

Starting now,

YOU CONTROL THE DIRECTION YOUR LIFE TAKES.  
IT IS TIME FOR YOU TO UNLOCK YOUR POTENTIALS  
AND TALENTS.

Please

**READ THIS RESIDENTS' MANUAL!**

The information in it will help you succeed in our program.

Starting now,

YOU ARE MAKING CHOICES THAT WILL AFFECT YOU  
FOR THE REST OF YOUR LIFE.

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**\*\*Note:** Please read this manual carefully and make sure that you have a clear understanding of all the rules and your responsibilities. If you have any questions or need clarification about anything please feel free to ask a staff member for assistance. You will be tested on the contents of this manual and have to make 80%. You will be eligible to take the Residents' Test after you have been in the program for 48-hours. Failure to pass this test at that time will result in loss of privileges until you pass the test with 80%. \*\*

Dear New Resident,

Welcome to the Attention Home Family! The Attention Home personnel sincerely hope your time spent here will be successful for you. We are here to provide you with all the necessary skills/tools you need to improve your negative behaviors and equip you with real leadership skills, maturity, humility, and a heart to lead by example. Our program is also design to help you gain a better understanding of yourself as well as build your self-confidence and self-worth.

The most important thing you will learn while staying at the Attention Home is how to make the changes in your life that ***you want to make***; how to redirect your life and change to a more positive and successful path. However, the simple truth is that until ***you*** are ready to make the necessary changes, they won't happen. Chances are you have probably been getting a lot of pressure from other people to make changes--to do something different. You have probably already figured out by now nobody can ***make*** you change; not your Judge, not your PO, not your mother, not your friends, and not the Staff. **You** hold the power to change. No matter how much *they* want it *for* you, until ***you*** make that decision of wanting for you, these changes won't happen.

We really hope you'll come to understand while you are in our program that CHANGES DO NEED TO BE MADE. Maybe you don't see alcohol/drug use, poor grades, not following rules, making negative decisions, engaging in self-destructive behaviors, disrespecting your parents as a "big deal," but the *truth of the matter is*- these kinds of behaviors are dangerous and can lead to disease, life in an institution, death, loss of self-respect, loss of respect from others, just to mention a few. But, that's your choice to make. You control the direction your future will take. Remember, you are making decisions right now that will affect you for the rest of your life.

If you have any problems, concerns, feel upset, or just want to talk, please find a staff member, the teacher, the counselor, or the program manager. We will listen to you and address any issues you may be going through. We will always provide you with the support and guidance that you need.

Your success in this program depends on you and only you and the changes you want to make. Please make sure you take full advantage of our program and put effort into improving your negative behaviors and better yourself. We hope you will give it your best. It is time for you to start a new beginning.

Sincerely,  
Attention Home Personnel

### *1. Attention Home Mission Statement*

It is the mission of the Attention Home Program:

- to provide a safe environment wherein the primary, educational, behavioral, medical, and emotional needs of its residents are met;
- to prevent residents' further involvement in the Juvenile Justice System by serving as an effective behavioral modification program, returning to the communities we serve more respectful, responsible, and productive citizens;
- to prevent adolescent abuse and neglect and promote healthier lifestyles among this and future generations by providing parent education and family support.

If our decisions, as a program and a staff, are in agreement with our mission statement, we will be on solid ground, and the girls will benefit from their stay here.

### *Our Goal*

The goal of the Attention Home Program is to provide the residents with the necessary skills in order to improve their negative behaviors and learn acceptable and appropriate ones. In order to improve their behaviors, this program will help the residents improve their communication skills, social skills, problem solving skills, independent living skills, academic skills, self-image/self-esteem, and even, to some extent, vocational skills. The goal is for the residents to make the necessary behavioral changes, so they will in turn be able to return home to their families and prevent further involvement in the Juvenile Justice System. It is the goal of Attention Home for the residents to go out into the world prepared with leadership skills, humility, maturity, and a heart to lead by example.

## *2. Introduction To Behavior Modification*

The goal of a behavioral modification program is to change and adjust behavior that is socially inappropriate or undesirable. When embarking on a behavioral modification program that involves adolescents, it is very important to isolate and observe the inappropriate or undesirable behavior(s). With this observation comes awareness of those behaviors on the part of not only the adolescents whose behavior(s) is being modified but also those involved in the youth's treatment (i.e., counselor, teacher, childcare workers, and program manager). Furthermore, with this awareness comes the greater goal of understanding the cause and effect of the behaviors, thus helping to affect change. Therefore, a behavioral modification program is based on three concepts:

1. Observable antecedents - events that occur before a behavior is apparent.
2. Observable behavior – the actual behavior that the youth exhibits.
3. Consequences - the events that occur after the behavior occurs.

These concepts provide those involved in the youth treatment with a clear understanding of adolescents' behavior (its cause and effect).

The Level System is considered part of the Attention Home Behavioral Modification Program. This level system is designed to reinforce desirable behaviors and extinguish inappropriate and undesirable behaviors. The level system has been set up in five levels in which each level requires more desirable behavior from the youths. Even though levels and points are not necessarily viewed as re-enforcers, in themselves, they serve as secondary re-enforcers because by adolescents earning points come higher levels, which ultimately have better privileges. Therefore, adolescents are motivated to work hard to earn positive points in order to move up the levels and earn more privileges (that come with each level). Adolescents are able to earn positive points for appropriate behaviors. These types of behaviors (i.e., school attendance and performance, completing tasks, following instructions, showing respect, accepting no answers, disagreeing appropriately, and so forth) are the ones that we want to develop, strengthen, and maintain. On the other hand, adolescents lose points and/or receive negative consequences (i.e., loss of radio privileges, loss of television/movie privileges, loss of home passes, house restrictions, extra chores, and so forth) for inappropriate and undesirable behaviors such as not following instructions, not showing respect, arguing, disagreeing inappropriately, and so forth, which are the behaviors that we want to decrease. By applying positive (earn points) and negative (lose points) consequences, the adolescents learn that every choice they make has a reaction. They learn that every behavior is linked to a consequence (either positive or negative). Most adolescents will also learn that doing a job correctly can bring not only monetary rewards but also a feeling of accomplishment and success.

### *3. Level System*

I understand that I control me;  
My actions and behavior are solely my choices;  
Only I choose what I do.

#### Level One

This is the entry level. This level provides the residents with the time they need to adjust and learn the Attention Home Program. After 48 hours of the resident's placement at the Attention Home, the resident will take a program test to make sure the resident had read the Resident's Manual, which provides her with the Attention Home's rules and expectations. In order for the residents to successfully pass the test, they have to make an 80% or better. In the event that a resident does not pass, she will have no privileges until she passes the test. She will retake the test at the time assigned by the staff administering the test. The resident is encouraged to study as much as possible before she retakes the test.

They are not eligible for any type of outings or passes with family members or staff unless it is to do volunteer work, do rec., or go to church (only with staff members). They are allowed to have chap sticks, listen to the radio, and watch movies and/or television.  
Bedtime: 9:00 PM. Lights Out: 9:30 PM.

Length of time on the level: 4 weeks. In order to move to week two, residents have to earn at least 65% the first week in both the behavioral and school program. In order to move to week three, residents have to earn at least 70% the second week in both the behavioral and school program. In order to move to week four, residents have to earn at least 75% the third week in both the behavioral and school program. In order to move to level two, residents have to earn at least 80% the fourth week in both the behavioral and school program. This will demonstrate and reflect the residents' progress in their behaviors. Not earning the right percentage will make the residents remain on the week they are (they will not move forward or backward).

#### Level Two

Residents are eligible to go on 48 hours home passes (with approved family members). Seventy-two hours home passes will be approved when residents have doctor's appointments on Monday or on special occasions (these must be pre-approved by the program manager). However, they are not eligible for any type of outings with staff unless it is to do volunteer work, do rec., or go to church. Residents on level two have to shave at home. They are allowed to have chap sticks, listen to the radio, and watch movies and/or television. Bedtime: 9:00 PM. Lights Out: 9:30 PM.

Length of time on the level: 4 weeks. In order to move to level three, residents have to earn at least 85% for four consecutive weeks in both the behavioral and school program. Not earning the right percentage will send the resident back to week one within the same level (remember it has to be four consecutive weeks).

### Level Three

Residents are eligible to go on 72 hours home passes (with approved family members) when Mondays are holidays, other Holidays, medical appointments, or during school breaks. Also, they are eligible to go on outings with staff. Note: Outings with staff must be prearranged and approved by the program manager. While the residents are on home passes, they are eligible to have friends over one night until 9:00 pm. Residents on level three shave at home. They are allowed to have chap sticks, listen to the radio, and watch movies and/or television. Bedtime: 9:15 PM. Lights Out: 9:30 PM.

Length of time on the level: 4 weeks. In order to move to level four, residents have to earn at least 90% for four consecutive weeks in both the behavioral and school program. Not earning the right percentage will send the resident back to week one within the same level (remember it has to be four consecutive weeks).

### Level Four

Residents are eligible to go on 72 hours home passes (with approved family members) when Mondays are holidays, other Holidays, medical appointments, or during school breaks. Also, they are eligible to go on outings with staff. Note: Outings with staff must be prearranged and approved by the program manager. While the residents are on home passes, they are eligible to have friends over one night until 10:00 pm. They are allowed to have chap sticks, listen to the radio, and watch movies and/or television. They earn an extra stamp. Residents on level four shave at home. They earn an extra phone call a week (for either Tuesday or Thursday). Bedtime: 9:30 PM, except on Thursday – 10:00 PM. Lights Out: 9:30 PM and 10:00 PM.

Length of time on the level: 4 weeks. In order to move to level five, residents have to earn at least 95% for four consecutive weeks in both the behavioral and school program. Not earning the right percentage will send the resident back to week one within the same level (remember it has to be four consecutive weeks). In addition to reach and successfully completing level four, the resident must take and pass with an 80% an achievement test in order to move to level 5. This test will be administered by the program manager or designee when the resident reaches level four week four. In the event that a resident failed the test, she will remain on level 4 (week to be determined on a case by case basis by counselor and program manager).

### Level Five (Achievement System)

The purpose of level five is to provide the resident with a similar experience to that, which will experience when she leaves the program. This level is designed to prepare her for that environment.

Residents are eligible to go on 72 hours home passes (with approved family members) when Mondays are holidays, other Holidays, medical appointments, or during school breaks. Also, they are eligible to go on outings with staff. Note: Outings with staff must be prearranged and approved by the program manager. They are allowed to have chap sticks, listen to the radio, and watch movies and/or television. They are eligible to go on individual counseling outings with the counselor and/or program manager. Residents on level five shave at home. They earn two extra phone calls a week (one on Tuesday and the other one on Thursday). They are eligible to sleep in the VIP rooms. Bedtime: 9:45 PM, except on Thursday – 10:15 PM. Lights Out: 9:45 PM and 10:15 PM.

In addition, while the residents are on home passes, they are eligible to start going out with approved friends (see counseling section for details). Also, the residents are eligible to request an extended pass (Thursday after school to Monday) one week of the month. Note: (1) They are responsible for taking their schoolwork with them and turning the work done when they return from home pass. (2) Residents are responsible for making a written request stating the reasons for deserving an extended pass (see attached sheet). The request needs to be turned in to the counselor for approval. Then, the counselor will turn it in to the program manager for review. Residents must be on level five week two in order to successfully complete the Attention Home Program and being eligible for release. However, exceptions may be made in extreme circumstances. All exceptions must be approved by the program manager and probation officer.

While in this level, the residents are responsible for teaching residents, who are in lower levels, appropriate social skills as well as basic living skills. Furthermore, every Thursday the residents and a staff from 01<sup>st</sup> shift will review the resident's progress for the week. Both the resident and the staff are required to fill out and sign the *Reviewing Resident's Progress Sheet* (see attached sheet). Note: If the resident is due to go home on Thursday, the review must take place on Wednesday. Level 5 papers must be kept with the other point cards. The staff is responsible for making sure they are properly completed. School Personnel is responsible for getting the level 5 papers from the office, so they can be properly completed.

To remain on level 5, residents must demonstrate their ability to perform basic as well as social skills. They must show that they can make wise choices, be responsible, and be positive leaders. Therefore, they must not earn any major rule violations. In addition, they must maintain a 95% in their point cards. Earning a major and/or earning less than 95% in their point card will send the resident back. Level and week will be determined by the program manager depending on the situation.

### GED Residents

Residents who are court order to receive their GED while at the Attention Home will not be placed on the level system. The resident will be required to work on their treatment goals, follow all rules, and consequences will be applied in accordance to the Residents' Manual. Also, they are required to successfully complete the GED. Further, residents are required to write a progress paper every four weeks to be turned in to the counselor. The residents will be eligible to start home passes when they reach their fifth week. In addition, they will be eligible to earn an extra phone call and their bedtime will change to 9:15 PM lights out: 9:30 PM when they reach their thirteen week. The staff will take in consideration how many weeks the resident has been here in order to determine when they are going to be called in cases where things are determined by level. Upon completion of the GED, the teacher, counselor and program manager will meet to develop a plan of action to determine her released date and address her treatment goals' progress.

Note: 1. Residents will wake up every morning at 5:30 AM. This includes weekends. 2. Every Thursday, the residents and a staff from 01<sup>st</sup> shift will review the resident's progress for the week by reviewing their point cards (Level One to Level Four). Both the resident and the staff are required to fill out and sign the second page of the point cards (see attached point card). If the resident is due to go home on Thursday, the review must take place on Wednesday.

### Footnotes

1. The shift total of points earned is a team decision. The staff must work together as a team to analyze the residents' behaviors during the shift to determine their points.
2. **Before moving to the next level, residents are required to write a paper. This paper must include the following: (a) what they have learned so far and (b) what their goals are for the next level. Paper must be turned in to the counselor the Thursday prior to moving to the next level.**
3. Medical/Special Leave: Residents are eligible for medical leave only in the following cases: (a) contagious illness; (b) death of a family member (which includes only parents, stepparents, siblings, grandparents, step grandparents, and legal guardians).

Others may be approved in a case by case basis by program manager and probation officer.

4. Organized Recreation Time (Rec): Rec must be conducted for at least one hour during weekdays and two hours on weekends. During this time, the television and video games are not allowed. Thirty minutes of this time must be spent playing board games, cards, etc., while the other 30 minutes needs to be spent by engaging in physical activities such as walking, volleyball, basketball, or mild to moderate exercise by using an exercise video (not a music video or any other similar videos).
5. Residents are not allowed to do gymnastics.
6. Razors: Residents are not allowed to bring their own razors from home. Residents on levels two, three, four, and five are responsible for shaving at home while they are on home pass. Residents on level one are eligible to shave the third and fourth week (on Saturday First Shift) of being at the Attention Home. Residents will be allowed a 15 minutes shower. Keep in mind that a resident with a razor **does not need to be unsupervised** for any longer than 15 minutes. You have no idea what might be going on in that shower under the wrong set of circumstances. It is the residents' responsibility to check in and out their razor. However, it is the staff responsibility to make sure that all razors are turned in. \*\*\*Note: If the resident is on suicide watch, they are not allowed to use or have a razor under any circumstances.\*\*\* If residents are on house restriction or lose their home passes over one week, they will be allowed to shave once a week after her one week is up (she will be able to shave the second week and once a week thereafter [on Saturdays]).
7. On Fridays and Saturdays, residents are allowed to stay up until 10:00 PM (level four and five are allowed to stay up until 10:30 PM) if their behavior has been appropriate and acceptable during the week and/or the staff's shift, meaning they have not earned any majors and/or have not been disruptive and disrespectful. Residents who have earned any majors and/or have been disruptive and disrespectful and still have their privileges must go to bed at 9:00 PM.

