT GUILTY OF AN ALLEGED MAJOR OFFENSE, THEY WILL HAVE ALL EVIDENCE OF THE INCIDENT REMOVED FROM THEIR FILE. FAILURE TO TURN IN THE APPEAL AS DIRECTED WILL RESULT IN A FORFEITURE OF APPEAL RIGHTS.

YOUTH WILL NOT DISCUSS THEIR MAJOR RULE VIOLATION WITH ANY WITNESSES OR BOARD MEMBERS OUTSIDE OF THE APPEAL HEARING. VIOLATIONS WILL RESULT IN THE LOSS OF APPEAL RIGHTS.

Youth should be advised that this procedure was put in place to protect their rights and to prevent abuse of the disciplinary process. It should be taken very seriously. **Please do not request an appeal unless you are indeed not guilty of the offense and you feel you have the means to prove your innocence.**

**Receiving of any Major Rule Violation would also result in loss/subtraction of 1 earned day.**

# Awards

Award Certificates will be given to recognize the accomplishments the youth achieve. Staff members will present youth with various awards at the group and individual level.

Awards will include group and individual awards in various areas to include, but not limited to: academics, physical education and leadership.

Youth who earn awards will be credited one day for each award earned

Group leaders will receive 4 extra credit days. Group leader and group leader badges will be worn for these youth positions.

## Youth Phase Bracelets

All youth will be required to wear a color-phase bracelet (on right wrist only). This bracelet will color indicate youth's current phase in the program. In addition, the bracelet will contain population management tags(colors). Youth who fail to wear their bracelet/badge during waking hours will receive a FFI (Failure to wear bracelet) minor rule violation (-5 demerits), or 15 pushups. Lost bracelets and badges will cost youth (-5 demerits) (FFI – Lost Bracelet/ Name Badge) to replace it by the Program Manager. Youth who repeatedly break their bracelets will receive a Destruction of Property Major Rule Violation.

The bracelet colors are:

White: Phase 1

Yellow: Phase 2

Orange: Phase 3

Green: Selected to graduate

Youth who are allergic to bracelets will be issued a name badge. The name badge will have a color insert which indicates youth phase in the program.

## Youth Phases

**1st Phase White Bracelet (worn on right wrist only)**

**\*Youth who are allergic to bracelets will be issued a name badge with inserts to represent phase color.**

**Youth who misplace bracelets and badges will receive 5 demerits to have the lost phase ornament replaced by Program Manager.**

#### **Academic**

- Must be evaluated academically by the teachers.

#### **Counseling**

- Must be assessed by Lewis Academy Counselor.
- Must express an understanding of his treatment's goals.
- Must be exhibiting progress in one or more areas identified in his treatment plan.

#### **Physical**

- Maintain an average of 3 score in Physical Training.

#### **Behavioral**

- Youth must express an understanding of Robert E. Lewis Academy rules by studying the rule books and able to pass verbal questionnaires.
- Youth will work on reducing the number of demerits received each week.
- Youth will learn how to properly clean his bed area and fix his bedding up to Lewis Academy standards.
- Youth must not be on specialized contract or Privilege Restriction to be eligible to progress to the next phase.

Program manager will review progress with the assigned counselor, teachers, and the youth prior to changing the youth's status into the next phase. Youth in this phase are eligible to move up to 2nd phase after 30 \*credit days.

### **2nd Phase Yellow Bracelet (worn on right wrist only)**

#### **Academic**

- Must maintain teacher requirement standards
- Must show effort into improving his grades based on overall Academic evaluation.

#### **Counseling**

- Must express and understanding of his treatments goals and be able to identify ways to improve upon his treatment goals. Examples;

- a. Identifying triggers for anger outburst and how to deal with anger appropriately.
- b. Identify and provide examples of coping mechanism and practices that would benefits him once he is released from the program.

### **Physical**

Youth must maintain an average Physical Training score of 3.

### **Behavioral**

- Youth must show and maintain progress by reducing the number of demerits received weekly by being able to follow the rules and instructions received by Lewis Academy staffs. Youth must be able to maintain his merit points above 0.
- Youth will keep his bed area clean and his bed made up to Lewis Academy standards.
- Youth will learn to properly tie a tie and how to iron his button up shirt.
- Youth must not be on specialize contract or Privilege Restriction to be selected to move to the next phase.
- Be able to design and start working toward short term and long-term goals in writing.

Program manager will review progress with the assigned counselor, teachers, and the youth prior to changing the youth's status into the next phase. Youth in this phase is eligible to move up to 3rd phase after 60 \*credit days.

## **3rd phase Orange Bracelet (worn on right wrist only)**

### **Academic**

- Must maintain teacher requirement standards.
- Must not earn any school specialized contracts.

### **Counseling**

- Must show overall progress towards treatment goals.

### **Physical training**

Must maintain at least a 3 average in Physical Training.

### **Behavioral**

- Youth must maintain progress by maintaining his merit points above 0 for at least 1 week.
- Youth will keep his bed area clean and made up to Lewis Academy standards.
- Youth must not earn specialize contract or be on Privilege Restriction.
- Must be able to identify and complete short terms goals.

**\*\*2nd stage Green Bracelet (worn on right hand only):** Youth will have accrued 90 \*credit days. Youth in this stage will successfully meet all requirements prior to being selected to graduate the program. Regression will result in youth returning to the 20 Bay and prolonged stay at Lewis Academy based on Program Manager discretion.