8. During third shift, once morning chores have been completed and points awarded, residents are allowed to look at their point cards.
9. When a resident performs an extra chore and/or does laundry, the staff that is on duty will be responsible for checking the chore and giving appropriate points to the resident.
10. In addition to daily chores, residents will sometimes be required to participate in extra housekeeping or yard work “projects,” as well as volunteer community service projects. Staff may sometimes reward residents with any of the following:
  - (a) one piece of candy,
  - (b) one soda,
  - (c) 10 extra minutes of telephone time,
  - (d) extra free stamp, and
  - (e) an item for the “goody box”.
11. Brushes/Combs – Residents are allowed to have their own brush and comb. They are allowed to have one of each. These items will be treated as part of their personal hygiene belongings. Therefore, they can not take them back and forward when they go on home passes.
12. Movie Rentals - No staff member is to rent and/or exhibit any movie with an “R” or above rating. If you cannot determine the rating of a movie or it is not clearly marked on the package, the staff is not allowed to show the movie. The staff must use their best judgment when determining which PG or PG-13 movies they want to show. Some of these are not suitable for our clients.
13. Radios - The use of radios in our program is a privilege. Both residents sharing the bedroom must have their privileges in order to have a radio in their room. If either resident has lost their privileges, staff must take the radio up. Radios must be kept at a reasonably low volume at all times. Because the radio (music) is such a strong re-enforcer, staff is encouraged to take the radio up as a consequence for any problems related to it.
14. Residents are not allowed to write on themselves or others.
15. Residents have to ask permission at all times to go down the hallways to go to their bedrooms and/or the bathroom.
16. Bed Rest - If a resident requests to go back to bed or not attend school claiming illness, the staff needs to proceed to take her temperature. If she does not have an elevated temperature, send her to school in case her “illness” was an attempt to “play hooky” or catch up on sleep. She will be observed for signs of illness and be allowed to go on bed rest in a few minutes if she appears to actually be ill. The agency nurse will be advised of situation at this time. When a resident is on bed rest, she is restricted

to her room or the couch depending on the situation until the following day. She is not to receive any privileges or come out of her room or couch area during 2<sup>nd</sup> shift. Residents on bed rest will receive the same food as other residents, unless they have a stomach virus and cannot tolerate solid food. In this case, they will be fed a clear liquid diet until they can again tolerate solids (approximately 24 hours). Medical attention for residents will be obtained when needed.

17. **Vehicle Policy** - The van and company car are used for transporting residents, grocery shopping, and any other Attention Home business. It is imperative that residents **DO NOTHING TO DISTRACT THE DRIVER**. The residents and staff are expected to be on their absolute best behavior when in one of the vehicles. Residents who fail to behave responsibly will lose the privilege of riding in the vehicles. All residents and staff must wear their seat belts properly at all times. No exceptions. This does not mean that the lap belt is fastened and the shoulder belt is behind their back. Seatbelts are not to be unfastened until van is parked and engine is off. Residents will be involved in regular cleaning of both the interior and exterior of van and car. It is the staff's and the residents' responsibility to make sure that trash is not left behind in the vehicles. The vehicles are to be left in order.
18. *Answering Front Door* – Residents are not allowed to answer the door and/or greet any guesses or any other person who is coming into the Attention Home before the staff clears them for the safety and security of the residents.
19. *Perms* – Residents must have privileges and display positive behaviors in order to be able to perm their hair. Exceptions may be approved by the program manager in certain occasions where the resident's hair requires a perm to keep her hair from damaging.
20. *Hair Modifications* - Residents should obtain permission from the program manager before they make any hair modifications (i.e., hair dye, weaves, hair extension, among others).
21. *Dry Erase Boards* – Residents are not allowed to touch the dry erase boards located in the main office and the living area (Birthday Board) under any circumstances. This includes writing on it, erasing anything, and/or drawing things.
22. *Folders* – Residents are not allowed to write or draw on their social skills folder.
23. *Sharing Hair Products* – Residents must not share any hair products.
24. *Exchanging Personal Information* – Residents are not allowed to exchange any personal information. This includes, but it is not limited to, home address, phone number (including cell phone number), any social network addresses, among others.
25. *Water Bottles* - Residents are only allowed to have one water bottle. They are responsible for keeping up with it and placing their initials on it. Residents are only

allowed to fill their water bottle with water. Under no circumstances, the residents must be allowed to fill their water bottle with tea, juice, milk, soda, etc. Also, residents are not allowed to add sugar and/or lemon to their water.

26. *No Ice* - Residents are not allowed to have ice at any time. This includes ice in their water bottles. Therefore, residents are not allowed to place the water bottles or any other drinks in the freezer.
27. *Pictures* – Residents are not allowed to bring or have any pictures that show any skin (i.e., people who are wearing bathing suites, people with no shirts, people who are wearing underwear, among others) other than arms or legs if the person is wearing shorts/skirts or short sleeved shirts.
28. *Rewards* – If a resident earns any type of gift cards, she is to take it home during her home pass. If they earn \$5.00 for a meal or any other type of meal, they must buy lunch or dinner to be eaten during the scheduled meal time. Residents are not allowed to save any leftovers for later that day or another day.
29. *Cushions* – Residents are not allowed to place their barefoot and/or shoes on the cushions. Further, they are not allowed to bend the cushions to place their feet and/or shoes on the wood frame. They must wear socks if they want to place their feet on the cushions. Also, there must be only one resident per cushion. At no time, two or more residents should try to sit together on one cushion.
30. *Books* – All books that are brought for the residents by staff members, volunteers, and/or parents must be approved by the program manager and/or school personnel to ensure they are age appropriated.
31. *Journals* – Residents’ journals must remain in their rooms at all times. Residents are not allowed to read and/or write on each other’s journals.
32. *Television* - Residents must never be in control of the television remote. The remote control may remain in the main office and be in position of the staff member at all times when it is in use. Residents are not allowed to watch the following channels regarding of the program CMT, VH1, MTV, BET, Comedy Central, and Satellite Radio due to their content not being appropriate for the Attention Home.
33. *Setting Appropriate and Healthy Boundaries with Others* – Residents must never invade other’s personal space. Residents must not kiss, give frontal hugs, hang all over, and/or inappropriately touch staff, residents, and/or visitors.
34. Residents who choose to go to bed early must follow these guidelines:
  - a. They must wait until 8:45 pm. In order for residents to be able to go to bed before 8:45 pm, there must be residents who have early bedtime due to not having any privileges or just early bedtime.
  - b. Residents must go to bed with lights out.

- c. Residents are not allowed to engage in any type of activities besides going to sleep.
  - d. Residents are not allowed to have the closet light on.
35. Residents are not allowed to tan while they are at the Attention Home. In addition, they are not allowed to lay out outside with their pants and shirts pulled up.
  36. Residents who need personal or any type of supplies from Wal-Mart must complete a request form and turn it in to the program manager (see attached sheet).
  37. Residents who are on suicide watch are not allowed to have the following items: ice, scissors, hair accessories, belts, shoes laces, and spiral notebooks. Residents must turn in all items that they are not allowed to have while they are on watch. Other items may be collected as determined by the staff.
  38. Residents are not allowed to use nail clippers. Residents must clip their nails while they are on home pass. Residents who are not able to go on home passes will be addressed on a case by case basis.
  39. All extra phone calls must be approved by the program manager and must be made Monday through Friday.
  40. All pictures brought by the residents must be reviewed and approved by the program manager.
  41. Residents are not allowed to play with and/or do each other hairs and/or nails.
  42. Residents are not allowed to lay on each other. They must keep their distance at all times.
  43. Residents must sit on their assigned seats at all times; except during first part of recreation and when the residents are having free time at the tables.
  44. Residents are not allowed to bring their blankets up front.
  45. Residents must wear their jackets and robes correctly at all times.
  46. Residents are not allowed to lay on the couches at any given time. No exceptions.
  47. Residents are not allowed to say "I Love You" verbal and nonverbal to each other.
  48. Visitation Room: Residents are only allowed to use the visitation room for the following reasons: 10 minutes time outs, visitation, and medical reasons (bedrest must be issued by medical personnel).

#### Use of Sick Call

Medical personnel will be available three days each week to examine and treat any resident that reports having an illness. The agency physician will be on site to see any resident who needs medical attention once a week. If a resident has a medical complain that is not an emergency and needs the nurse's attention, the staff must instruct the resident to complete a

Request for Medical Care form (see attached sheet), which will be read only by medical personnel. These forms are located on the wall leading to the entrance of Wing 2. After a resident fills out one of these forms, have her tape it closed, label it "Nurse," and place it in the main office for the nurse. Note: Outside appointments to health care providers such as dentists, gynecologists, dermatologists, and optometrists will be approved by the nurse and arranged on an "as needed" basis. When a parent/legal guardian makes a doctor's appointment, he/she must provide the following information: (a) Name of Doctor, (b) Name of Doctor's Office, (c) Phone Number to the Office and Location, (d) Date and Time of Appointment, and (e) Reason(s)/Purpose. The staff must notify the nurse and write the appointment on the calendar along with documenting in the shift log. When the legal guardian comes to transport the resident for a medical and/or mental health appointment, the staff must give the legal guardian the Provision of Health Care form (see attached sheet) and instruct them to have the health care provider to complete the form. Staff must also inform the legal guardian they must return the form upon returning from the appointment. Failure to do so will result in the resident earning a major.

Note: Our agency physician will not provide treatment for acne.

*Suspected Pregnancy* – Due to liability and confidentiality reasons, in the event a resident suspects that she may be pregnant, she must relate this information to **the nurse only** by completing out a medical request stating that they need to see the nurse due to a personal health relate issue. Note: If a resident happens to notify a staff member about being pregnant, the staff must do the following: (1) call the nurse at extension 126 (not her cell phone) regardless of the time to notify her of possible pregnancy. If she does not answer, just leave her a voice mail. (2) document in the shift log that you called the nurse regarding a medical issue. You must not document the nature of the problem due to liability and confidentiality reasons.

*Medication* – All medications must be taken with water. No exception unless specified by the doctor and/or nurse. If residents need to eat food when taking their medication(s), they are only allowed to have crackers.

Any resident suspected of having a communicable disease will obtain medical evaluation at the earliest possible time, and will be medically isolated, or integrated into the population with necessary precautions, as directed by the treating physician. Depending on the illness, the resident may be allowed to go home on a medical leave.

Each new resident will receive an Initial Medical Assessment conducted by the agency's nurse. The agency nurse will be provided with a copy of the new resident's medical consent, insurance card, admission face sheet, and intake screening form (completed by the staff member during intake).

**Note: No juvenile within the facility shall be allowed to participate in projects involving medical, pharmaceutical, or cosmetic experiments.**

### Use of Lawn Care Equipment

#### **THINK SAFETY. WE DON'T WANT ANY INJURIES TO RESIDENTS OR STAFF.**

During any outdoor, summertime activities protect the residents from heat stroke/heat exhaustion by ensuring frequent breaks and by having them drink sufficient amounts of water:

Pre-hydrate – at least ½ cup of water prior to the activity

Hydrate – at least ½ cup of water during the activity

Re-hydrate – at least ½ cup of water following the activity.

Staff will be responsible for ensuring the safety of those youths operating the lawn care equipment. The staff's job will be to **teach** them about safety and to **supervise** them to ensure that they employ the safe practices you have taught them. Each resident must be taught the safety procedures and sign indicating that they understand the procedures prior to using the equipment (see attached sheet). The folder containing the resident training information and the signature sheets are located in the Staff Main Office.

Residents may only operate this equipment under staff supervision. That means direct, continuous supervision during the entire period of time the equipment is in use is mandatory. Keep the gas cans locked in the shed at all times unless staff, personally, is filling up the mower. Don't leave the cans out where it is accessible to the residents. We know that gasoline is an inhalant and as such can be lethal if "huffed".

Furthermore, it is very important that the staff teach the residents the following procedures:

1. Prepare the area to be mowed by removing any rocks, sticks, or other debris that could be slung by the mower.
2. Make sure that, if there are other residents in the area, the "shoot" of the mower is aimed away from people.
3. Teach them to mow in such a way that the shoot is aimed away from windows, automobiles, and people.
4. When operating the weed eater, always keep the engine on the right side of their bodies and hold it firmly with both hands. Keep a firm footing and balance. Do not over reach. Always keep the trimmer head below waist level. Also, do not raise the engine above waist level because the trimmer head can come dangerously close to their bodies.
5. Lawn care equipment is never to be used in a way that is not designed for. Residents are not to horseplay while they are operating the lawn care equipment. They are to use extreme caution when operating any piece of lawn care equipment. This equipment has the potential to be extremely dangerous if used outside of its purpose.
6. It is important that you **MAKE THEM WEAR THE SAFETY GOGGLES LOCATED IN THE STORAGE SHED. NO EXCEPTIONS!** This will **not** be popular, (as it doesn't exactly look cool...) but the staff must not compromise with the residents. People lose eyes when they don't use protective

eyewear. We want everyone who came to us with their vision intact, to leave us with their vision intact.

7. In addition, youths operating mowing equipment must always wear closed-toed shoes, **NOT SANDALS**. They should also wear long pants to prevent cuts and bruises from small rocks and pebbles being slung.
8. Also, teach the youths that when they are operating a push-mower, and it gets stuck on something, they are **NOT** to push the back of the mower with their foot to get the mower un-stuck, as their foot could slip under the mower into the blade.

**Note: Please keep in mind that, as these are safety issues, staff will be held strictly accountable for following these procedures.**

**\*\*\*Please turn in training forms to the counselor to be placed in the residents' files.\*\*\***

### Organized "Groups"

Organized "groups" are group activities conducted by Staff other than the Counselor on the weekends. All residents who are at the Attention Home on the weekends are required to attend these groups, which will be conducted on Saturday First Shift and Second Shift, and Sunday First Shift. The purpose of these group activities is to spend your weekend time productively. The staff members who work in this program have a lot to teach the residents, so **residents are expected to participate in these groups, and do their best**. Residents are allowed to take one 10 minute time out if it is needed. They are not allowed to take a time out just because they do not want to participate during group. Staff needs to make sure to document the groups on the appropriate form in front of the shift log (see attached sheet). This form must be turned in to the counselor (please place it in her box). Staff is responsible for indicating the date, a brief description of the group, and who conducted it, so we do not repeat the same group topics too frequently. Note: These organized groups will be based strictly on social skills. Staff is to utilize the Teaching Social Skills Book located in the main office.

### Grievance Procedures

Youths may submit a written grievance, on the form provided (see attached sheet), for any of the following reasons:

1. Personal problems with an individual staff member.
2. The youth feels she was treated unfairly and/or mistreated by a staff member.
3. The youth is not receiving all of the privileges she has earned.
4. The youth is having problems with other youths in the facility and the staff has not been able to, or has not tried to help them resolve their differences.

If a resident feels she is in imminent danger of sexual abuse, she should file an emergency grievance by reporting this danger verbally or in writing to an on-duty staff member who they trust. The staff member shall take the necessary steps to ensure the immediate safety of the resident, and thereafter contact the on-call person and report it.

The following are the steps to follow when completing a grievance form:

1. A resident will complete a grievance form, located on the wall leading to the entrance of Wing 2, where they are immediately accessible to them.
2. After a resident finishes completing the form, she will place it in the grievance box located on the program manager's door. In a case, a youth is not able to submit a grievance in writing, she may write her name and the date on the form and place it in the grievance box. The program manager will contact the youth and receive their grievances verbally.
3. The contents of all grievance forms submitted by youths will be kept confidential and viewed by the program manager first. In certain occasions, the content of the grievance will be shared with the assistant director and executive director.
4. The program manager will address the resident (s) and staff member (s) involved within five working days after the grievance is received. The program manager is responsible for filling out a Grievance Review Form (see attached sheet) to prove that the youth's concern (s) was properly addressed.

If a resident is dissatisfied with the outcome of the grievance procedure, she may request an appeal. Residents may appeal the program manager's decision by filling out a Request for Appeal Form (see attached sheet). The Request for Appeal Form is located on the wall leading to the entrance of Wing 2. Within five working days of receiving a Request for Appeal Form, the assistant director will meet with the resident and the program manager for an appeal hearing (see attached sheet). A resident may further appeal a decision by the assistant director by filling out a Request for Appeal Form (see attached sheet). Within five working days of receiving a Request for Appeal Form, the executive director will meet with the resident, the program manager, and the assistant director for an appeal hearing (see attached sheet).

If the grievance is against the program manager, this grievance must be turned in to the assistant director.

The grievance procedure is part of the program as an avenue not only to teach the residents proper ways of handling situations but also to protect them. Residents who use grievances in a vindictive way by making false allegations against the staff and/or residents will earn negative consequences for engaging in this negative behavior.

### Runaways

Although the Attention Home is not a "lock-up" facility, the residents are court ordered to be placed at the Attention Home by a Juvenile Court Judge. It is clearly in the residents' best interest to comply with Attention Home's rules until they successfully complete the program or are released by the court. The residents are encouraged to make every effort to benefit from the program instead of engaging in negative behaviors such as running away. However, if a resident decides to run away, the following will result:

1. She will be placed on the elopement precaution plan.
2. She will be drug tested.
3. She will be placed back on Level 1, week 1 (which means she will restart the program).
4. She must wear the elopement watch special clothing.
5. She will earn no credit for any school assignment, homework, quizzes, and/or tests missed.

### Searches

The word “contraband” means **anything** you are not allowed to have at the Attention Home, such as drugs, cigarettes, lighters, etc. (please refer to the authorized items list located in the daily requirements section). In order to ensure that residents do not bring anything inappropriate into the Attention Home, the staff will conduct periodic searches of the residents, the residents’ property, and their room. **ANY RESIDENT BRINGING CONTRABAND INTO THE BUILDING WILL BE CHARGED WITH A MAJOR OFFENSE, AND HER RELEASE DATE WILL BE POSTPONED.** There are three types of searches:

1. Person Searches - When a new resident comes in, a person search must be conducted. In addition, person searches must be conducted following residents’ visitations, when a resident returns from pass/outings/doctor’s appointments, and when residents return from outings with staff members. Person searches must be completed by the same gender staff as the resident and must be conducted in the visitors’ restroom with the door closed. The resident will not be allowed to enter the living area and go to her room until a person search has been conducted.
2. Belongings Searches - A search of a resident’s belongings will be conducted any time a resident is admitted, returns from pass/outings/doctor’s appointments, or receives property during visitation. If the resident brings additional clothes back from pass, it is important that she marks these clothing items with her initials. Also, it is the staff responsibility to add these items to the residents’ Student Inventory List.
3. Room Searches - Room searches will be conducted on a regular basis. Third shift will be responsible for conducting these searches on a daily basis. Additionally, room searches will be conducted when there is a suspicion about a resident’s behavior.

### Preventive Teaching, Learning Study Skills, and Promoting Reading Time

When residents are out of their rooms, the staff must take this opportunity to interact positively with the residents and role model appropriate behaviors. The staff must spend the time encouraging them to read and teaching them new social skills by using the Boys Town Model technique called Preventive Teaching. These skills will be beneficial for them when they encounter different situations and people. Also, these different skills and techniques will help them to make positive/wise choices, so they can become successful citizens.

### Successfully Completing the Attention Home Program

Successfully complete the Attention Home Program consists of: (a) complying with all school rules and policies, (b) maintaining a 70 percent or above average in every subject in school, (c) successfully demonstrating her ability to perform basic skills as well as social skills, (d) having successful weekend passes at home, which includes rebuilding her relationship with parents/legal guardians (reunify the family), and demonstrating her ability to comply with her parents/legal guardians’ rules, (e) genuinely improving her negative behaviors and working on her problems, so she could be more productive in life, (f) participating in all scheduled groups

and individual sessions, and (g) parents/legal guardians will be involved in parenting classes as well as family sessions.

#### *4. Level System's Purpose*

The level system's purpose is to develop self-awareness, responsibilities, educational awareness, and commitment to growth.

##### Self-Awareness

1. Residents will identify basic and social living skills (i.e., following instructions, showing respect, asking for help, accepting consequences, disagreeing appropriately, accepting no answers, making a request, getting along with others, following rules, conflict resolution, controlling emotions, expressing feelings, accepting criticism, etc.) areas that they need improvement on and work on developing and strengthening these skills.
2. Residents will demonstrate appropriate personal hygiene, which consists of:
  - Brushing teeth at least two times every day
  - Hands cleaned before meals
  - Hands washed after using the restroom
  - Shower/bathe every day
  - Wear clean clothes every day
  - Wear deodorant
3. Residents will demonstrate awareness of personal boundaries by keeping at least one arm's length distance from staff and other residents at all times. Residents will set appropriate and healthy boundaries.

##### Responsibilities

1. Residents will follow staff's directions/instructions with none or only one remainder.
2. Residents will follow group rules at all times.
3. Residents will correctly complete daily chores.
4. Residents will identify ways in which they can be positive role models to other residents.
5. Residents will practice listening to others while they are speaking to them and speaking when they have something meaningful to say (will practice appropriate communication skills).
6. Residents will demonstrate positive role modeling by staying out of negativity when it occurs at the Attention Home. Residents will refrain from engaging in negative behaviors such as running away, breaking rules, having unsuccessful home passes, being disrespectful, etc.

7. Residents will demonstrate their positive role as a member of the Attention Home by engaging in positive behaviors such as following rules, making wise decisions, showing respect, having successful home passes, etc.
8. Residents will develop and practice their leadership skills.
9. Prior of being release, residents will be required to write a paper, which consists of developing a plan for engaging in positive decisions that will prevent their further involvement with the juvenile system. In addition, the residents must write their short-term and long-term goals and how they are planning to accomplish them. The plan must be turned in to the Program Manager either the week prior or the week of their released date. Failure to turn in the paper will result in posting their released date.

#### Educational

1. Residents will follow all school rules and policies.
2. Residents will do their best not to take time outs during school hours.
3. Residents will complete all assignments given to them (in each class) at school.
4. Residents will maintain satisfactory conduct at all times.
5. Residents will work at their potential and excel in school.

#### Commitment to Growth

1. Residents will set weekly goals.
2. Social Skills - A primary focus of the Attention Home Program involves the teaching of Social Skills to residents. Staff is expected to model, as well as teaches, different types of social skills that will provide them with the tools that they need in order to be successful in life. They learn both “basic” and “target” social skills. During the first two to three weeks following a resident’s admission, she will be required to learn the eight “basic social skills,” which are following instructions, showing respect, asking for help, accepting consequences, disagreeing appropriately, accepting no answers, making a request, and accepting criticism. Thereafter, the counselor will assign specific “target social skills” that will focus on each resident’ individual needs. These target social skills will help the residents to develop the skills they are lacking in order to improve their behaviors. They are required to work on their target social skill each morning. Additionally, staff is required to practice these social skills with residents, through role-playing, setting up scenarios, and/or other means appropriate. Staff can make it interesting and entertaining (which will clearly be more beneficial to the residents) instead of making it just another chore they are required to perform. Make it meaningful by using real life situations that they are likely to encounter.

### Peer Reporting

Residents are expected to show enough concern for each other to report any health, life, and/or safety issues to staff. Information of this nature is to be reported immediately, not days or weeks later, or when the residents involved are at odds with each other. Residents who are believed to have known about the incident but choose not to advise the staff will receive a Failure to Peer Report Major Rule Violation. However, it is important that the staff do not encourage “tattling” behaviors and call it “Peer Reporting”. Peer reporting does not give the residents permission to try to get others in trouble by reporting every minor occurrence. They are expected to peer report serious matters such as knowledge of suicidal and homicide behavior/ideations, an impending runaway, drug possession or use, eating disorders, acts involving a security violation, knowledge of threats against other residents and/or staff, and physical, emotional, and/or sexual abuse.

### Youth Employment

Only when a resident has obtained her G.E.D., **OR** when there is severe financial need, will a resident be allowed to obtain employment. Otherwise, her time in our program will be spent working on improving her behavioral issues that led her placement at Attention Home. When a resident in our care is employed, all legal wage and hour guidelines will be obeyed. All restrictions set forth in child labor laws will be adhered to regarding her age; the number of days and hours she can work each week; the number of hours and the times she can work each day; the places she can and cannot work, etc. Anytime a resident is allowed to obtain employment, her work hours will be scheduled around education and treatment efforts and will not be allowed to interfere with counseling, educational presentations, or academics.

### Release of Residents

The Attention Home Program is designed to last up to six months. In certain cases, residents may have to remain in the program longer than six months to continue working on improving her negative behaviors and/or family situation. While the residents’ placement at the Attention Home, a review of their progress will take place monthly in order to review and determine the residents’ needs/areas of improvements and placement of the program. Residents must be on level five week two and show improvement in all target areas to be eligible for release. All residents’ releases have to be authorized by a Juvenile Probation Officer or Juvenile Court Judge based on Behavior Reports from Attention Home personnel. Upon release, all the residents’ property will be returned to them along with their school transcript and needed information to be enrolled in school. Once released, residents will be placed in the Attention Home Follow Up Program unless otherwise specified by court personnel. Also, former residents are not allowed to visit without the approval of the Program Manager.

### Follow Up

Upon completion of the Attention Home Program, the Follow Up Coordinator will monitor the resident through a six to nine month Follow Up plan in order to ensure a successful return to the home/less restrictive environment. The Follow Up plan will be created by the

Counselor, Program Manager, and Follow Up Coordinator. This plan will require the resident to follow all household rules, school/educational goals, and random drug screenings. The counselor and/or the follow up coordinator will meet with the resident and her legal guardians prior to release to develop and agree to the individual Follow Up Plan.

#### Violation of Follow Up

When a resident violates her Follow Up Agreement and returns to the Attention Home Program, she will automatically lose her privileges and be in house restriction for two weeks from her intake day. The resident will be required to follow all rules and consequences will be applied in accordance to the Residents' Manual. She won't be on the level system and won't be eligible to earn home passes (exceptions will be made during Holidays or special occasions). The length of stay will be determined in case by case basis.

## 5. Daily Requirements

Residents are required to perform certain daily functions and follow certain guidelines while they are placed at the Attention Home. These tasks and guidelines are:

### 1. Personal Hygiene:

- Washing their faces and brushing their teeth every morning after they wake up.
- Brushing their teeth at least twice a day (when they wake up and before going to bed)
- Brushing their teeth after every meal
- Cleaning their hands before meals
- Washing their hands after using the restroom
- Shower/bathe every day and wear deodorant
- Wear clean and appropriate clothes every day
- Maintain their hair clean and neat. Must be washed and brushed/combed
- Will have an option to blow dry their hair if they choose to do so after being washed.
- Residents will be clean and appropriately dressed at all times.

### 2. Residents are not allowed to borrow and/or loan clothes from each other.

### 3. The Dress Code is as follows:

- No image, symbols, words, or messages, which could be considered offensive to anyone, shall be displayed. Clothing items and shoes must not have any handwritten designs and/or messages.
- Tee shirts depicting NFL teams' logos are not allowed.
- Pants, including shorts, must have no writing across the back.
- They are only allowed to wear prescription contact lenses.
- No jewelry may be worn in any body piercing. Residents are not allowed to use broom straws, twigs/sticks, or any other objects to keep tongue, naval, or ear pierces open. This is an unsanitary practice and could result in infection. No jewelry is allowed (i.e., necklaces, bracelets, toe rings, rings, anklets, belly rings, tongue rings, gauges earrings, among others).
- Shorts, skirts, and dresses may be no shorter than three inches above the knee.
- Clothes may not be revealing (low cut or "see through") and/or too tight. Midriff may not be exposed.
- When wearing leggings, residents must wear a shirt long enough to cover their buttock.
- Tank tops may be worn only underneath clothes. Never by itself.
- Residents are not allowed to wear thong underwear.
- Clothes may not have holes, frayed, or patched holes areas.
- Shoes may not have heels higher than ½ inch.
- Hair color must be a naturally occurring color for human hair. Blue, green, pink, or any other unnatural hair color is not acceptable/permitted.
- Residents will refrain from exhibiting any type of gang related and gothic related behavior(s), including (but not limited to) gang signs, clothing, among others.

- Residents are not allowed to dye and/or highlight their hair while at the Attention Home Program.
- Residents are not allowed to have false and/or acrylic nails while at the Attention Home Program.
- Residents are not allowed to get tattoos and/or pierce their ears (or any other body part) while at the Attention Home Program.
- Residents are not allowed to wear their hair ties and headbands on their wrist and/or neck. It must be worn only on their hair.
- Residents must always wear clothing underneath their jackets, sweaters, and hoodies.
- Residents must always wear underwear.
- Residents are not allowed to wear any types of hats inside any building (i.e., Attention, cafeteria, etc.).
- Residents are only allowed to wear one bra or one sport bra. Under no circumstances, they are allowed to wear two bras or two sport bras or a combination of any.
- Residents are not allowed to wear shorts or any other types of pants under their pants, shorts, dresses, or skirts.

### 3. Daily Chores, which include the following:

- Bedrooms
- Kitchen
- Sweeping and Mopping Floors
- Bathrooms
- Storage Closets
- Living Room
- Visitation Room and Bathroom
- Greenhouse
- Laundry Room and Hallways
- Janitor's Closet: Note: It is important that the janitor's closet remains close and lock at all times to ensure the safety of the residents and staff even when the residents are conducting room and chores. **DO NOT PROP THE DOOR OPEN AT ANY TIME.**
- Porches
- Phone Room
- Windows, Walls, and Doors
- Bookshelves
- Classroom
- Van and Car

These chores are performed by the residents on a daily basis, twice a day (see attached sheet for a description on how to clean each area). A "Weekly Chore List" will be posted, and residents will keep one work assignment for an entire week, at which time they will rotate to a different chore. This will allow them to become proficient at several tasks and break up the monotony of

doing the same chore for a long period of time. (The exception is the greenhouse, to which residents will be assigned for a period of one month.) However, the residents are responsible for cleaning their bedrooms on a daily basis, twice a day. **DO NOT ASSIGN POINTS UNTIL YOU HAVE ACTUALLY CHECKED BEHIND THE RESIDENT AND KNOW THAT THE TASK HAS BEEN PROPERLY PERFORMED.**

4. Attending School – Residents are required to attend school Monday through Friday. During school days, upon returning from breakfast, the residents must sit quietly and watch the news and/or read the newspaper from 7:30 to 7:45 am. This means the residents are not allowed to talk to either the staff or other residents. **They should not be sent to their rooms.**

5. Residents are responsible for writing and practicing their basic or target social skills every morning. They are not allowed to take time outs while they are practicing their social skills. They are not allowed to write or draw on their social skills folder.

6. Laundry - Residents are responsible for cleaning their clothes and bed linen (not including their comforters) on a weekly basis. Comforters will only need to be washed once per month. Residents' comforters will be washed on the first week of the month.

Staff is to directly supervise the residents' use of the laundry facilities to ensure that the equipment is used properly and that resources are not wasted. Staff is required to stand in the doorway, not prop the door open to allow the residents free access to the laundry room to ensure that the following occur:

- The washing machine is neither over loaded nor under loaded; each is equally bad for the machine. Two brassieres and a pair of jeans do not make up a load, but don't allow them to force what should be two loads of laundry into the machine at once, either.
- The liquid soap dispenser is to be pressed **ONE TIME, ONLY**.
- Lint is to be cleaned from the drier filter following each and every load; allowing lint to build up in the filter presents a fire hazard.

It is the staff's responsibility to teach the residents the basic living skill of properly laundering their clothes and bed linen (i.e., teach them about which clothes can be washed together, which temperature control settings are to be used for which fabrics, which products are appropriate for which tasks, and why it is important that their clothes be freshly laundered). Take this opportunity to teach them appropriate ways of taking care of their belongings.

Furthermore, the "treating" of menstrual blood stained sheets is a skill that every adolescent girl needs to learn. When residents wash their sheets and clothes on their laundry day, ask them if their sheets and/or clothes are stained. If they are, take the time to teach them the appropriate ways of washing spots/stains (i.e., with soap and water, showing them how to scrub the fabric against itself). Then, have the resident, **UNDER YOUR DIRECT SUPERVISION**, apply stain remover to the affected area.

A laundry list is posted on the laundry door with assigned days for each room (see attached sheet). Residents should be mindful that when they change rooms, their washday change too. Residents **CAN ONLY WASH ON THEIR ASSIGNED WASHDAY** unless specifically

instructed to do otherwise by the staff. The residents will have from 5:30 am to 8:00 pm to successfully complete their laundry. It is the residents' responsibility to ask the staff to wash their clothes.

7. Quiet Time – It is the time in which the residents are sent to their bedrooms. During this time, residents are required to remain quiet and keep their radios down. They are not to knock on the doors unless it is an emergency. In addition, they are not allowed to open their blinds and windows in their bedrooms. Residents are sent to quiet time during Third and First Shift change and First and Second Shift change. This allows oncoming staff to conduct checks, read the Shift Report (which must be done immediately upon reporting for duty), and communicate with outgoing staff about the previous shift. It is the residents' responsibility to use the restroom and/or get water before they are sent to quiet time.

In addition, to the regularly scheduled quiet time, residents may be required to go to their rooms for quiet time if staff believes to be in the best interest of the program. Although **the entire group may not be punished for the behavior of a single individual**, quiet time may be called if the general tone of the population becomes argumentative, disrespectful, uncooperative, or threatening in any way. Residents should not remain in their rooms for more than thirty (30) minutes unless an extreme situation exists.

8. The 5 Second Rule is used by the staff when an emergency occurs (i.e., a resident is out of control, a medical emergency, a problematic parent, among others) and they need for the residents to go to their bedroom immediately. When this is called, all residents must go to their rooms immediately and remain quiet in their rooms with the door close. Staff will advise residents when it is okay to come out.