**Academic**

- Must maintain teacher requirement standards.
- Must not earn any school specialize contract.

**Counseling**

- Must show overall progress towards treatment goals.

**Physical**

Must maintain a 3 average for Physical Training.

**Behavioral**

- Youth must maintain progress by maintaining his merit points above 0.
- Youth in this stage will be responsible to wake up, clean up entire Alpha Bay, perform personal hygiene, get ready and be standing in line ready for the day by 7AM without staff assistance. And must do so for two consecutive weeks. Alpha bay will be inspected daily by Program manager or assigned staff.
- Youth in this stage must not earn specialize contract or Major Rule violation.
- Must be able to identify and complete short terms goals.
  - Must have action plans for long term goals he wants to accomplish once he graduates.

\*Youth will not phase up while on Privilege Restriction.

## YOUTH LEADERSHIP POSITIONS

Group Leaders will be chosen by the 3<sup>rd</sup> shift supervisor based on maturity level, merit, and leadership potential.

Group Leaders will be issued a (Group Leader) badge by staff.

Group Leaders have no authority to discipline, order, or supervise other youth.

Group Leaders will perform only the following duties:

Load the washer and dryer with soiled laundry and pass out clean laundry to their group members. (Youth will wear gloves during this duty)

Carry group progress report book to classes and other training areas as designated by staff.

Lead their group during physical education stretches and runs. The group leader will lead his group through warm up and cool down stretches. The group leader will ensure his group runs as fast as the slowest person in the group. The group must start and finish all runs together.

Assist new members of the group in learning the youth rules and procedures by answering questions and demonstrating tasks. This includes proper storage of clothing, making beds, and cleaning procedures.

# Privilege Restriction

Youth who violate a Major Rule will be placed on Privilege Restriction. Each rule violation will result in a set number of days of Privilege Restriction.

Youth on Privilege Restriction will not be authorized the privileges of:

Home Pass  
Recreation  
Telephone calls  
Field Trips

Privileges will be restored once Privilege Restriction days are completed.

Youth on privilege restriction will still be able to earn merits.

Staff will log the days completed on the youth's Privilege Restriction calendar/log.

# Special Work Details

At his/her discretion, the Program Manager can award youth up to two days for completing special work details. Examples of special work details may include, but are not limited to:

Non-routine community service projects

Non-routine maintenance details

## Entering Probation Officer Boards

- Youth will enter the office and will be directed to be seated.
- While seated, the youth will sit with his back straight, shoulders back, head up, with his hands placed on his lap.
- Youth will make eye contact with those he is talking to.
- Youth will address everyone in the room as ma'am, sir, Mr. or Ms. And their last name.
- Once the meeting ends, the youth will address each person in the room with goodbye sir/ma'am or have a good day sir/ma'am.
- The youth will then stand and ask for permission to return to his group.

# TELEPHONE CALLS

**Youth who are authorized** to make telephone calls. These calls will be made using the silver phones located in the Visitation/ phone call room. During your intake week an account will be set up for you. This account will allow access to call telephone numbers authorized by the Juvenile Court. You can only speak to people authorized by the court. You will be provided with a PIN number for your account. Do not give this number to any youth. The silver phones are available during designated recreation times.

The telephones make a record of all activities for your account to include: conversations, dialed numbers and call attempts. Any violation of the telephone rules will be a matter of record and can result in minor and major rule violations, suspension of telephone privileges, or termination of privileges.

1. All youth are provided with one free call per week. This call will be limited to fifteen minutes.
2. All youth are authorized one (1) free phone call a week. The system will grant one free call every seven days.
3. Youth can make calls additional calls to authorized numbers utilizing the silver phones in the Visitation/phone call room. These calls are made either collect or through a pre-paid service. The cost of these additional calls are the responsibility of the guardian or parents. (These telephones require the youth to enter a personal code. The youth's authorized phone numbers are the only numbers that they will be able to dial. These calls are recorded and regularly reviewed to ensure rules are not violated. Calls can be placed between 6:00pm and 8:00pm on Tuesday, Thursday and Saturday during designated recreation times.)
4. Youth may request a call to their Probation Officer. This call will be free and made on the program telephones. This call must be during normal work hours. Probation Officers have free access to youth they have in the program and can call to speak to them at any time.
5. Youth may request a call to their Social Worker. This call will be free and made on the program telephones. This call must be during normal work hours. Social Workers may call the youth as often as they wish.
6. Youth have the right to call their attorney at any reasonable time. These calls are free. These calls will be made during business hours on the Program Manager's phone ONLY. The staff will not be in a position to over hear the conversation between the youth and his attorney. The telephone will be set not to record this privileged conversation.
7. Youth are not allowed any incoming calls except from their probation officer or social worker. The probation officer and social worker may talk to the youth after you have verified that they are who they claim to be. If youth receive an incoming call and it is an emergency, the youth's probation officer will be contacted. The probation officer will make the determination as to what action he or she wishes to approve involving the emergency.

# VISITATION

The only authorized visitors will be parents or guardians. Please do not bring anyone who is not allowed to visit. Persons who arrive with visitors, and are not approved to visit, must remain in their vehicles until the visitors leave. Children are not permitted to enter visitation and are not to be left unattended. IT IS STRONGLY RECOMMENDED THAT YOU CONTACT ROBERT E. LEWIS ACADEMY TO DETERMINE IF YOU ARE ON THE APPROVED VISITORS LIST. If a parent, step parent, or guardian are left off the visitation list, they must contact their child's probation officer to be added. The PO will then contact Lewis Academy.

Visitation will be on Monday thru Friday during business hours. Each child will have one hour of visitation per week. Your child will contact on or before Friday to inform you if he has visitation the following week.

To be eligible for visitation the following requirements must be met:

- Youth must be in phase 2 or higher in the program.
- Must have approval of the youth's probation officer.
- All visitors must sign in at the reception area and wait for a staff escort before entering program. No visitor may leave the reception area without an escort.
- **Cell phone or electronic devices are strictly prohibited.**

**RULES FOR VISITATION ARE OUTLINED ON THE NEXT PAGE**

## VISITATION RULES

All visitors must be on the youth's approved visitors list. You will also need to have photo identification.

1. No outside food items are allowed during visitation.
2. There may be a short embrace at the beginning and again at the end of visitation.
3. Visitors are requested to dress in good taste. Clothing should not be revealing in nature or extremely tight.
4. Gifts are limited to items on the authorized items list.
5. Visitors are not allowed to bring into visitation any weapons, sharp objects, such as pocket knives, scissors, or nail files. Cell phone or electronic devices are not permitted in visitation. No tobacco or alcoholic products may be brought into visitation.

The staff monitoring visitation will be responsible for the following:

1. Checking photo identification against the approved visitors list.
2. Logging the visitors in on the visitation list.
3. Briefing the visitors on the visitation rules.
4. Monitoring the conduct of the visitors and youth during visitation.
5. Signing visitors out upon completion of visitation.
6. Search all items brought into visitation to ensure all items are authorized. Staff will look for any unauthorized items to include weapons, alcoholic beverages, tobacco products, or sharp objects.

Visitation may be terminated or denied for the following reasons:

1. Visitor is not on the approved visitor list provided by the juvenile probation officer.
2. Visitor does not have photo identification.
3. Visitor is under the influence of drugs or alcohol.
4. Visitor is causing a disturbance.
5. Youth is causing a problem.
6. Visitor introduces prohibited items into visitation.
7. Visitors are wearing clothing that is revealing or too tight.
8. Non-visiting family members become a problem. Non-visiting family members should not come to Robert E. Lewis Academy. If they do, they are to remain in their car or leave Robert E. Lewis Academy.
9. Visitor refuses to have an item searched or refuses to take the item to their vehicle to secure it.

Any time visitation is terminated, an incident report must be completed explaining the situation making termination necessary.

Future visitations can be prohibited if issues reoccur.

Should it become apparent that a visitor will not comply with the instructions of the senior staff, do not confront the visitor, call the Anniston Police Department and ask them to have the visitor leave.

ALL YOUTHS IN VISITATION WILL BE CONSTANTLY MONITORED AND SEARCHED AFTER VISITATION. ONLY AUTHORIZED ITEMS MAY BE GIVEN TO THE YOUTH.

## SPECIAL VISITATION

Special visitation will be coordinated by the Program Manager or designee. Consideration for special visitation will be given, but are not limited to the following reasons:

1. Parents or guardians are unable to attend visitation at the normal time. **THIS MUST BE VERIFIED BY THE PROBATION OFFICER.**
2. Visits with Attorneys, Social workers and Clergy. These will be approved and verified by the Probation Officer. Youth will be afforded privacy during these visits. Staff may monitor from a distance. The staff should not be able to hear the conversation or read any material being reviewed. If the staff monitoring the visitation can hear or read contents of the visitors, he should inform the visitors and ask if they could lower their voices or protect written material. These visits are generally conducted during normal business hours to allow for access to a private area, but arrangements can and will be coordinated by the Program Manager for after hours necessities.
3. Visitation may be scheduled by parents to inform youth of family emergencies. This must be verified and approved by the Probation Officer.

## YOUTH MAIL

You can mail and receive letters while at Lewis Academy. You will be provided with free postage for three letters per week. Any additional letters mailed must have a stamp at your cost.

You can not mail or receive letters from people in other institutions or on probation/parole.

All incoming mail and packages will be opened and inspected for contraband and content. Any inappropriate letters or packages will be returned to the sender.

Outgoing mail must not be sealed. Outgoing mail will be inspected for contraband and content. Any inappropriate letters and packages will not be mailed. They will be placed into your contraband storage and returned upon your release.

Youth can have up to three letters in their possession. Any additional letters must be placed into contraband storage.

## YOUTH'S ACCESS TO THE ACADEMY LIBRARY

The Robert E. Lewis Academy Library is administered by the teachers and librarian. Youth check out books in accordance with the library procedures. The books are located in the library. The teachers and librarian will maintain these books and are the only authorized staff allowed to check them out. The number of library books authorized at any given time will be set by the teachers/librarian with approval by the program manager. **The book shelves in the library are off-limits except under the supervision of the librarian or teachers.**

With the permission of the program manager, church visitors and youth are authorized to use the library for services. Youth will be well behaved and maintain the library in a high state of orderliness at all times. Touching books on book shelves other than under the supervision of the teachers/librarian will result in an Unauthorized Area Major Rule Violation.

## ACCESS TO BOOK MOBILE

The youth will also have the opportunity to check two books out from the Anniston Library's Book Mobile. One book will be maintained in the classroom and upon completion of the first book the youth will be allowed to exchange for their second book. Youth are not authorized books from home.