9. Showers - Residents will be required to shower daily. Each wing has a private bathroom. Only one resident is allowed in the bathroom at a time.

Occasionally, for medical reasons, a resident will be allowed to take a bath rather than a shower; however, residents will typically be required to shower instead.

Second shift is responsible for making sure all residents take a shower. Showers will be taken during free time, starting with early bedtime residents, follow by level one, level two, level three, level four, and level five being the last ones. Residents who fail to follow the staff's shower list will earn zeros for NFI and PH. Residents will be limited to 10 minute showers. Staff must be conscientious and pay close attention that the residents do not exceed 10 minutes in the shower, so that everyone gets her share of hot water. **Note:** Residents are not allowed to leave their personal hygiene items in the bathrooms.

10. Mornings - When the residents are awakened on Third Shift, they must wash their hands and faces, brush their teeth and hair, wear clean clothes (not their pajamas), and apply deodorant before coming off the hall into the living area of the house. It is important that residents have met hygiene requirements, and be dressed for the day, including their school footwear before they are allowed to come into the living area. House shoes may not be worn until after the afternoon group session ends. In addition, the residents are not allowed to go back to bed/sleep after they

are awakened. Upon returning from breakfast, the residents are not allowed to talk, lay down and/or go to sleep. They must sit quietly in the living area at least until 7:45 am. If they take medication, they must be ready with their water bottle and form a line outside the staff office waiting to be called. Note: residents are not allowed to do any school work. (See attached sheet)

11. Personal Property - Residents are required to keep all personal property, when not in use, in their bedrooms. Personal items may not be left “laying around” the house. Due to the difficulties involved with keeping up with residents’ personal property (i.e., everything getting labeled, loaning, borrowing, stealing, etc.), the amount of clothing and other personal items the residents are allowed to bring into the Attention Home are limited. Residents are allowed to have only the following clothes:

- 6 pairs of pants (or shorts, depending on the season)
- 6 shirts (which must not only meet but also come past the waistline of their pants)
- 2 pairs of P.E. clothes (sweat suit or shorts/shirt, depending on the season)
- 2 pairs of shoes (at least one of which must be tennis shoes)
- 6 tank tops
- 2 belts
- 4 brassieres
- 2 sports bras
- 12 pairs of panties
- 10 pairs of socks
- 1 pair of house shoes or flip flops + 1 pair of “shower” shoes + 1 pair of boots (for equine therapy)
- 1 robe
- 4 towels and 6 washcloths
- 2 pairs of pajamas
- 2 pairs of tree farm / yard work clothes + 1 pair of work shoes
- 1 jacket/coat
- 1 sweater/pullover/vest
- 1 swimsuit
- 3 dresses + 1 pair of dress shoes
- 1 pair of gloves + 1 scarf
- 1 visor (cannot have any type of handwritten material or drawings)
- 1 earmuff or toboggan (cannot have any type of handwritten material or drawings)
- Residents are not allowed to have their own pillows, purses and/or book bags.
- Residents are only allowed to have one large bag/suitcase **OR** two medium bags/suitcases. In addition, they are allowed to have a small cosmetic/accessory bag (remember, residents are not allowed to have make up). Note: Residents are not allowed to use trash bags as bags/suitcases.

Only the following hygiene items are allowed (**Note: With the exception of African American females’ hair care products, these personal hygiene items can be kept in their bedrooms. If the residents did not bring one or more of the items stated below with them, the residents will notify the staff, so the staff will provide them with the items needed.**):

- 1 soap (liquid OR bar)
- 1 deodorant

- 1 toothpaste
- 2 lotions
- 1 shampoo and 1 conditioner
- 1 brush and 1 comb
- pkg. sanitary pads. Note: Residents are not allowed to wear/use tampons.
- 1 grease and 1 styling gel (These hair care products will have to be secured in the “flammables” cabinet). These items must be used only up front under direct staff supervision.
- Dental Floss
- Residents are allowed to have picture frames as long as the glass is removed.
- Residents are allowed to have non-toxic markers.
- Residents are allowed have chap stick due to the fact that it is not flammable and does not have to be kept in the flammables cabinet.

Staff will check the residents’ belongings and complete a clothing inventory checklist form (see attached sheet) each time the residents leave for, or returns from, home pass. Staff will include in the count the articles of clothing on the residents’ body. Residents are not allowed to take their hygiene items back and forth between their homes and the Attention Home. Once the items are here, they must remain here.

Residents are not allowed to have the following items in their room:

- No glass, porcelain, or ceramic containers.
- No medications or medicinal products.
- No hygiene items containing a warning on label.
- No mechanical pencils, pencils and pens with erasers, erasers, color pencils with erasers, and/or any other item that may have an eraser.
- No stuffed animals.
- No binder clips and/or paper clips.
- No excessive amount of jewelry.
- Residents are not allowed to place any material on the walls, doors, bed frame, among other places in their rooms.
- No razors.
- No make up.
- No spiral notebooks, books, and/or calendars.
- No sunglasses.
- Residents may not bring into the Attention Home their own pillows, due to the potential problem of head lice.

Residents must use the boards place in their room to post any appropriate material. Also, residents are only allowed to have one religious/inspirational book and three personal and/or CVYS books in their rooms. In addition, residents are allowed to bring decorations or keepsakes from home, as long as they meet the above listed criteria; however, they are limited to no more than five of these items. Staff must check these decorative items to make sure that they do not have holes or compartments where unauthorized items or contraband could be concealed.

12. Bedtime - Residents' bedtime is based on their level (see level system for times). Regardless of their bedtime, the residents are allowed to read or write letters, as long as they do so quietly, until lights out. Residents must go to sleep after lights are out. They are not allowed to stay up talking to their roommates or engage in any other activity.

Residents should be advised to get a drink of water, use the bathroom, and take any needed medicines **before** bedtime. Of course, if a medication is truly needed during the night, administer it. Just watch for patterns and do not allow residents to extend their bedtimes by constantly requesting medication after bedtime. In addition, the residents are not allowed to open their blinds and windows in their bedrooms. Residents are not allowed to sit on each other beds (must always remain on their respective beds).

13. Conserving Energy - Because we are part of a Non-Profit Agency, we must operate within a limited budget. Each resident is expected to do her part to help keep our costs down by conserving energy, food, and other supplies. **All windows are to remain closed when the heater or air conditioner is operating.** Turn room lights, closet lights, and hall lights off when not in use. Turn your radio "off", not just down low, when you're not using it. Unless it's turned completely off, it's using energy. Do not waste food. Do not waste cleaning supplies; it takes a very small amount of cleaning products to do the job. Do not leave the refrigerator door standing open any longer than necessary. Do not leave the water running unnecessarily.

14. Residents must not keep their hair wrapped in a towel during rec., study time, and/or any other activity. They must immediately blow dry their hair or let it air dry. Residents will only be allowed to blow dry their hair during 2<sup>nd</sup> shift. The only time that they will be allowed to style/straighten their hair during 2<sup>nd</sup> shift is if they have a doctor's appointment, a court hearing, a counseling appointment, or an outing with a staff member. However, residents are allowed to style/straighten their hair during 3<sup>rd</sup> shift as long as the staff member agrees. Resident must have privileges in order to be able to style/straighten their hair.

15. Residents are not allowed to sleep in each other rooms. Exceptions will be approved by the program manager and/or the counselor. For example, when a resident is placed on suicide watch or elopement precaution plan. Please do not allow the residents to sleep in each other rooms without prior approval. This may cause future problems among the residents such as items missing from the room, staying up late talking, plotting against other residents and/or staff, among others. Please be mindful of that.

16. Residents will eat their breakfast (7:00 am), lunch (11:00 am), and dinner (5:00 pm) at Detention cafeteria. Residents are not allowed to eat whenever they want to. They must eat during their assign meals (see prior statement) and snacks. On the way to the cafeteria, residents must be in a single line and quiet (this includes nonverbal communication). Residents are not allowed to take any items with them. Residents are not allowed to linger around. Residents who are on special diets must be in front of the line. They must remain seated until everybody finishes eating. Furthermore, residents must sit on the tables closest to the back wall (away from Detention's rec. area). Note: Do not use the tables closest to the window. Residents must be facing the wall and sit two per table. Resident will sit with her current roommate. Note: If there is not enough tables on the back, staff would make arrangements to sit three per table. Residents will be given an opportunity to drink water if they choose to do so (in addition to their milk and

juice). When all the residents finish eating, one at a time will empty their tray (make sure that the tray is clean – all excess food emptied out) and take the tray to the second window. After emptying their trays, residents must clean after themselves. They must wipe the tables, place their chairs back where they belong, clean and wipe down the water cart, and sweep the floor. Residents must start emptying their trays by 7:20 on Third Shift, 11:20 on First Shift, and 5:20 on Second Shift. While residents are cleaning up, all residents must be inside the cafeteria. During second shift, residents are not allowed to wear their pajamas to go to Detention. Note: Residents are not allowed to share food at any time or add any extra condiments to their food (hot sauce, ranch, among others). Residents must wait 45 minutes after every meal before they can use the bathroom.

17. When eating meals at the Attention Home, residents will follow these guidelines: (a) When all the residents finish eating, one at a time will throw away the trash. The trash can will be moved to the dining area. (b) While throwing away the trash, the resident will give the staff any food items she did not eat and/or any extra food items to be locked in the pantry. (c) After throwing away the trash, resident must sit on the living area, waiting for further instructions from the staff. Residents are not allowed to use any extra condiments with any of the meals and snacks provided by the cafeteria.

18. Residents are not allowed to pass notes (which include but not limited to written notes, drawings, colored pictures, journals, etc.) to each other in the Attention Home.

19. Residents' bedroom furniture must not be moved around.

20. Residents are not allowed to sleep on top of the covers.

21. Sleeping Up Front – Residents who are on suicide watch and elopment precaution watch are the only residents required to sleep up front. Residents will be asked to bring their mattress up front. They are not allowed to sleep on the couch. No other exceptions may be made unless approved by the program manager.

22. Buffing Floors – In certain occasions, residents will be asked to buff floors. Residents will be required to always wear tennis shoes.

23. Blankets – Residents have the option of getting a blanket to accommodate their needs when it is necessary. Blankets are to be considered as part of their beddings and must remain in their rooms at all times.

24. Assigned Seats in the Van - It is the staff on duty responsibility to assign seats before the residents get in the van. This seating arrangement could help prevent problems while the residents are in the van.

25. Residents are required to wear tennis shoes when they are engaging in any physical activity (i.e., PE, second part of rec, horse farm, among others).

26. Residents are not allowed to have any items, including clothes, belts, and shoes, that have skulls on it.
27. Doctor's appointments (including mental health's appointments) must be pre-approved/arranged. If a resident has a doctor's / mental health's appointment, she must go to the appointment and back without stopping anywhere. A tray will be wrapped if appointments are during lunch and/or dinner.
28. Residents are not allowed to cross any taped area without staff authorization. Residents must ask permission before they cross the tape to enter the designated area.
29. Residents are not allowed to wear their sleeping clothes / pajamas during rec. Residents will have an opportunity to clean up before they change to their sleeping clothes.
30. Residents must always display appropriate and proper manners such as not burping in front of others, not chewing their food with their mouth open, using inappropriate language, among others.
31. Residents are not allowed to bring and/or have their pictures IDs or any types of IDs at the Attention Home.
32. Residents are not allowed to color their hair with markers.
33. Residents are not allowed to sleep in their everyday clothes. They must always wear pajamas.
34. Residents are not allowed to have bobby pins.
35. Residents are only allowed to have plastic hangers.
36. All food items must be earned (as part of a reward). Residents are not allowed to save any food from their sack lunches for later. Food items that are not consumed during their meals must be disposed or placed in the pantry or refrigerator.
37. Residents must not ask to do something to earn a reward or ask for behavioral contracts.
38. Residents must not write on any vehicles.
39. Residents are not allowed to pluck their eyebrows even with staff supervision.
40. During snack, the following procedures must be followed:
  - a. Residents must be instructed to sit at the tables located in the dining area.
  - b. Staff will distribute the snack to the residents one at a time.
  - c. Residents must remain seated until all of them have completed their snacks.
  - d. All snacks and/or any extra food item will remain lock in the pantry when they are not in use.

41. Residents are not allowed to eat in the living area.

42. Residents who complain of having a sore throat must be instructed to gargle with salt water. If symptoms persist, staff must follow standing medical orders. Residents must not be allowed to drink hot tea and/or hot chocolate.

43. Residents who complain of an upset stomach and/or cramps are not allowed to eat crackers. Staff must follow standing medical orders. Crackers are only used for those residents who are approved by the nurse due to their medication or are taking antibiotics.

44. Residents who are placed on elopement watch must wear the elopement watch special clothing.

## *6. Earning Points (and/or Positive Consequences) Versus Rule Violations*

### Earning Points and/or Positive Consequences

Residents can earn points and/or positive consequences by engaging in any of the following behaviors:

1. Using the Basic Social Skills, which are the following:
  - a. Following Instructions
  - b. Accepting “No” Answers
  - c. Showing Respect
  - d. Accepting Criticism
  - e. Disagreeing Appropriately
  - f. Accepting Consequences
  - g. Asking for Help
  - h. Making a Request
2. Helping other residents, for example helping a resident study the manual, helping with chores, and helping residents get along with each other.
3. Helping staff in any way.
4. Doing extra chores.
5. Participating in-group and recreational activities.
6. Following and complying with all rules.
7. Engaging in positive behaviors and decisions.
8. Performing social skills.
9. Exhibiting/Practicing leadership skills.

If a staff member chooses to use food items as a positive reward, the staff must call the program manager for approval.

### Residents’ Reward Contract

In order to encourage and increase the use of positive behaviors among the residents, the staff has the right to develop written contracts for specific behaviors. The staff will fill out a residents’ reward contract (see attached sheet) that will clearly describe the type of contract and what the contract entails. This contract will be developed with the resident helps and input. Both the resident and the staff will sign the contract, which will be turned in to the program manager to be reviewed and approved or denied. If the contract is denied, a written explanation will be provided to the staff and resident. Contracts are to be initiated by the staff not the residents. Staff

must be mindful that residents may try to request contracts that are not needed in order to manipulate their way into getting what they want.

In addition, the residents' reward contract can be used as a special reward when a resident continues to exhibit positive, appropriate behavior. In this case, the staff will also have to complete a residents' reward contract describing the reasons for this particular resident deserving this special reward. The staff will sign the contract, which will be turned in to the program manager to be reviewed and approved or denied (the resident's signature is not required). If the contract is denied, a written explanation will be provided to the staff. Rewarding positive behaviors will encourage the resident to continue doing well in the Attention Home Program and at home. It will encourage them to keep working on improving their behaviors.

### Rule Violations

Through the residents stay at the Attention Home, they will receive an immediate negative consequence every time they violate any of the social skills, do not comply with the program rules, exhibit poor personal hygiene, engage in negative decisions/choices, and/or do not correctly clean their room and chore. In cases in which the residents earn zero(s) and/or major rule violation(s), the staff is required to complete an incident report (see attached sheets). Every time a resident earn any zero and/or major rule violation, the program manager will meet with the resident(s) to conduct a review of the incident and her negative consequences (see attached sheets). Note: if a resident earns loss of privileges and/ or house restriction when she already has lost her privileges and/or is on house restriction, the time will be added to her current time. For example, if she has lost 24 hours of her privileges, but she already had 48 hours taken away, that 24 hours will be added to her 48 hours. Therefore, she has now lost 72 hours of her privileges.

The following are the definitions for negative consequences, which are applied when residents engage in negative behaviors:

1. **Early Bedtime** – Early bedtime means residents are sent to bed at 8:00 PM (with lights out at 8:00 PM). Residents need to make sure to take care of all their businesses prior to going to their rooms at 8:00 PM.
2. **House Restriction** – House restriction means residents are not allowed to leave the Attention Home premises (exception: to go water the greenhouse and eat their meals at the cafeteria). In addition, eligibility to go to volunteer work and/or school field trips will be approved on a case by case basis by the program manager.
3. **No Privileges** – Residents who have no privileges are only allowed to read a book, write a letter, color, and/or draw. Residents are not allowed to do or have any of the following: (a) watch television/movies, (b) listen to radio, (c) eat “junk” food (i.e., sweets, chips, sodas, among others), (d) be able to straighten/style their hair, (e) go on home passes, and (f) stay up until 9:00 pm or later (must go to bed at 8:00 pm with lights out at 8:00 pm). During free time, residents are only allowed to read a book, write a letter, color, and/or draw. When other residents who have privileges are watching television/movies, residents without privileges must sit at the tables facing away from the television. Special Occasions - The staff must not save food items for residents who have no privileges when there are having special occasions such as birthdays, Thanksgiving, Christmas, Ice Cream Disciples, among others. They must always have their privileges to get these food items.