## ACCESS TO PUBLICATIONS

Youth are allowed access to most publications, i.e., books, magazine, bibles and religious pamphlets. They may not have access to local newspapers due to the possibility of the paper containing material related to the Youth's case or family member's/friend's demise. Books or magazines that are considered sexual or violent in nature will not be permitted. All publications from sources other than the Academy Library or the book mobile, must be approved by the Program Manager.

# YOUTH PASSES

**PASSES ARE A PRIVILEGE FOR OUTSTANDING DUTY PERFORMANCE AND BEHAVIOR. THEY ARE NOT A RIGHT. THEY MUST BE EARNED.**

**While on pass youth must be under CONSTANT parental/guardian supervision. In order to be approved for any pass at least one parent or guardian must be attending Parent Project. Parents/guardians receive a letter from Coosa Valley Youth Services regarding the meeting times and dates.**

1. To be eligible for passes the following requirements must be met:

- a. Youth must be in 3<sup>rd</sup> phase OR approved by the Program Manager.
- b. Must not be on Privilege Restriction.
- c. Must have approval of the youth's probation officer.

2. The following passes may be approved by the Program Manager. Determining factors include, but are not limited to behavior, progress, and effort, during the progress report week:

- (48 hours) 11am Friday – 2:30pm Sunday
- (24 hours) 11am Friday – 2:30pm Saturday
- (6 hours) 9am Sunday – 2:30pm Sunday

All youth must have approval of JPO to begin taking passes. Lewis Academy will obtain this approval prior to the youth's first pass. Some youth's JPO require a few day passes before approving overnight passes, but this is on a case by case basis. The Program Manager may extend passes when the holiday falls on a Monday or at his discretion.

**The Program Manager reserves the right to terminate passes because of behavioral, school, counseling or motivational purposes. Youth will be searched upon returning from any pass to Robert E. Lewis Academy**

## RELIGIOUS ACTIVITIES

Religious activities are available at Robert E. Lewis Academy through various volunteer organizations. Youth may participate in these activities or choose not to. Youth are not be required to attend religious services or punished for not attending.

If youth wish to speak to their own clergyman inform the program manager, who will make arrangements to have the person approved for a scheduled visitation.

## RECREATION

Lewis Academy strives to make recreational activities available to youth on a daily basis. Youth displaying inappropriate behaviors or who violate program rules may have their recreation opportunities restricted. Below are specific instances that will result in temporary restriction of recreation:

1. Youth who are on Privilege Restriction
2. Specialized Contract earned in School: Youth will lose recreation for the term of the contract (14 days)
3. Youth on a physical profile may not engage in any activities that are not authorized due to illness/injury. Youth who do, will receive a Self-Injury Major Rule Violation.

Lewis Academy staff will provide direct supervision of recreational activities. These will be both indoors and outdoors in accordance with the youth schedule. Lewis Academy staff will notify the youth of what activities are available for recreation and the youth can select an activity based upon what is available at that time. This availability will be based upon: available staff to supervise activities, weather, and youth behaviors. The following activities are never authorized at Lewis Academy:

1. Full-contact Sports
2. Gambling

Recreational activities may be conducted at an off-campus location with the approval of the program manager.

# Dorm Clean Up Procedures

The dorm will be cleaned daily in accordance with the cleaning schedule and inspected. Staff will ensure youth clean according to standard. Failure to do so is a safety violation and will result in disciplinary actions. The following is a list of items that will be cleaned:

- Floors will be clean, highly shined and free of dust, dirt and foreign objects. Special attention will be given to corners and baseboards for accumulation of dirt and wax build up.
- Walls will be clean and free of marks. Soft scrub and sponges will be used to clean the walls.
- Windows and window ledges will be clean and free of dust, dirt and foreign objects. Blinds will be clean and free of dirt, dust and foreign objects.
- Beds will be free of dust and properly made. Special attention will be given to the bed frame for dirt, dust and foreign objects.
- Furniture will be clean free of dust and dirt and well organized.
- Cleaning equipment will be clean before storage. No wet cleaning equipment will be stored in a closet. Mops, wet rags, and sponges should be out of doors.
- Sinks, toilets, urinals, showers, washers and dryers will be cleaned/sanitized daily and free of dirt, body hairs, soap residue or any other foreign objects.
- All surfaces and bunk frames will be disinfected daily with DMQ. Youths will strip beds and pillows daily to disinfect
- A/C Vents.

The bathroom floors will be mopped with a solution of water and cleaning solution.

All other floors will be mopped with warm water only.

Staff are responsible for preparing all mop water.

Youth are never to handle chemicals. Staff are responsible for spraying or applying any chemicals to the area to be cleaned.



**Personal Area  
Standard.**



# Floor Care

## Daily:

Waxed Floors will be swept, mopped and burnished daily during scheduled clean up. Floors are to be mopped using hot water only. No chemicals will be used on the waxed floors.

Bathroom floors will be swept and mopped with a solution of bleach and water daily.

Staff are responsible for preparing all mop water.

## Monthly:

A thin coat of wax will be laid on the first Saturday of every month. Staff will supervise youth as this is accomplished. This will occur on 2<sup>nd</sup> shift.

The Program Manager will inspect the floors daily on business days. If the floors are found to be unsatisfactory, all training will be cancelled and the floors will be brought to standard immediately.

# LAUNDRY PROCEDURES

Staff are responsible for ensuring youth follow the laundry schedule and procedures.

The laundry schedule is outlined in the schedules section of this manual.

The following procedures will be adhered to:

## **Protective Gloves will be worn anytime laundry is being handled.**

1. Youth white clothing, towels, and washcloths:
  - a. Youth will place white clothes, towels, and wash clothes in their assigned laundry bag and seal.
  - b. Youth will turn sealed bag into their assigned group leader.
  - c. Group leader will wash, dry and return bags to each youth.
  
2. Colored Clothing (School, PT and Work uniforms):
  - a. Youth will place soiled items in their assigned basket.
  - b. The group leader will wash and dry clothing.
  - c. Group Leader will place clean items in the group basket and issue to youth.
  
3. Bed Linen (Pillow Case, Fitted Sheet, Flat Sheet)
  - a. On the day assigned to the group, the youth will strip their beds of linen.
  - b. Linen will be placed in a pile.
  - c. Group Leader will issue Fresh Linen to all youth (staff will issue to Group Leader)
  - d. Group Leader will wash and dry soiled linen.
  - e. All youth in group will fold 1 pillow case, 1 fitted sheet and 1 flat sheet.
  - f. Staff will place folded items back into storage.
  
4. Blankets
  - a. On assigned day, youth will remove blankets and place in pile.
  - b. Group Leader will assist staff in carrying blankets to Detention to be washed. This will occur at the time of the morning meal.
  - c. Staff will change blankets over from the washer to the dryer.
  - d. Group Leader will assist staff in carrying the blankets back to Lewis Academy. This will occur at the time of the lunch meal.
  - e. Group Leader will place a blanket on the bed of each youth in his group.
  - f. Each youth will remake their bed.

## Youth Dress Code

### Changing Clothes (Uniforms)

Youth will **ONLY** change clothes in the bathroom stalls. At no time will any youth change clothes in the dorm area. Youth must be fully dressed before exiting the bathroom. Fully dressed for the purposes of this procedure is defined as: Youth is wearing undershirt, underwear, either pants or shorts and foot wear. Youth moving from the shower area to a stall must have on at least an undershirt, underwear and a towel wrapped around their lower body. Any youth violating this rule will be charged with a sexual activity major rule violation.

Youth are authorized to wear only the following uniforms.

The Youth uniforms are:

- \* **Physical Education (PE) Uniform:** grey or black shorts, grey or black sweat pants (Cold Weather), grey or black sweat shirt (Cold Weather), white undershirt, running shoes (white or black with white laces) No logos or teams on the clothing is authorized.
- \* **Work Uniform:** Blue cover-all (Cold Weather), white undershirt, work boots, work gloves. **In warm weather, the Work Uniform can be replaced with the PE uniform (with boots for equine therapy or using lawn equipment)**
- \* **School Uniform:** Navy Polo Shirt, tan/khaki pants or shorts (Warm Weather), running shoes (white or black with white laces).
- \* **Dress Uniform:** Tan/Khaki Pants, white undershirt, white button-down shirt, tie, running shoes.
- \* **Off Duty:** Orange Shorts, White T-Shirt, Flip Flops/Shower Shoes w/socks

Youth cannot mix uniforms. Jackets, gloves and toboggans are authorized during cold weather months. No logos or teams. Shirts must always be tucked in. Shoes and boots must be properly laced and tied.

**To ensure uniformity, safety and security; youth must all be dressed in the same uniform and uniform type.** For example, if youth are dressed in the physical conditioning uniform, they must be dressed exactly the same (Shorts, T-shirt, Running shoes.) Youth cannot be dressed in different variations of a uniform. All must wear shorts or all must wear sweatpants. All must wear work uniform with boots or all must wear work uniform with running shoes. The only exception to this is in cases of home pass, visitation, or on approval of the Program Manager.

## Youth Movement

Youth will be moved to and from locations in a group. Youth will form single file lines. Youth are on quiet time during movement. Youth will count off as they cross the threshold of any doorway. Carried items such as books and hats will be carried in the left hand. The right hand will be placed behind the back. If hands are empty, both will be placed behind the back.

During School, Youth will line up outside their assigned classroom against the wall. Staff will adjust youth as necessary to ensure hallways are not blocked. The Group Leader will wait for the teacher to give permission to enter.



# INDIVIDUALIZED TREATMENT PLAN

Treatment Plans will be created by the counselor assigned to each youth. There will be an individualized Treatment Plan established for each youth. The process must be completed on or before the 10<sup>th</sup> day following the intake of the youth. This plan will consist of at least the following:

- Educational Needs
- Psychiatric needs
- Social needs
- Vocational needs
- Medical needs
- Personal needs (Familial Issues, A&D Education, and Sex Ed., Conflict Resolution, Self-Discipline, etc)
- Recreational needs
- Psychological needs

This will be accomplished by a complete review of preadmission documentation (P.O's social evaluation, school records, and court reports), admission screening form, physical observation report, report from initial examination by our medical staff and any other relevant sources to include, but not limited to:

Initial academic testing, counselor's assessments, and daily evaluation reports. All this information will be referenced by the counselor and used in the creation of the youth's individualized treatment plan.

Once the treatment plan is created the counselor will:

1. Review with the youth. Both the counselor and youth will sign the treatment plan.
2. Ensure an electronic copy is placed in the electronic file created for the youth's assigned cycle to serve as a record and better facilitate treatment plan updating.
3. Place a photo-copy in the youth's file to serve as a record until the doctor can review and sign the original.
4. Submit the original for doctor review and signature.
5. Once reviewed and signed original is returned from the doctor, replace the copy in the youth's file with this completed original.