Field Trips, Motivational Speakers, Volunteer Work - These cases will be analyzed in a case by case basis depending on the situation and reasons for the residents losing their privileges. The program manager will discuss the upcoming event with the staff and make a decision. Note: Residents who have no privileges can only attend educational field trips.

4. **Reflective Time** – When a resident is placed in reflective time, she is not allowed to talk to anyone. When she has a question or a comment for the staff, she must always raise her hand and wait for the staff to acknowledge her before she is able to talk. No resident is allowed to talk to her. Reflective Time is used in order to prevent situations/problems among residents from escalating.
5. **Multiple Negative Consequences** – Multiple negative consequences mean applying several negative consequences at one time. For example, this may include early bedtime and no radio or no home pass, no privileges, and house restrictions, among other combinations.

**Time Outs:** Time outs are used by both the residents and the staff to avoid situations from escalating and to prevent residents to get in trouble (engage in negative behaviors). Time outs must be at least ten minutes or longer depending on the situation (residents can not leave the time out area prior to ten minutes). Depending on the situation and the time of the day, the residents are allowed to take time outs in any of the following areas: living room, visitation area, or the residents' room.

The following list of rules should not be treated as exhaustive. Violation of any rule, policy, or procedure not detailed below will result in a resident earning appropriate consequences up to and including restarting the program or removal from the program. The Program Manager has the duty to maintain the safety, security, and stability at all times. Therefore, the Program Manager reserves the right and privilege to set and alter rules and consequences dependent on program needs, resident needs, and other circumstances. Residents are responsible for following rules and making wise choices; residents are expected to assume responsibility for their behavior and choices at all times. Behavior that does not meet standards can and will be consequent as Program Manager judges to be appropriate.

Violating any of the rules written in this manual that are not clearly specified in the rule violations below will result in either a level B or C zero for Not Following Instructions or a major for Not Complying with Program Rules depending on the incident.

#### i. Major Rule Violations

Residents will automatically lose 24 hours of their privileges when they earn a major rule violation. Residents will not be eligible to go on outings within the week they earned a major. They must wait until the following week.

- I. 24hrs lost of HP plus HR and NP for these 24hrs (Friday until the resident goes on home pass on Saturday). Note: If a resident is on level one, she will lose her privileges and be on house restriction for the weekend (Friday through Sunday).

### A. School Behavior

1. Residents who does not have their school items/materials such as binder, books, study time folder, etc. (due to being left at home while on home pass) by the time school starts the following day. Incident report to be completed by school personnel.
2. Sleeping in School, including falling asleep (or failing to return on time) during a school time out - Incident report to be completed by school personnel.
3. Refusal to go to Time Out - Incident report to be completed by school personnel.
4. Violation of Internet and computer agreement. Incident report to be completed by school personnel.

### B. Program Behavior

1. Refusal to go to Time Out.
2. Not wearing a seat belt while the vehicles are in motion.
3. Residents leaving their medication at home and failing to return it within five hours of returning from home pass with the exception of critical medication such as inhalers and diabetic medication.
4. Not providing a written doctor's excuse, including the Provision of Health Care Form with proper signatures and time of arrival and departure when returning from doctor's appointments.
5. Refusing to comply with program rules and/or staff's instructions within a shift.

### C. Counseling (Incident report to be completed by counselor)

1. A resident that returns from pass being dishonest or manipulative (making up stories about their home pass' activities upon returning).
2. Unsuccessful HP: A resident that displays problems with following instructions, assuming responsibility, and/or causes problems with returning from pass in a timely manner.

II. Lost of Full HP plus HR and NP for that full HP plus remain on the same level and week on Friday. Note: If a resident is on level one, she will remain on the same level and week and lose her privileges and be on house restriction for the weekend (Friday through Sunday).

### A. School Behavior

1. Residents who fail to turn in their schoolwork within the expected time. Incident report to be completed by school personnel.
2. Cheating in School. Incident report to be completed by school personnel.
3. Cheating during Study Time (and/or in any school assignment) or taking their schoolwork to their room. Incident report to be completed by the staff.
4. Refusing to go to School. Incident report to be completed by school personnel.
5. Failure to complete schoolwork and have a 70% or better in any assignment and/or test. Incident report to be completed by school personnel.

6. Violation of Internet and computer agreement. Incident report to be completed by school personnel.
7. Removal from School - Incident report to be completed by school personnel.

#### B. Program Behavior

1. Physical Assault. This includes any time a resident throw any object(s) at another resident and/or they are hitting each other (whether they are playing around or not).
2. Threatening others and/or cursing others disrespectfully.
3. Being Defiant to include but not limited to tearing rule violations, telling the staff what they are going to do or not do, among others.
4. Talking to other residents in a negative way about staff.
5. Contraband: Contraband is defined as a resident being in possession of any items/objects that could be harmful to themselves or others.
6. Gang Activity.
7. Destruction of Property.
8. Stealing: Residents who take items or property that do not belong to them, including taking items or property that belong to CVYS.
9. Sexual Comment, Gestures, and/or Contact (relating inappropriately with the opposite sex or same sex).
10. Racial Comments. Slurs.
11. Harassment (Physical, Sexual, and/or Emotional).
12. Safety and Security Issues: tampering with a safety devices (i.e., alarm devices, fire extinguishers, etc.), not following staff's instructions when returning from an outing, among others.
13. Breaking confidentiality, which includes listening to staff's conversations, reading the log, lip reading, repeating private/confidential information from group, and/or sharing any information pertaining to the identity of other residents or their staying at CVYS, among others.
14. Failure to peer report safety issues such as knowledge of suicidal and homicidal behavior/ideations, an impending runaway, drug possession or use, eating disorders, acts involving a security violation, knowledge of threats against other residents and/or staff, and physical, emotional, and/or sexual abuse, among others.
15. Refusing to comply with program rules and/or staff's instructions within a shift.
16. Refusing to go to the Detention Cafeteria for breakfast, lunch, and dinner.
17. Refusing to comply with emergency procedures (for CPS Drill, Fire Drill, Severe Weather, 5 Second Rule, just to name a few) as they are stated in the Resident's Manual.
18. False allegations and/or statements made against any staff member and/or resident.

19. Instigation - Instigation is defined as (a) when a resident encourages negative behaviors by laughing and/or actually telling/encouraging the other resident to continue engaging in that negative behavior and (b) trying to start trouble among residents (manipulation, gossiping, etc...), among others.
20. Contributing to violating Court/Probation Officer's orders/rules (the resident must assume responsibility for her actions).
21. Self-Injury such as cutting, piercing or carving on themselves or others. Refusing to eat their meals. This also includes refusing to comply with any staff's instructions when a resident is on suicide watch and/or elopement.
22. Removal from organized group - Incident report to be completed by group leader.
23. Not acting in a respectful matter when visitors come in (i.e., speakers, church personnel, probation officers, etc.) and during outings, field trips, volunteer work, etc. This includes the following: interrupting inappropriately, losing control of her emotions, making rude comments, inappropriate tone of voice, challenging the guest, among others.

C. Counseling (Incident report to be completed by counselor)

1. Unsuccessful Home Pass: Being brought back earlier due to her negative behavior(s) such as unable to follow rules, unable to be respectful, unable to get along, being dishonest, leaving the home without permission (resident returns home the same day), among others.
2. Unsuccessful Home Pass: A resident that does not follow any of the home pass rules contract.
3. Unsuccessful Home Pass: A resident who makes false allegations.
4. Removal from Group.

III. Restarting The Attention Home Program

Residents who restart the program will automatically lose 24 hours of their privileges and will remain on level one week one on Friday. Residents will also serve no privileges and house restriction the first weekend (Friday through Sunday).

- A. Running Away from the Attention Home or while she is on home pass.
- B. Failing a Drug Test.
- C. Violating Court/Probation Officer's orders/rules.
- D. A resident who attempts to help another resident in violating a court/probation officer's orders/rules action and does not take responsibility for her actions.
- E. Removal to Detention.
- F. Unsuccessful Home Pass: A resident that fails a drug test, leaves the home without permission and does not return home the same day, engages in sexual activity, smokes cigarettes, consumes alcohol, or has to be brought back from pass early due to her behaviors, and chooses to remain defiant and disrespectful. A resident who refuses to return from home pass, resulting in contacting probation officer and/or the police. (Incident report to be completed by counselor)

- G. Unsuccessful Home Pass: A resident that contacts people she is not permitted to per either her parents or the court. A resident who attempts to help her in this action and doesn't accept responsibility will earn the same consequences. (Incident report to be completed by counselor)
- H. Sexual Behavior: A resident who engages in the following sexual behaviors/actions: kissing, any type of oral, anal, and/or intercourse behavior, and touching each other in their private areas.
- I. Contraband: Contraband is defined as a resident being in possession of any illegal substances, drug paraphernalia, electronic devices such as cell phones, I Pads, among others), weapons (including knives), among any other item/object that may be seen as a safety and security issue.
- J. Safety and Security Issues which include but not limited to causing harm to others, helping another resident to runaway, among others.

#### IV. Others

- A. Removal to any mental health hospital such as Hillcrest and/or Mt. View Hospital. Upon returning from the hospital, the resident will move back a level (i.e., if the resident was on level 2 week 2, she will move back to level 1 week 2). If upon returning from the hospital, the resident is on the right level to be eligible to go on home passes, the program manager and the counselor will analyze the resident's situation and determine when it is appropriate for the resident to start earning home passes.

- V. Multiple major rule violations within a week (Friday through Thursday) will result in the following consequences: Lost of Full HP plus HR and NP for the full HP for two weekends in a row plus will lose three weeks (Resident will move back three weeks) and remain on that week on Friday. If a resident is on level one week one, she will remain on level one week one for three weeks plus will lose her privileges and be on house restriction for two weekends (Friday through Sunday).

- VI. Residents who earn majors on a Friday won't be able to go on home pass that weekend plus will be on house restriction and no privileges for that weekend (Friday through Sunday) in addition to the 24 hours for earning a major, and the program manager or designee will move the resident back a week. Residents who already lost their home pass for that weekend will lose the following earned home pass.

#### ii. Zero Rule Violations

##### ❖ Early Bedtime and No Radio Zero

1. NAR: Residents who leave small and a couple of items (i.e., a book, a water bottle, etc.) laying around in the house. Items may be collected by the staff and place in the main office. In order for the residents to get the items back, they have to ask the staff for these items.
2. NFI: Residents who do not have their clothes clean (which includes wash, dry, and out of the dryer) by 8:00 pm on their wash day.
3. NFI: Residents who talk in line while they are going to and from the cafeteria.

4. NFI: Residents who sleep on top of the covers.
  5. NAR: Residents who fail to bring medication baggies back from home pass.
- ❖ Level A – Zero plus 24 hours lost of privileges
1. NFI: Residents who violate the rule of writing on themselves.
  2. NAR: Residents who don't clean after themselves (leave items laying around in the house and/or not make their beds before they go on home passes/outings/doctors' appts/ field trips). Items may be collected by the staff and place in the main office. In order for the residents to get the items back, they have to ask the staff for these items.
  3. NFI: Residents who violate the reflective time rule.
  4. NFI: Residents who share food items with other residents.
  5. NFI: Residents who write and/or draw on the dry erase board located in the main office.
  6. NFI: Residents who write and/or draw on their social skills' folder.
  7. NFI: Residents who engage in any type of conversation (verbal and/or nonverbal) with their roommate when she has early bedtime. Residents who talk after lights out.
  8. NFI: Residents who do not wear tennis shoes during any physical activity (i.e., PE, second part of rec., among others).
  9. NAR: Residents who request to wash clothes on a different day other than her wash day, group wash, or free wash day because she did not wash on her assigned day. Staff will take in consideration when room changes occur.
  10. NAR: Residents who have an unauthorized object.
  11. NFI: Residents who share their hair products with other residents.
  12. NFI: Residents who exchange any personal information.
  13. NFI: Residents who move their bedroom furniture around.
  14. NFI: Residents who sit on their roommates' bed.
  15. NFI: Residents who fail to be properly dressed for horse farm, PE, and/or greenhouse in the mornings before school starts.
  16. NFI: Residents who color their hair with markers.
  17. NAR: Residents who fail to notify the staff when they start their menstrual cycle and/or fail to turn in their sanitary napkins at the end of the menstrual cycle.
  18. NFI/NAR: School Behavior
- ❖ Level B – Zero plus 48 hours lost of privileges
1. NFI: Residents who violate the borrowing and/or loaning rule.
  2. NAR: Residents who violate Attention Home dress code.
  3. NFI: Residents who engage in other activities besides doing schoolwork and/or reading during study time.
  4. Personal Hygiene: Residents who do not display proper personal hygiene and fail to follow the staff's shower list.
  5. Room/Chore: Residents who do not correctly perform/clean their chores and/or room.
  6. NAR: Residents who turn in their homework assignments late between eight and nine o'clock in the morning. Also, residents who turn in their assignments before school ends. This only applies to the following cases: a. Residents who return from home pass after the assignment is due; b. Residents who leave for doctor's appointments without turning it in. Note: If the resident turns the

homework after nine o'clock or after school ends, it is a major for failure to turn in homework assignments within the expected time.

7. NAR: Inappropriate Choice of Word: Residents who uses inappropriate language by accident/unintentionally.
8. NFI: Residents who pass notes (which include but not limited to written notes, drawings, colored pictures, journals, etc.) to each other.
9. NFI: Residents who do not follow lawn mower safety guidelines.
10. NAR: Residents who leave their tennis shoes at home upon returning from home pass. After they serve the 48 hours lost of privileges, they will earn early bedtime until they get their tennis shoes.
11. Personal Hygiene: Residents who sleep in their everyday clothes and not their pajamas.
12. NAR: Residents do not follow the morning schedule.
13. NFI/NAR: School Behavior

❖ Level C – Zero plus 72 hours lost of privileges

1. NAR: Residents who use program manager, counselor, and/or staff's names as a way of manipulating the program and/or a scapegoat for their actions/consequences.
2. NFI: Residents who do not follow the staff's instructions.
3. Accepting No Answers: Residents who repeatedly and continuously argue, whine, complain, and talk back instead of accepting the no answer.
4. Controlling Emotions: Residents who continually refuse to control their emotions.
5. Disagreeing Appropriately: Residents who repeatedly and continuously argue, whine, complain, and talk back instead of calmly discussing the situation.
6. Disrespect: Residents who engage in disrespectful behaviors, including turning the restroom's lights out while others are in the bathroom.
7. NFI: Seeking Negative Attention, which includes asking questions repeatedly, talking about negative behaviors (past, present, future) to their peers, making inappropriate comments / singing inappropriate songs, and using inappropriate humor, among others.
8. NAR: Residents who are dishonest and manipulative.
9. NFI: Residents who communicate (verbal and nonverbal) with Detention's and Lewis Academy's youths.
10. NFI/NAR: School Behavior

Every time any of the mentioned above (both zero and major rule violations) is committed by a resident, the designated staff is responsible for completing an incident report (see attached sheets).

### Restitution

Any time a resident damages or destroys Attention Home property, she will be required to perform restitution. Restitution involves the resident "working off" the debt at the rate of one (1) hour per \$5.00 worth of damaged or destroyed property.

### Teaching Interactions

Teaching interactions (see attached sheet) are used by the staff to provide the residents the opportunity to think and analyze their behaviors and find positive and appropriate ways of handling similar situations in the future. A teaching interaction can be given for a zero or major rule violation. Teaching interactions should be used immediately after a negative behavior is displayed. However, the staff should be aware that if the residents are angry and/or upset, a time out should take place prior to assigning the teaching interaction. Time given to complete the teaching interaction will be determined by the staff depending on the written assignment. Teaching interactions are a great technique that allows the residents to reflect on their actions and learn new skills.

## *7. Outside Activities*

### Volunteer Work

From time to time the Attention Home residents provide volunteer services for other non-profit agencies in the community (i.e. U.C.P., Special Olympics, etc.). Also, we periodically participate in fundraisers to benefit our Attention Home. Our hope, in providing these types of services, is to provide our residents with unique learning experiences that will give them a sense of fulfillment in giving back to the community. All volunteer services are optional and a resident may opt not to participate.

### Outings with Staff

When the staff have the residents out in the community, it is imperative that the staff adequately supervise them, as there is so much opportunity for inappropriate behavior(s), not to mention danger. This means they are NEVER to leave the staff's sight. If, for example, one of the residents the staff is responsible for needs to use the restroom, the staff must take the entire group and go. No resident should go to the bathroom or any other area by herself.