The treatment plan should evolve as the youth meets goals or as new areas of need arise. Treatment plans should be regularly reviewed and goals assessed as the youth progresses through the program. Reviews/Updates should be occur as needed, but not exceed 90 days in accordance with Chapter 105 of the Alabama Medicaid Provider's Manual.

## School

Each youth will participate in the school program while at Lewis Academy. Each youth will receive a pre-test to gauge their individual academic level and skill set. This test will occur during the intake / orientation week. Youth will begin attending classes with their assigned group the first school day following the intake pre-test. Prior to release, youth identified will receive a post-test the Friday prior to release.

During their time at Lewis Academy, youth will attend academic classes with their group in accordance with the school schedule. Each youth will receive individualized academic instruction at their grade level through a combination of lectures, group instruction, and individualized work.

Youth are expected to complete all assignments and maintain teacher required standards in each subject area to both progress in and complete the program. Failure to do so can result in the youth receiving disciplinary actions to include: specialized contracts, demerits, major rule violations, loss of privileges, non-credit for a day, and extension of time in the program.

## COMMUNITY SERVICE PROJECTS

Community Service Projects will be scheduled and/or approved by the Program Manager.

The principles for our community service projects are as follows:

- \* To provide youth with positive work habits
- \* To instill a desire for community service
- \* To provide youth with an introduction to varied vocational experiences
- \* To be a service to the communities served by Robert E. Lewis Academy

**All the rules of the program will be enforced during community service projects. Violations of rules or continued disruption will not only result in minor and major rule violations, but could also result in you not being allowed to participate in future projects, potential restart in the program, or elimination from the program.**

## Counseling

You will be assigned a primary counselor during intake. This counselor will develop your treatment plan and help you make progress toward your treatment goals through individual sessions, group sessions, and family sessions as needed. In addition, the counselor will collaborate with the JTOs, Teachers, and Program Manager to ensure your treatment goals get addressed outside of direct counseling services.

Small problems and issues you have between counseling sessions should be brought to your counselor's attention at the next individual session so that you can explore the situation together to find ways to improve in the future. This is how progress will happen. You must be willing to talk, be honest with your counselor, and willing to try the ideas and suggestions to improve.

At a minimum, you will receive the following services each week:

- One (1) of individualized counseling services (Individual session, treatment planning, intake, family counseling)
- Two (2) hours of group counseling services (Group Counseling /Multi-family group sessions)

# Graduation Criteria

During Monthly Progress Review Boards, the Program Manager, Counselor, JPO and Youth will review the youth record for the previous month. These reviews can determine if a youth moves up to the next phase.

Youth will not be considered for graduation until they reach the 3<sup>rd</sup> Phase of the program.

Graduation eligibility will be determined during the monthly progress review following a youth entering the 3<sup>rd</sup> Phase of the Program. Youth not meeting all graduation requirements will not be scheduled to graduate. If a youth is not in his 3<sup>rd</sup> phase at the time of the progress review, he will wait until the next progress review.

To graduate, youth must meet all of the graduation criteria:

1. Be in 3<sup>rd</sup> Phase at the Time of the Progress Review
2. Meet teacher required academic standards
3. Demonstrated progress toward treatment goals as outlined in their treatment plan
4. Not be on Privilege Restriction or Specialized Contract

Youth who have met the graduation requirements, but fall below the requirements for any reason up to the day of graduation, can not graduate. These youth will be removed from the graduation list and will be reconsidered for the next scheduled graduation.

# Emergency Procedures

## Orientation of Youth

The program manager or designee will orient youth to the emergency procedures during the intake process. Youth will sign a verification form to indicate emergency procedures were explained to them.

## Fire Plan-Building Evacuation

All staff will be familiar with the emergency evacuation plan and implement it when advised by the most senior staff of duty or when an emergency exists. Staff will also be familiar with the evacuation routes as posted throughout the building.

The following assignments will be in effect for each shift:

**Emergency Coordination Supervisor (Staff with seniority)**

- \* Alert all areas to initiate movement to the assigned muster area, (Grass area beside Detention Center near large tree) through use of pull station, or voice in case of fire that is too large to immediately contain with and extinguisher.
- \* Call 911 and report the fire. Remember to stay on the line until they hang up. During fire drills, alert 911 that it is just a drill.
- \* Take the shift logs, daily roster, all keys, prescribed medications and emergency evacuation box. (If in the building during the emergency)
- \* When all persons are out of the building, conduct a roll call of youth, visitors and staff.

### Fire Plan-Building Evacuation Assignments

**Juvenile Training Officers.....Ensure all youth move in an orderly manner to the muster area.**

**Teachers and Counselors.....Assist in moving youth, parents and visitors to muster area as needed.**

**Staff outside..... Terminate activities and move to muster area with youth.**

**Administrative Staff..... Assist in moving youth, parents and visitors to muster area as needed.**

All staff shall be familiar with the locations of the fire extinguishers. Fire extinguishers are located in the following areas:

- \* Multi-purpose room
- \* Main hallway entering two dorms
- \* Main entrance lobby
- \* Laundry room
- \* Electrical room
- \* Agency Vehicles

## **HURRICANES**

The facility is located far enough inland that a hurricane will typically not have much effect in this area. Should the area be affected by a hurricane watch or warning, the same procedures outlined for tornadoes will be followed. The greater likelihood in this area resulting from coastal hurricanes would be flooding.

## **FLOODS**

Due to the facility's location, the likelihood of a flood is extremely low. Should staff confirm that the potential for flooding exists, the Program Manager should be contacted for approval to evacuate the premises. The evacuation plan should be initiated.

## **EARTHQUAKES**

In the event of an earthquake, all persons should be advised to move away from shelves and objects attached to the walls and ceiling. They should lie flat on the floor with their hands covering their heads. If possible, Youths may use a mattress or pillow to cover themselves. After the earthquake, a staff member contact emergency personnel using either the telephone or cellular phone to report injuries or request emergency repairs.

If water pipes have burst, one staff should ensure the water is turned off at the main source. Water control valve is located in the room next to the entrance to the Multi Purpose Room.

## **POWER FAILURE**

Should the power be lost to the facility, staff should utilize the emergency flashlights to maintain safety and accountability.

The Power Company should be notified immediately. The number is located near each telephone.

If power failure is to be prolonged, staff should move the youth to the Detention Dining Facility. The Program Manager should be contacted and advised of the situation. The Program Manager will notify the Assistant Director and advise on the situation and possible needs.

# THUNDERSTORMS

The best protection from thunderstorms is seek shelter in a building. During thunderstorms stay away from windows, electrical equipment and avoid using the telephone.

When outside and a thunderstorm approaches the following precautions should be followed:

- \* Avoid tall trees, exposed ridges, open meadows, or wet beaches. Don't seek shelter in small caves because the walls conduct electricity when lightning strikes the mountain. Besides, there could be animals in the cave. Small canyons offer safety from lightning, but be aware of flash-flood danger.
- \* Seek shelter in a stand of timber that's of even height and in a low area, but away from water if you are in a forest. Stay clear of tree trunks and roots.
- \* Avoid isolated trees if you are caught out in the open. Crouch down on the balls of your feet. Place your sleeping pad beneath your feet to help insulate against ground shock. Keep your hands off the ground.
- \* Situate your tent away from likely lightning strikes, such as overhangs and tall isolated trees or the tallest tree in the area.
- \* Don't cluster in groups, electricity can pass from one body to another even if you aren't touching.
- \* Determine the storm has completely passed before moving on.

# TORNADOES

A tornado watch indicates that conditions are favorable for tornadoes to develop. All staff will be notified of the impending weather conditions. One (1) telephone will remain open at all times to receive emergency calls. One (1) staff member will monitor the developing weather conditions by using the battery powered weather radio. If the station goes out staff may contact the Emergency Management Agency at 435-0540 for weather information. Flashlights and portable radios will be checked to ensure they are accessible and operational. Staff should be prepared to act quickly if conditions worsen.

A tornado warning indicates that a tornado has actually been sighted. When a warning is issued, occupants of the program will be immediately moved to a safe location until conditions have passed. Youth will be moved to the Class Room, Counseling Class Room during business hours. After hours and on weekends/holidays, youth will be seated in the main hallway with their backs against the wall. Youth will be informed that they are on quiet time until all youth, staff and visitors are properly accounted for.

Staff will conduct a head count to ensure that all youth are accounted for. Visitors will be notified of the weather condition and will be moved to a safe location until conditions have passed. Staff will carry flashlights and portable radios to remain informed of any changes in the weather conditions.

Any youth who creates a disturbance or refuses to follow instructions will receive disciplinary action. If the youth still refuses to comply, the minimum amount of force necessary will be utilized to ensure his safety and well being.

If a tornado strikes without warning, personnel should move away from windows and doors.

Staff and youth will remain in their places of refuge until the highest ranking staff on duty has determined that it is safe to continue normal operations.

## **Coosa Valley Youth Services PREA**

### **Introduction:**

**Coosa Valley Youth Services (CVYS) is committed to your safety and the safety of staff. You have the right to your dignity and to be free from sexual abuse, sexual harassment, and retaliation. CVYS has zero tolerance regarding sexual abuse and sexual harassment within its programs. This means we DO NOT tolerate any level of sexual harassment, misconduct, or assault in the facilities.**

**EVERY effort will be made to prevent sexual abuse and harassment from occurring, EVERY allegation will be investigated, EVERY perpetrator punished, and EVERY victim offered services.**

**There is a federal law against sexual assault inside correctional systems called the Prison Rape Elimination Act (PREA). This law covers male and female individuals incarcerated in any type of correctional facility, as well as offenders on community supervision. This law also covers any form of sexual relationship between staff and offenders, even if they both consent to the relationship. We also have laws against custodial sexual misconduct. This is when a staff member becomes sexually involved with an offender. All of these types of offenses are felonies and any allegation shown to be true will be referred to law enforcement for prosecution.**

**When you first arrive here, you may want to find comfort and want to develop relationships with others. All of this is normal, but there are a variety of relationships that might be harmful. Most staff are here to help you and most offenders want to do their time, like you, without feeling pressure from other offenders. Not all offenders will try to sexually abuse or sexually harass you. We will work with you to do everything we can to ensure you remain safe.**

### **What is sexual abuse?**

**There are two categories of sexual abuse – juvenile offender and juvenile offender or staff and juvenile offender. In either of these cases, it is not your fault if you were sexually abused or sexually harassed. If you have any other questions, you can ask any staff member for assistance or request to speak to the Program Manager.**

**During you stay at a CVYS program, consensual sexual relationships are prohibited. Consensual sexual relationships between juvenile offenders are against policy. Offenders who engage in these relationships will be charged with a major infraction with appropriate sanctions. Even though these types of relationships may be something that is desired by both people, they present medical and psychological issues which compromise your safety and the safety of other offenders and staff. The spread of sexually transmitted diseases, jealousy between participants and from other offenders, fear of homosexuality and other issues make consensual sex a threat to everyone's safety.**