Outings with any staff member must be prearranged and preapproved by the program manager. Residents must be on level three to be eligible for these outings. No resident will be taken off the premises without the permission of the program manager. Exceptions: Staff may take a resident to a standing counseling appointment, to church, or if she is employed, to work. Outings will be confined to weekends and after school and group counseling hours as long as the outing does not interfere with the resident's school performance. Exceptions: When residents are on school breaks or are working on their GED, staff will be able to take them out on weekdays at any time. During these outings, the residents are allowed to go bowling, skating, hiking, to parks, to play tennis, to the museum, to the movies or plays, to play putt-putt golf, to the gym, and to church. **Residents must come from outings by 9:00 pm unless otherwise approved by the program manager.** If the resident(s) is/are engaging in negative behaviors while she/they is/are on an outing, the staff must bring the resident(s) back to the house immediately and if feasible, resume the activity with the other residents. The staff must apply negative consequences accordingly. The staff must ensure to take any medication that needs to be administered with them.

The staff:resident ratio on outings will be 1:4 unless otherwise approved by the program manager. Note: This does not mean the staff must have a minimum of four residents to go on an outing, but it means that a single staff cannot take more than four residents on an outing. On school trips involving twelve residents, an additional staff member will be asked to go and help supervise them if it is needed. When all residents and staff go on an outing, the house needs to be **locked**. When some residents stay at the home while others go on an outing, the decision as to which staff member stays at the home and which one goes on the outing will be made by the senior staff on duty unless otherwise specified by the person approving the outing.

### Religious Services and Church Attendance

The Attention Home is fortunate to have several volunteer groups who provide religious services on a regularly scheduled basis, such as the Ice Cream Disciples and the Iron City church. Any resident wishing to attend these services may do so, and no resident is required to participate against her wishes. No resident will receive extra privileges or be denied privileges, based upon her decision to attend or not to attend religious services. When a resident chooses not to participate, she must sit quietly in the dining area. She will be required to read, color, draw, do homework, and/or write letters. She should not engage in any talking.

The residents who are at the Attention Home on Sundays may attend church regardless of their program status (with the exception of the residents who are on house restriction, see house restriction definition on page 24 number 2). Transportation will be provided by on duty personnel. Residents may choose to go to the First United Methodist Church in Jacksonville (this church has invested in Attention Home residents and welcome them there) or other church that they may agree on. Staff is to discuss with residents as to where they will like to go. The decision should be made as a team. If the staff:resident ratio for church attendance is ever in question, the staff must contact the program manager for approval. If a male staff is on duty on Sunday morning and some residents want to go to church and others not, he will need to transport the residents to church rather than remaining at the home with the residents not wishing to attend. If all residents want to attend church, all staff will go to church in order to provide adequate supervision. Remember, to always lock the house before leaving. At no time will a male staff transport a single resident to church.

Again, no resident will be either rewarded or punished for choosing to, or not to, attend church. Residents who choose not to attend church must spend the time on an activity that will help them grow and develop as a person. Therefore, these residents will have a choice of watching a religious service that they agree on or spending the time reading or doing school work/study time; no music, leisure television, or electronic games will be allowed during church hours. Note: Not all the residents have to choose the same activity. If any resident wants to attend a church of another denomination, that youth is to be referred to the Program Manager, who will either arrange for transportation to a church of that denomination, or for someone from a church of that denomination to come to the Attention Home. Note: Special arrangements will be made for spiritual leaders to come and meet with the residents who practice more nontraditional religions. In addition to attending church and in-house religious services, residents have the opportunity to practice their religious beliefs in numerous ways. Residents may possess religious reading material, display religious symbols, and adhere to dietary restrictions imposed by their particular religious faith; adherence to a particular diet requires justification from clergy. Note: The program manager will make contact with the spiritual leader in order to discuss dietary laws/ rituals as well as other important practices.

## 8. Residents' Rights

### Use of Telephone

1. Each resident has a phone call list approved by court personnel. Residents' calls to their approved family members and/or mentors must be outgoing and dial by the staff. Residents can only place calls to people on their approved phone call list.
2. Residents may receive incoming professional/official calls (i.e., calls from probation officers, DHR workers, lawyers).
3. Any person on a resident's approved phone call list who lives out-of-state must be called collect by dialing 1-800-CALLATT, then the number; this will be less expensive to the person being charged for the call. If the person the resident is attempting to call **refuses the charges**, advise the Program Manager, who will arrange to periodically allow direct calls to the person or make other arrangements.
4. One\* 10-minute personal phone call is allowed for each resident each week during phone time. The following rules will apply:
  - Second shift is responsible for making the residents' phone calls. If a resident cannot contact the person she is attempting to call during regular phone time, the resident will be allowed to call during business hours.
  - "Weekly" phone calls will be made on Mondays and Wednesdays. "Extra" phone calls may be made on the day they are earned. Residents on level four and five earn an extra phone call a week (for either Tuesday or Thursday).
  - Each resident's phone call day will be determined by her "seniority" in the program, which is indicated in the Daily Roster. The most senior six (or seven, depending on the population) can call on Monday, and the remainder can call on Wednesday.
  - The staff must indicate all resident's personal phone calls on her Weekly Point Card.
5. Residents may earn extra phone time in 10-minute increments as a reward for engaging in positive and appropriate behaviors.
6. Calls to Attorneys may be made Monday through Friday, 8:00 a.m. – 4:00 p.m. Incoming calls may be accepted at any time. While residents are allowed unlimited written correspondence with their Juvenile Probation Officers, they are not allowed to *initiate* telephone contact; incoming calls from court personnel may be accepted at any time. Calls will be made to court personnel on behalf of residents by staff, when such need exists. When a resident makes an official phone call, i.e. to her D.H.R. caseworker, probation officers, or attorneys, the staff must indicate either that a message was left or that actual contact was made in the shift log.

7. Any resident with a hearing impairment, or who has a deaf or hearing-impaired individual on her approved phone call list, will be allowed to use the teletypewriter (Telecommunications Device for Hearing Impaired or Deaf) located in the Detention control room.

### Visitation

1. Any visitor that comes to see a resident at the Attention Home must make an appointment (exceptions to the visitation schedule may be made by the Counselor or Program Manager). Also, these visitors must be on the resident's list of authorized visitors approved by court personnel. Visitation will not be withheld regardless of a resident's status.
2. Residents are allowed to have two visits per week.
3. Residents are allowed to have three visitors per visit. Visitors must be 10 years of age or under and/or 21 years of age and older.
4. Residents' family members will receive a letter explaining the visitation rules (see attached sheet).
5. Weekend home passes and outings with approved family members are privileges and must be approved through the probation officer and program manager. Residents are eligible to start going on home pass when they reach level two with the approval of their probation officer and program manager.
6. All visitors who come to the Attention Home to visit or take a resident for an outing/appointment/home pass, must complete the Resident Visitation Log by printing and signing their name and writing the date, time, and reason for visit (see attached sheet). This book is placed in the foyer. The staff must initial that he or she made contact with the person/people who came to visit or take the resident for an outing/appointment/home passes to ensure the safety of the resident. The visitation log helps Attention Home to keep track of visitors, home passes, outings, and doctor's appointments.
7. The door to the living area is to be left open during a resident's visitation in order for Staff to be alerted of any problems occurring in the visitation room.
8. All visits must occur in the visitation room. The staff must make sure to check the visitation book when scheduling a visitation, to be sure only one visit per time period is scheduled. No visitor will be allowed into the home to look around, unless approved by the Program Manager.
9. **Prior** of resident having any contact with her visitors, **the staff must make face-to-face and verbal contact with all visitors to ensure that the person is not in an altered state of consciousness.** If a visitor is not on the resident's list or is behaving unacceptably, the staff has the right to ask them to leave. If they do not, then follow the instructions found under outside intrusions (Operations Manual Part II: Attention Home Procedures). Resident must not have any contact with her visitor(s) before the staff has spoken to them. Remember to

always check the visitor's ID. The staff must make sure visitors properly complete the Resident Visitation Log. The staff must always initial the Resident Visitation Log, indicating that he/she has made contact with the visitor. Also, any visitor under the age of 21 must be in the company of an adult. Staff must also make sure the visitors know they are not allowed to leave the visitation area until they are ready to go home or is time for the visitation to be over.

10. After a resident returns from an outing/appointment/home pass or after in-house visitation, the staff must be sure all items brought into the Attention Home are searched to ensure they are appropriate. The staff must check for unauthorized items (cigarettes, gang related items, drugs, lighters etc.) and make sure items are properly marked. No exceptions.
11. Personal searches will be conducted on residents who are returning from outings/appointments/home passes and after each in-house visitation. No exceptions.
12. Residents' family members or legal guardians are not allowed to bring their letters, purses/bags, cell phones, cigarettes, lighters, and/or any type of food in during visitation. No exceptions. Residents' birthdays will be the only time the residents' family members or legal guardians are allowed to bring food such as cake, pizza, drinks, and chips, among others for the birthday resident and all the residents who have privileges.
13. Residents are not allowed to use cell phones during visitation and bring in any items (i.e., binders, paper, school work, and notebooks, among others) with them to visitation.
14. Visitors are not allowed to purchase the resident a drink (soda) if she does not have any privileges.
15. Residents must always finish their soda during visitation. They are not to save it for a later time. If they do not finish it, visitors must take the soda with them or throw it away.
16. Doctor's appointments and visitation: If a resident has a doctor's appointment, she is not allowed to have visitation the same day because she has already spent time with her family while they were at the doctor. Other residents deserve the opportunity to see and spend time with their families.

#### Rights to Mail

1. Residents are permitted uncensored correspondence as long as it poses no threat to the safety and security of the facility, public officials, the general public, and is not being used for illegal activities. Residents are not allowed to send or receive mail from another youth in any Coosa Valley facility.
2. Mail or packages will only be monitored or withheld from the resident by court order. The Program Manager or Assistant Director will keep any incoming or outgoing mail that is to be held until the youth is released. Residents will be notified of the withholding of their mail unless otherwise ordered by the court.

3. When a resident receives mail, the staff will open it in front of the youth and check for contraband.
4. Residents are allowed unlimited written correspondence with their Juvenile Probation Officers, Attorneys, or D.H.R. Caseworkers.
5. Residents may send and receive unlimited correspondence. The Attention Home will provide one free stamp once a week to all residents. Residents are encouraged to provide their own stamps. Residents have the opportunity to earn extra stamps by demonstrating appropriate behavior, volunteering, and helping other residents and staff. Residents must fold the letters as flat as possible before they place them in the envelope to ensure that they will fit through the stamp machine.
6. First class mail or packages received following a resident's release will be forwarded to her if possible; if not, these items will be returned to the sender.
7. Residents will receive mail or packages on the same day they are received. Mail and packages are sent out every day except weekends and holidays.
8. Residents are not allowed to send or receive correspondence through other residents' mail. Mail to and from different residents must be mailed through the postal services or is subject to being withheld. Any exceptions will be approved by the program manager.

### *9. Counseling Program*

The counseling program provides the residents with the opportunity to work through their problems and improve their relationships with their parents by participating in individual counseling, group counseling, and family sessions. Upon their arrival, the counselor will provide them with an initial assessment in order to gather the necessary information to develop an appropriate treatment plan that will benefit the resident. Every resident has a discharge plan as well as a treatment plan. The resident's treatment plan clearly describes the areas that she needs to work on while at the Attention Home.

While at the Attention Home, the residents will receive individual and group counseling services. During this time, the counselor will target the areas each resident needs to address and work on while at the program. The topics discussed vary depending upon the residents' problems and needs. During group counseling, residents will have a chance to support and help each other with their problems. Some of the topics address in group sessions are communication skills, social skills, healthy lifestyles, stress and anger management, peer pressure, STDs and substance abuse prevention, money management, healthy relationships, vocational and education planning, and problem solving techniques. These topics will vary depending upon the group of residents. Groups will be conducted by the counselor or outside speakers; such as Equine Therapy, Second Chance, 4-H Extension Office, ALCAP, and Health Services. Outside speakers will be pre-approved by either the program manager or the counselor.

Along with individual and group counseling, the resident's family is invited to be part of their adolescent's treatment by participating in family sessions. During these family sessions, family members have the opportunity to work on communication as well as problem-solving skills. These family sessions give them a chance to address the conflicts and differences that they may have in order to strength their family. In addition to family sessions, the parents are required to participate in parenting classes. Parenting classes, based on the LIN=C Parent Project curriculum, consist of up to nine sessions in which the parents learn a practical approach to being more effective when dealing and disciplining strong willed adolescents.

In summary, the counseling program is designed to strengthen the family as well as to assure a more positive future for the residents. The counseling program's goal is to work with the residents and their family to provide them with the tools/techniques that they need to be a family again as well as to be successful and productive in life.

#### Outings and Home Passes

While the residents are in our care, they have the opportunity to earn outings with family members as well as home passes to work on family issues and demonstrate their ability to comply with their parents'/legal guardians' household rules. In order for the residents to earn these outings and home passes, residents must reach Level 2 Status. In addition, when a resident reaches Level 1, Week 4, she must take a Level 2 Test. This test will examine a resident's understanding of following rules and instructions, maintaining her safety and security, expectations for her behavior, willingness to control self, and helping her family. A resident must

show proficiency (80%) on this test before they can advance to Level 2 and earn their home pass/outings. The test will be administered by the counselor or designee.

They start with 48 hours passes and progressively move to 72 hours or more depending upon their level status and behavior during their passes. While they are on pass, they are required to comply with the following rules:

The following are to be followed by the resident and her family *at all times while on Home Pass* from the Attention Home. Any breaking of these rules will result in consequences including but not limited to loss of pass privileges for the next weekend, restarting the Attention Home Program, contact with the court and suspension of Home Pass Privileges.

- Supervision: The resident is to be actively supervised at *all times* by her parent/legal guardian.
  - Active supervision is defined as: keeping resident in direct eyesight when in public/at events outside the home, maintaining active checks on resident in the home when not in the same room, monitoring phone calls and computer/internet usage, and actively ensuring resident's safety and well being while on pass.
  - The resident is not allowed to spend the night away from home at any time.
  - The resident may not go out with her friends until she reaches **LEVEL FOUR WEEK TWO**, has gained approval from Attention Home counselor, and rules agreed upon during family session that week. A resident that goes out with friends without meeting **ALL OF** these requirements will be consequented for not following pass rules.
  - Both Parents and residents are responsible for making any arrangements needed for family events or doctors appointments before the resident leaves on Home Pass so these arrangements can be approved by Program Manager. Anything that may cause a resident to return from pass later than scheduled must be pre-approved. A resident that calls asking to return later than scheduled will be considered in violation of Home Pass Rules for failing to make arrangements ahead of time and will be consequented appropriately. *Serious direct family emergencies* will be handled on a case by case basis by the Program Manager.
- Residents are responsible for the following:
  - Passes are earned as a part of the Attention Home Program. Residents must have appropriate behavior and earn at least a 70% and complete all school work to earn home pass privileges.
  - Residents are not allowed to smoke cigarettes, drink alcohol, engage in any form of substance use or abuse (including abuse of "legal" drugs), and engage in sexual activity while on home pass.
  - Residents may not have any form of contact with any other Attention Home resident or any youth currently placed at a Coosa Valley Youth Services facility (Detention, Robert Lewis Academy).
  - Residents are not allowed to contact people outside of the Attention Home for other residents while they are on pass.
  - Residents are expected to follow rules, show respect, control emotions, accept "no" answers, disagree appropriately, help around the house, and obey all household rules.
  - Residents are responsible for returning with all school work and medication/medical documentation.

- Residents go on pass to work on problems with her family and not to spend time with her friends.
- Residents may not have friends “spend the night”/stay overnight at any time.
- A resident may have friends over **ONE NIGHT** of home pass while she is on **Level Three** until 9pm.
- A resident may have friends over **ONE NIGHT** of home pass while she is on **Level Four** until 10pm.
- Parents are responsible for the following:
  - Actively supervising the resident both at home and in public settings.
  - Only the parent or legal guardian may transport the resident to and from the Attention Home Program.
  - Contacting the Attention Home if they are unable to pick up their resident for home pass that weekend prior to Friday morning.
  - Contacting the Attention Home if there are any issues that may cause the resident to be returned to the Attention Home ahead of schedule (including the resident’s negative behaviors) so they can ensure that there is someone at the facility upon arrival.
  - If the parent is unable to supervise the resident while on pass, the parent must have an adult over the age of 25 pre-approved to supervise the resident.
  - Contacting and receiving permission from Juvenile Probation Officer prior to the resident going outside of the state of Alabama.
  - If a resident fails a drug test, is picked up by the police, or is found to have engaged in any other dangerous/negative behavior while on pass the parent/legal guardian will be held accountable for not complying with the rules in this contract.
  - For completing the **WEEKEND HOME PASS CHECKLIST** upon returning resident from home pass.