### **Prevention:**

**How to prevent sexual abuse / harassment – Pay attention to where you are, situations that make you feel uncomfortable, special attention that someone may be giving you, who you tell private information to, accepting loans, offers of protection**

**and do not let manners get in the way of keeping yourself safe. Everyone is vulnerable in these kinds of situations but they are less likely to happen if you follow program rules and immediately report situations to staff.**

**Staff are trained to look for behaviors of offenders which may indicate that some form of sexual abuse /sexual harassment may be occurring or offenders who are at risk for sexual victimization. Some of these include:**

**Changes in routine, mood or behavior, to include eating, hygiene, and sleeping habits; avoiding staff members or staying too close to staff; staying out of the dining hall, yard or shower areas; irritability or mood swings; requesting housing changes; one offender getting lots of attention from other offenders, particular a younger or weaker offender; never having canteen items; and suicide attempts or threats.**

**Reporting and Investigations:**

**What to do if you've been assaulted or if sexual misconduct has occurred.**

**Offenders can participate in an investigation in many ways, including being the alleged victim, suspect, reporter, or witness. Reporting can be done several ways:**

- 1. Report it to any staff member;**
- 2. Report by calling the DYS Hotline at 1-855-332-1594 (free on silver phones just follow prompts) or Notify the PREA Coordinator at (256) 237-2881 ext 103;**
- 3. Complete a Grievance Form.**

**If you are the victim, request immediate medical attention. Do not shower, brush your teeth, use the restroom or change your clothing. You may destroy valuable physical evidence.**

**CVYS will ensure that an administrative or criminal investigation is completed on ALL allegations of sexual abuse and sexual harassment. Information gathered during the internal inquiry and investigation will be limited to those individuals on a need to know basis.**

**Retaliation against offenders who participate in PREA investigations can take many forms, including threats, harassment, infractions, loss of privileges, or asking others to harass or intimidate the offender.**

**Retaliation by staff or other offenders due to reporting an allegation or participating in an investigation is prohibited and will also be investigated. Those individuals who fail or refuse to cooperate (except victim) or those who otherwise takes action to obstruct an investigation, including providing false or misleading information may be subject to disciplinary actions. Making false allegations hurts the process and those offenders who have been victimized. Also lying during an investigation doesn't allow the investigators to get to the truth, minimizing our ability to hold people who have engaged in misconduct accountable or provide services to those who have been victimized.**

**What to expect:**

**We will work with you to keep you safe. If the allegation is substantiated, we will keep you separated from the perpetrator throughout your stay, either by wing or facility separation.**

**All staff are required to report the allegation / incident to the Assistant Director, which will start the investigation process. This includes the medical and mental health providers.**

**An investigation may include: a medical exam, a mental health referral and evidence collection. We will do our best to keep the information you report as confidential as we can while conducting the investigation. We expect the same of all juvenile offenders involved in the investigation (alleged victim, suspects and witnesses). We will also ensure that victims receive a referral to mental health services for treatment and counseling. It is common for victims of sexual abuse to have feelings of embarrassment, anger, guilt, panic, depression, and fear for several months or years after the incident. Other common reactions include loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Seek medical support or support from a counselor or other staff person if you need help managing any of these or other reactions.**

**Summary:**

**Did you know?**

- Sexual assault usually does not happen spontaneously.**
- Sex assault is a deliberate action against the victim.**
- Sexual assault has nothing to do with the victim's present or future sexual orientation.**

**We want this facility to be a safe environment for staff and juvenile offenders. Staff are trained in what to do if you report a sexual threat or assault. Each report is taken seriously. We will make every attempt to protect sexual assault victims from further harm. We will do everything we can to make sure all sexual aggressors are prosecuted.**

**Remember, we have zero tolerance regarding sexual abuse / sexual harassment within our facilities. This means that we do not tolerate any level of sexual harassment, sexual misconduct, or sexual assault. Every effort will be made to prevent sexual abuse / harassment from occurring. Every allegation will be investigated. Every perpetrator prosecuted and every victim will be provided services.**

### **PREA Resources.**

#### **HOW TO REPORT**

Coosa Valley Youth Services offers multiple ways to report sexual abuse and sexual harassment.

- Report to any staff, volunteer, contractor, or medical or mental health staff.
- Submit a grievance or a sick call slip.
- Report to the program manager, the assistant director, or the director.
- Tell a family member, friend, legal counsel, or anyone else outside the facility. They can report on your behalf by calling (256) 237-2881 dial extension 103 or writing PO. Box 4519 Anniston, AL 36204.
- You also can submit a report on someone's behalf, or someone at the facility can report for you using the ways listed here.
- For external reporting Call Department of Youth Services at (855) 332-1594. If you wish to remain anonymous there is no need to state your name.
- You can send a letter to Department of Youth Services: P.O BOX 66 Mt Meigs, AL 36057

### **VICTIM SUPPORT SERVICES**

Coosa Valley Youth Services has partnered with 2nd Chance to provide survivors of sexual abuse with emotional support services. To access these services. All calls will be confidential and not listened to by Coosa Valley Youth Services staff. 2nd Chance counselors follow all mandatory reporting rules.

Contact: (256) 236-7381 or send a letter to: 613 Wilmer Ave Anniston, AL 36201.