The residents’ behavior during home passes is tracked by asking the parents to report back to us by completing a Weekend Pass Checklist (see attached sheet). Passes/outings could be revoked if residents do not comply with rules either at their home or at the Attention Home. Having a successful home pass means residents have to comply and respect their parents/legal guardian’s rules. Residents also have to show respect and spend time with their families to rebuild their relationship. In addition, residents have to refrain from running away, sneaking out of the house, and using any illegal drugs and alcohol.

\*\*\*Any time a resident leaves for an outing or a pass, staff will give the medication to the legal guardian and ask him/her to sign the medication out. The staff will also advise him/her as to its dosage and time due. Residents must bring the medication back when they return from home pass.\*\*\*

\*\*\* Residents have the opportunity of storing their personal hygiene items in Wing #2 closet while they are on pass. The residents are to place all the items in a bag and give them to the staff that is checking their clothes before they go on home pass. This is the only time that they can turn in their personal hygiene items.\*\*\*

\*\*\*As part of the program, residents will be required to be randomly drug tested. The cost of the drug tests is \$10.00 per test. The parent/legal guardian will be responsible for paying the fee. Please be mindful in the event, the parent/legal guardian is unable to pay, the resident will not be eligible for a home pass until the amount is paid in full. If the residents failed a drug test, the resident will restart the program. In addition, the probation officer and/or DHR caseworker will be notified.\*\*\*

\*\*\*Upon return from home passes, residents are required to take a shower.\*\*\*

\*\*\*Residents are not allowed to return from passes or outings with make-up on.\*\*\*

\*\*\*The latest a resident is allowed to come back from home passes is 8:00 pm unless otherwise approved by the program manager. Time will be determined by the counselor, depending on their family sessions' schedule and whether or not the resident's parent(s)/legal guardian is attending parenting classes.\*\*\*

\*\*\*Residents are not allowed to take or bring any items (i.e., notebooks, letters, pictures, personal hygiene items, clothes) when they go on home passes unless they have the intention of leaving them at home (with the exception of schoolwork). Exceptions will be made when the season is changing. In these cases, residents who are going on home pass before noon must pack their clothes the night before by 8:00 pm for either second shift or third shift to check them. Failure to do so will result in a zero for laundry.\*\*\*

\*\*\*All personal hygiene items brought back from home pass must be new.\*\*\*

\*\*\*Residents must ask the program manager's permission if they would like to bring pictures or any other items back from home pass.\*\*\*

\*\*\*A resident who is on an extended home pass during her phone call day will not be eligible to have her phone call upon returning from home pass because she was at home at the time of her phone call.\*\*\*

\*\*\*Failure to return from home pass when scheduled will result in losing 24 hours of her next home pass or longer depending on when the resident returns.\*\*\*

#### The Procedure to Follow When Residents Return From Home Passes/Outings

1. Make sure the resident was returned by her legal guardian and/or an authorized adult. Staff must make sure the legal guardian and/or an authorized adult complete the visitation/visitors log. Staff must ensure she/he initial the visitation/visitors log, indicating she/he made contact with legal guardian and/or an authorized adult.
2. Ask the legal guardian/authorized adult if any medication needs to be turned in. If medication was not brought back, staff must instruct the legal guardian/authorized adult, medication must be brought back before the resident takes the next dosage. If the staff finds out the medication is missing after the legal guardian/authorized adult has left, the staff must contact the legal guardian immediately to inform him/her of medication missing and the fact that it needs to be

returned before the resident takes the next dosage. Note: Resident will earn a major for failure to bring the medication back. Agency Nurse and Program Manager must be notified.

3. Check her head/hair for lice/nits before her legal guardian/authorized adult leaves. If she has lice/nits, staff must contact program manager for further instructions.

4. Conduct a person and property/belongings search to ensure the resident does not have any contraband and/or unauthorized objects. Note: Remember to complete the clothing inventory form.

5. Document in the shift log the return of the resident and procedure followed.

## *10. Education Program*

### Purpose

The education program at the Attention Home has been designed to excite students about learning. Through academic study and engaging activity in a safe, nurturing environment, students build confidence in their own abilities while strengthening social skills that prepare them for life as young adults. It is the purpose of this program to prepare students for a successful reentry to their respective schools and communities.

As students enroll, reading and math proficiencies are assessed so that each student will be instructed and their performance evaluated based on their individual ability. The Attention Home Education Program enables students to continue progress toward a high school diploma or a G.E.D. The Attention Home utilizes the computer and web-based Anywhere Learning System designed by the American Education Corporation. Aligned to state and national core standards, it compliments academic study that has been or will be completed at the student's school of origin. A student's progression is not limited to academics but also includes development of social and physical skills. To complete the program, each student must maintain a 70% in all subject areas.

To make the transition back to their respective schools easier and reassure students that may be afraid of "falling behind," residents are actively engaged in monitoring their own lessons and progress for each subject they are enrolled in. Students are encouraged to strengthen computer skills, which will be useful throughout their academic careers and adult lives. The goal is to provide tools and resources that enable and empower students facilitating life long learning.

While the residents are enrolled in the Attention Home School, the parents/legal guardians will be asked to provide the resident with the needed school supplies. The parents/legal guardians will receive a letter upon the resident's admission, explaining the items needed such as 2-inch binder, 4 packs of lined paper (wide rule or college rule), 1 pack of black pens, 1 pack of highlighters (must be Bic brand), 2 composition notebooks, 1 pack of tab dividers, page protectors (not required), 4 glue sticks, and 1 pack of crayons (no larger than 24 count). Residents are also allowed to have non-toxic makers and clear see-through pouch(es); no exceptions. See attached sheet for the parent/legal guardian letter.

### Academic Study

Students are required to complete grade specific objectives outlined in the Alabama Course of Study: Science, Social Studies, English Language Arts, Math, and Health Education. In addition, students are also provided the opportunity to study Conversational Spanish as an elective credit. Homework is assigned and must be submitted on time. Students are encouraged to take advantage of study hall hours offered at the Attention Home. Students and staff may also review what has been assigned for homework. Assignments are posted nightly on the classroom door.

Emphasis is placed on strengthening language skills, such as reading and writing, as well as math skills. Many students that enter the program perform below grade level in these areas;

therefore, instruction has been modified to bridge this learning gap. Lessons for all subjects are often integrated to reinforce language and math skill development. In addition to lesson modification, the Attention Home has collaborated with the Calhoun County Library to expand access to reading materials. Each month, students select books from the *Book Mobile* that appeal to their interest. These books may be used for recreation and/or classroom activity. Often, language themes are woven into math lessons reinforcing the concept that math and language are necessary for daily living.

Report cards are provided every nine weeks. Again, students must maintain a 70% or higher in each area of progress in order to complete the program.

### Social and Physical Activity

In addition to academic study, the education of students includes social, emotional, and physical development. Daily physical activity, weekly community service projects, and monthly field trips provide opportunities for students to learn and practice new skills in a variety of environments. Students at the Attention Home are also part of a yoga class, which provide them with the opportunity to learn positive ways of managing their stress and anger as well as building their self-esteem and self-confidence.

Learning to work with others is a long term goal of the program. Community service projects such as CVYS Greenhouse, Calhoun County 4-H and Habitat for Humanity are valuable learning opportunities for Attention Home students. Every Wednesday, Calhoun County Extension agents provide educational programming at the Attention facility. Students then accompany the agent(s) to the Greenhouse on the Coosa Valley Youth Services Campus where they learn to grow and maintain healthy plants, operate a successful greenhouse, and identify plant species. The Greenhouse project is supported through the assistance of the Tree Amigo Master Gardner Association. These volunteers provide valuable social interactions and guidance for students. The Extension Agency also provided bi-weekly nutrition programs and monthly 4-H Club meetings enabling students to strengthen consumer science skills.

Field trips complimenting academic study are also offered monthly to destinations in Calhoun County. Every three months, day long field trips to destinations outside Calhoun County are offered through the Calhoun County Extension Agency. These field trips have included hikes, canoe trips, and tours of the Auburn University Forestry Program. Students must maintain good behavior to participate travel for any field trip.

### Classroom Behavior

Students are expected to respect the learning environment, staff, and other students. Major as well as minor offenses will be recorded in the shift report and appropriate reports filed. Residents who do not put forth the effort in their schoolwork (homework/tests), do not pass their tests with 70% or better, and do not comply with school rules will lose their home pass for that weekend. If the residents' schoolwork does not improve, they will lose their home passes until further notice (until they show a consistent improvement on their work). Under no

circumstances, the residents should be left alone in the computer room. A staff member should be present in the room at all times. No exceptions.

#### School Attendance

All residents are required to attend school. All excused absences may only be used for the following legitimate, documented reasons:

1. Illness and/or medical care of the resident;
2. Death in the family;
3. Legal reasons;
4. Medical/Special absence leave approved by the program manager.

It is the responsibility of the parent(s) or guardian(s) to provide documentation supporting the reason for the absence such as doctor's excuse, subpoena, funeral arrangements, etc. upon returning to the Attention Home. Failure to provide the proper documentation will result in an unexcused absence. Residents with unexcused absence(s) will not be able to make up any class work, tests, quizzes, and/or be allowed to turn in any homework/assignment due, which in turn will result in earning zeros (failing grade).

Residents with excused absence(s) will be allowed to make up any schoolwork and/or quizzes/tests within a time frame specified by the teacher.

#### School Goody Box

In order for the residents to earn the privilege of the "Goody Box", the following criteria needs to be met for the week: (a) No zero and/or major violations; (b) Attend school every day (i.e., if they have to miss school for any reason that includes doctor's appointments, they won't be eligible). See attached documentation for description of rewards

#### Miscellaneous School Information

**School Computer Labs and Computer Usage** – Residents are required to read, follow, and sign an Internet Computer Agreement (see attached sheet for the agreement). After school hours, the computer labs' doors must remain lock and secure at all times and residents are not allowed to go in and out at any time unless it is approved by the teachers and/or the program manager.

**Study Time** – Residents are not allowed to talk (or ask to talk) to the counselor, program manager, any staff member, or have a phone call during study time unless it is pertaining to their schoolwork. During study time, they are only allowed to engage in the following activities: reading and/or schoolwork. Staff has the right to make sure residents are doing school work by checking their work. The residents must work on schoolwork for at least 30 minutes before they are allowed to read. If a resident needs help and/or assistance during study time, she must come to the staff. Residents are not allowed to help and/or assist each other at any time. Residents and staff must remain quiet at all times to avoid distractions. If a staff is helping a resident, the staff and the resident must be mindful of keeping their voice down to avoid distracting the other residents.

**Home Passes and Fridays** – Due to Fridays being a school day, if residents do not have a family session, they are not allowed to leave for a home pass until 11:30 am unless residents have volunteer work and/or are engaged in any other school activity that requires them to leave later. Therefore, residents can only be excused from school for the following reasons: family sessions, medical reasons, or emergencies. Excuses from school are only approved by the program manager.

**Turning in Schoolwork** – School personnel will provide the residents with an exact date and time to turn in homework. Residents will not be given an extension.

**School Breaks** – During school breaks, the residents will be required to engage in the following activities: groups, reading time, study time, school projects/research, volunteer work, cleaning the house, and anything else required by the staff.

**Time Outs** – If a resident decides to take a time out during school hours, she is only allowed 10 minutes. She is responsible to keep up with the time. If resident falls asleep or fails to return on time, she will earn a major rule violation. Residents must take their time outs on the living area.

**Schoolwork** – Residents are not allowed to take their schoolwork to their rooms (i.e., packages, vocabulary material, study time folder, among others).

Note: See attached forms for a description of Attention Home School Rules.

## *11. Emergency Procedures*

During the intake process, an orientation session will take place in which the staff will explain to the resident all emergency procedures; including showing them where all exit doors are located.

### Fire Plan

Emergency routes for exiting the building should be followed to the nearest accessible exit door. On the Evacuation Routes posted in each room/area, the directional arrows for the PRIMARY ROUTES are red. This is the route you take, unless it is blocked. The directional arrows for the SECONDARY ROUTES are blue. This is the route you take if the primary route is blocked. Exit signs are located throughout the building to assist with prompt evacuation. If the paths to all external doors are blocked, emergency exit should be accomplished through a window. All Staff, visitors, and residents should meet in front parking lot by the basketball goal for a head count to be completed.

Fire drills will be conducted each month, at different times of the day. Residents are to respond to a drill as they would to an actual fire. DO NOT RUN. Exit the building quietly and orderly, and meet at the basketball goal.

### Emergency Site Evacuation Plan

If, for any reason, the facility becomes insufficient to meet the safety and security needs of the residents and staff, evacuation from this site might become necessary. Circumstances that will result in site evacuation include chemical accidents/incidents or extensive damage to the building due to weather disasters, fire, etc.

All residents will be moved to the detention center rec room. If evacuation from the detention center is necessary, plans are already in place for emergency transportation and housing until other arrangements are made.

### Tornadoes

A tornado warning indicates that a tornado has actually been sighted. When a warning is issued, occupants of the facility will be immediately moved to a safe area. Residents should be seated in the corridors between the living/dining areas of their respective hallways with the door to the hallways closed. Residents are not allowed to move through the building during tornado warnings.

In the event a tornado strikes without warning, all residents and Staff should leave any large open areas or areas with large windows. Other areas in the home that should provide reasonable shelter from a tornado include the pantry, the front office restroom, and the telephone/library room. Occupants will remain in their places of refuge until the highest-ranking Staff member on duty has determined that it is safe to return to other areas, based upon weather bulletins.

### 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 in effect.

Note: Residents will not be allowed to spend time outside the house if threatening weather conditions are present. During severe thunder and electrical storms, residents should be kept away from windows and not be allowed to use showers, the telephone, or operate electrical appliances, including computers.

### Earthquakes

All persons should move away from areas with expansive roofs (i.e., the living/dining room) and away from high shelves. Then, they will lie flat on the floor with their hands covering their heads. If possible, residents may use a mattress or pillow to cover their heads.

### Violence from People Outside the Facility / Intruders

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to staff, residents, or visitors inside the facility.

#### Lock-Down Procedures

1. The senior staff on duty will issue the Code Red by communicating the message to the residents and visitors. The senior staff will use the Code Red word, which is CODE RED.
2. The senior staff will instruct the other staff to call 9-1-1.
3. The senior staff will direct all residents, staff, and visitors to move to the storage room wing one.
4. The staff will account for all residents, visitors, and staff.
5. Everyone will be placed away from the door.
6. No one will be allowed outside the storage room until the senior staff gives an all-clear signal.

Random Code Red Drills will be conducted to ensure staff and residents are properly train.

## *12. Prison Rape Elimination Act (PREA)*

**You have the right to be safe from sexual assault and abuse.**

### 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, and offers of protection. 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 including 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, particularly 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.
- Sexual 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.

*13. ATTACHED SHEETS*  
(They are in order of appearance)

**Level System/Follow Up  
Weekly Point Card**

Week of: \_\_\_\_/\_\_\_\_/\_\_\_\_ Thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Residents' Name: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Probation Officer's Name: \_\_\_\_\_

DHR Worker: \_\_\_\_\_

**LEVEL SYSTEM**

**Please circle one:**

- |                 |                 |                 |                 |                      |
|-----------------|-----------------|-----------------|-----------------|----------------------|
| <b>1</b> Week 1 | <b>2</b> Week 1 | <b>3</b> Week 1 | <b>4</b> Week 1 | <b>5</b> Week: _____ |
| Week 2          | Week 2          | Week 2          | Week 2          |                      |
| Week 3          | Week 3          | Week 3          | Week 3          |                      |
| Week 4          | Week 4          | Week 4          | Week 4          |                      |

**OR**

**FOLLOW UP/GED:**

Week: \_\_\_\_\_

**Phone Calls**

Date	Name/Relationship	Start Time	End Time	Staff Initials

**Comments:**

<b>Morning (Mor)</b>											
	AM Hygiene	Mor Room	Mor Chore	Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	
<b>Fri</b>											
<b>Sat</b>											
<b>Sun</b>											
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Points</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>1<sup>st</sup> Shift Saturday and Sunday (Fri through Thursday only during School Break)</b>											
				Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	
<b>Fri</b>											
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Sat</b>											
<b>Sun</b>											
<b>Points</b>				<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>Evening (Even)</b>											
	PM Hygiene	Even Chore	Even Chore	Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	Counselor Group
<b>Fri</b>											n/a
<b>Sat</b>											n/a
<b>Sun</b>											n/a
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Points</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
	<b>Total</b>			<b>Total Possible</b>							
<b>Fri</b>				54							
<b>Sat</b>				72		<b>Totals:</b>					
<b>Sun</b>				72							
<b>Mon</b>				54				<b>Total</b>	<b>Total</b>		
<b>Tues</b>				54		Fri -		<b>Earned</b>	<b>Possible</b>		
<b>Wed</b>				54		Thursday			414	%	
<b>Thurs</b>				54							

Review the resident’s progress by analyzing the resident’s point card

- a. Staff Initials: \_\_\_\_\_
- b. Residents Initials: \_\_\_\_\_

Comments:

Note: If the resident is leaving for home pass on Thursday, the review must be done on Wednesday prior of them leaving.

Counselor’s Review: \_\_\_\_\_ Program Manager’s Review: \_\_\_\_\_

*Request for an Extended Pass*

**Resident's Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Dates of the Extended Pass (Thursday after school to Monday):** \_\_\_\_\_

**Please provide an explanation of the reasons for you deserving an extending pass.  
(Please turn in to counselor)**

\_\_\_\_\_  
Residents' Signature

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Counselor's Approval Signature

\_\_\_\_\_  
School Personnel Approval Signature

\_\_\_\_\_  
Program Manager Review

**Level System/Follow Up  
Weekly Point Card**

Week of: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Thru \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Residents' Name: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Probation Officer's Name: \_\_\_\_\_

DHR Worker: \_\_\_\_\_

**LEVEL SYSTEM**

**Please circle one:**

- |                 |                 |                 |                 |                      |
|-----------------|-----------------|-----------------|-----------------|----------------------|
| <b>1</b> Week 1 | <b>2</b> Week 1 | <b>3</b> Week 1 | <b>4</b> Week 1 | <b>5</b> Week: _____ |
| Week 2          | Week 2          | Week 2          | Week 2          |                      |
| Week 3          | Week 3          | Week 3          | Week 3          |                      |
| Week 4          | Week 4          | Week 4          | Week 4          |                      |

**OR**

**FOLLOW UP/GED:**

Week: \_\_\_\_\_

**Phone Calls**

Date	Name/Relationship	Start Time	End Time	Staff Initials

**Comments:**

<b>Morning (Mor)</b>											
	AM Hygiene	Mor Room	Mor Chore	Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	
<b>Fri</b>											
<b>Sat</b>											
<b>Sun</b>											
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Points</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>1<sup>st</sup> Shift Saturday and Sunday (Fri through Thursday only during School Break)</b>											
				Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	
<b>Fri</b>											
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Sat</b>											
<b>Sun</b>											
<b>Points</b>				<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>Evening (Even)</b>											
	PM Hygiene	Even Chore	Evenr Chore	Follow Instructions	Accept No Answers	Disagree Appr.	Show Respect	Control Emotions	Assume Responsibilities	Major Rule Violation	Counselor Group
<b>Fri</b>											n/a
<b>Sat</b>											n/a
<b>Sun</b>											n/a
<b>Mon</b>											
<b>Tues</b>											
<b>Wed</b>											
<b>Thurs</b>											
<b>Points</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
	<b>Total</b>			<b>Total Possible</b>							
<b>Fri</b>				54							
<b>Sat</b>				72		<b>Totals:</b>					
<b>Sun</b>				72							
<b>Mon</b>				54				<b>Total</b>	<b>Total</b>		
<b>Tues</b>				54		Fri -		<b>Earned</b>	<b>Possible</b>		
<b>Wed</b>				54		Thursday			414	%	
<b>Thurs</b>				54							

*Leadership Skills*

Date	Skills	Rating	Staff Initials
	Conducts Group Once a Week		
	Helps new residents with learning her basic social skills		
	Helps new residents getting familiar with the Resident's Manual (Our Program Rules)		
	School: "TA"		
	Role Model Positive Behavior		

**Rating Scale**

- 1 – Satisfactory
- 2 – Needs Improvements
- 3 – Unsatisfactory
- 4 – N/A

*Reviewing Residents' Progress*

Resident's Name: \_\_\_\_\_

Week of \_\_\_\_\_ through \_\_\_\_\_

Date: Thursday - \_\_\_\_\_

*Part I*

Review the resident's progress by analyzing the resident's point card as well as the leadership skills sheet.

c. Staff Initials: \_\_\_\_\_

d. Residents Initials: \_\_\_\_\_

Comments:

Note: If the resident is leaving for home pass on Thursday, the review must be done on Wednesday prior of them leaving.

Counselor's Review: \_\_\_\_\_

Program Manager's Review: \_\_\_\_\_



# Coosa Valley Youth Services

Attention Home

"Turning Lives Around, One Child at a Time"

Telephone (256) 236-5437

Fax (256) 236-5439

4621 McClellan Blvd.  
Anniston, AL 36206

## Request Form for Wal-Mart Supplies

Date: \_\_\_\_\_

I, \_\_\_\_\_ am in need of the following items:

- 1.
- 2.
- 3.

Listed below is why I need the items listed above:

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Program Manager's Signature

Approved / Not Approved

\_\_\_\_\_  
Date

### Request For Medical Care

**Notify staff of any minor medical problems.** There are a lot of things that the doctor has taught the staff to do that will help you. Examples are: head hurting, stomach hurting, itching, sore muscles, and other things like these. If you need to see the Nurse for issues that the staff can not address, he/she will be here on Monday, Tuesday, and Friday. If you need to be referred to the doctor, he/she will be here on Tuesday. Fill out the form below and place it in the box labeled "Request for Medical Care".

Your Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Type of Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*Below Portion is for Medical Staff only\*\*\*\*\*

Assessment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment Date: \_\_\_\_\_ Nurse Signature: \_\_\_\_\_

## PROVISION OF HEALTH CARE

Name of resident receiving health care: \_\_\_\_\_

Name of physician, dentist, or mental health specialist providing treatment:

\_\_\_\_\_ Date: \_\_\_\_\_

Reason for visit: \_\_\_\_\_

\_\_\_\_\_

Treatment received/Diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications prescribed or any changes made to current medications:

\_\_\_\_\_

\_\_\_\_\_

Recommended referrals or follow-up treatment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Signature of health care provider: \_\_\_\_\_

Signature of transporting person and relation to resident:

\_\_\_\_\_

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## **Instructions and Rules For Used of Lawn Care Equipment**

### **THINK SAFETY. WE DON'T WANT ANY INJURIES TO RESIDENTS OR STAFF.**

During any outdoor, summertime activities protect the residents from heat stroke/heat exhaustion by ensuring frequent breaks and by having them drink sufficient amounts of water:

Pre-hydrate – at least ½ cup of water prior to the activity

Hydrate – at least ½ cup of water during the activity

Re-hydrate – at least ½ cup of water following the activity.

Staff will be responsible for ensuring the safety of those youths operating the lawn care equipment. The staff's job will be to **teach** them about safety and to **supervise** them to ensure that they employ the safe practices you have taught them. Each resident must be taught the safety procedures and sign indicating that they understand the procedures prior to using the equipment (see attached sheet). The folder containing the resident training information and the signature sheets are located in the Staff Main Office.

Residents may only operate this equipment under staff supervision. That means direct, continuous supervision during the entire period of time the equipment is in use is mandatory. Keep the gas cans locked in the shed at all times unless staff, personally, is filling up the mower. Don't leave the cans out where it is accessible to the residents. We know that gasoline is an inhalant and as such can be lethal if "huffed".

Furthermore, it is very important that the staff teach the residents the following procedures:

1. Prepare the area to be mowed by removing any rocks, sticks, or other debris that could be slung by the mower.
2. Make sure that, if there are other residents in the area, the "shoot" of the mower is aimed away from people.
3. Teach them to mow in such a way that the shoot is aimed away from windows, automobiles, and people.
4. When operating the weed eater, always keep the engine on the right side of their bodies and hold it firmly with both hands. Keep a firm footing and balance. Do not over reach. Always keep the trimmer head below waist level. Also, do not raise the

engine above waist level because the trimmer head can come dangerously close to their bodies.

5. Lawn care equipment is never to be used in a way that is not designed for. Residents are not to horseplay while they are operating the lawn care equipment. They are to use extreme caution when operating any piece of lawn care equipment. This equipment has the potential to be extremely dangerous if used outside of its purpose.

6. It is important that you **MAKE THEM WEAR THE SAFETY GOGGLES LOCATED IN THE STORAGE SHED. NO EXCEPTIONS!** This will **not** be popular, (as it doesn't exactly look cool...) but the staff must not compromise with the residents. People lose eyes when they don't use protective eyewear. We want everyone who came to us with their vision intact, to leave us with their vision intact.

7. In addition, youths operating mowing equipment must always wear closed-toed shoes, **NOT SANDALS**. They should also wear long pants to prevent cuts and bruises from small rocks and pebbles being slung.

8. Also, teach the youths that when they are operating a push-mower, and it gets stuck on something, they are **NOT** to push the back of the mower with their foot to get the mower un-stuck, as their foot could slip under the mower into the blade.

**Note: Please keep in mind that, as these are safety issues, staff will be held strictly accountable for following these procedures.**

**\*\*\*Please turn in training forms to the counselor to be placed in the residents' files.\*\*\***



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## Resident

I, \_\_\_\_\_, have received training on the instructions and rules for using the lawn care equipment. I fully understand all rules and instructions and agree to observe all safety precautions and rules already set forth.

\_\_\_\_\_  
Resident’s Signature

\_\_\_\_\_  
Date

## Staff

I, \_\_\_\_\_, have fully instructed the resident mentioned above on how to properly utilize the lawn care equipment (all rules and instructions). I am aware that I need to supervise the resident at all times.

\_\_\_\_\_  
Staff’s Signature

\_\_\_\_\_  
Date

## Group Activity

Date: \_\_\_\_\_

Shift: \_\_\_\_\_

Participants (please have residents sign their names below):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Group:

Staff's Signature(s): \_\_\_\_\_

\_\_\_\_\_

**Coosa Valley Youth Services**

*When you have a specific concern or complaint you should make a complaint by using this form and placing it in the designated Drop Box. Please complete all items below.*

<i>Print Your Name:</i>	<i>Names of Staff Involved:</i>
<i>Program:</i>	<i>Names of Clients Involved:</i>

*I need help in writing this grievance*    \_\_\_ *Yes*    \_\_\_ *No*

Notice of Confidentiality: I understand all information on this form is confidential. Sharing the information written here with anyone other than the program manager will result in earning a major for breaking confidentiality. I understand I am not to discuss the content of this grievance with any resident or staff member.

\_\_\_\_\_ (Resident's initials)

If I am in immediate danger of sexual abuse or know of another who is in immediate danger; I can file an "emergency grievance" by informing a staff member I trust either verbally or in writing.

*Tell us your concern:*

**Youth Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **GRIEVANCE REVIEW**

Residents involved:

Date:

Type of Grievance:

Briefly describe your conversation with the resident:

Briefly describe your conversation with the resident:

Describe action taken:

---

Program Manager Review



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Anniston, AL 36206

## **REQUEST FOR APPEAL FORM**

Date: \_\_\_/\_\_\_/\_\_\_

An appeal hearing is requested by \_\_\_\_\_.

Explain the nature of the appeal:

\_\_\_\_\_  
Resident’s Signature



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Fax (256) 236-5439

4621 McClellan Blvd.  
Anniston, AL 36206

## APPEAL HEARING

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

An appeal hearing was held to consider the grievance procedure followed by \_\_\_\_\_  
on \_\_\_\_\_.

People present for the hearing were:

- Program Manager
- Assistant Director
- Executive Director

Resident(s):

Staff Involved:

After hearing all information presented (written and verbal), it has been the determination of the Program Manager that

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Resident's Signature                      Date

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Signatures                                      Date

Note: All documentation (grievance forms, residents statements, request for appeal form, etc.) will be attached to the Appeal Hearing Form.

## RESIDENTS' REWARD CONTRACT

Resident Involved:

Date of Contract:

Length of Contract:

Type of Contract:

Briefly describe what the contract entails:

Type of Reward:

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Resident Signature

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Staff Signature

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Program Manager Approval



<p style="text-align: center;"><b>ZERO RULE VIOLATION</b> <b>Resident's (s') Statement</b></p>
--

Provide a detail explanation of the incident.

YOUTH'S SIGNATURE:

---

**INCIDENT REPORT REVIEW  
ZERO VIOLATION**

Resident involved:

Date of Incident:

Review Date:

Type of Incident Report:

Briefly describe your conversation with the staff (if applicable):

Briefly describe your conversation with the resident (s):

Describe action taken:

---

Program Manager Review



<p style="text-align: center;"><b>MAJOR RULE VIOLATION</b> <b>Resident's (s') Statement</b></p>
---

Provide a detail explanation of the incident.

YOUTH'S SIGNATURE:

---

**INCIDENT REPORT REVIEW  
MAJOR RULE VIOLATION**

Resident involved:

Date of Incident:

Review Date:

Type of Incident Report:

Briefly describe your conversation with the staff (if applicable):

Briefly describe your conversation with the resident (s):

Describe action taken:

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Program Manager Review

## TEACHING INTERACTION

Resident: \_\_\_\_\_

Date: \_\_\_\_\_

Issue By: \_\_\_\_\_

Essay and Questions Due By: \_\_\_\_\_

### Part I.

Write a short essay describing the plan of action you are going to take in order to prevent this incident from reoccurring. Describe the steps you are going to follow.

There is a minimum of **2 pages**. However, it has to be well thought out, appropriate, and in sentence / paragraph.

### Part II.

Answer the following question: What can staff do to help you succeed?

## DAILY CHORES

### KITCHEN

A resident has the following responsibilities when on kitchen. She will:

- Help prepare the meal if needed
- Help fix trays or plates

### CLEAN UP:

Storage of leftover food

Put any remaining food in smaller containers with lids and place in refrigerator. (no foil in refrigerator)

Washing dishes

Rinse plates, glasses, bowls and silverware. Have a staff member add dish liquid to fresh hot water. Wash dishes by hand and dry well.

Washing tables and counters

Clear table of any condiments (salt, pepper, ketchup, etc.). Wipe table and countertops with a wet soapy dishcloth. Then rinse cloth and wipe tables and countertops again. Then take a dry cloth and dry table and countertops.

Cleaning stove

Take a wet soapy cloth and wipe off stove. Rinse cloth and repeat. Then dry stove. Once a week use stainless steel polish on stainless steel area. Once a week use oven cleaner to clean inside of oven.

Sweeping

Stack all chairs in their place, then sweep floor in dining area, kitchen and pantry.

Mopping

After the supper meal, the floors will also need to be mopped. If the floor needs to be mopped, don't wait until suppertime to do it. Always be sure to mop over drain under sink. This practice keeps the drain clean and sanitary.

Garbage

Take all garbage to the dumpster and reline can with fresh bag. At least once a week or as needed, scrub garbage can with soap.

Things to check when you think kitchen is clean.

Make sure the sinks are clean after each meal

All dishes, glasses, silverware, pots and pans are dry and put in proper place

**IF ALL THESE ARE DONE THIS WILL INSURE THAT THE KITCHEN DINING AREA AND PANTRY ARE ALWAYS CLEAN.**

**LAUNDRY ROOM**

- The floor must be swept and mopped
- The towels straightened up on the shelves
- The sheets and comforters straightened up on the shelves
- Do group laundry
- The sink cleaned out
- The shelves wiped off

**JANITOR'S CLOSET**

- The mops must be washed out and hung up to dry
- The floor swept and mopped
- The mop bucket washed out
- The brooms neatly straightened out

**PORCHES**

- The front and the back porch must be swept off
- The porch that is on the halls has to be swept off

**VISITATION ROOM AND BATHROOM**

- Sweep and mop the visitation room and hallway
- Remove all newspaper, books or other items that are lying around
- Sweep and mop bathroom floor
- Clean toilet
- Clean sink
- Clean mirror

**LIVING ROOM**

- Sweep and mop the floors (includes moving the furniture)
- Remove items that do not belong in the living room

**HALLWAY**

- Sweep and mop the hallway
- Clean any type of marks that are on the walls in the hallway

**PHONE ROOM**

- Straighten shelves (make sure everything is neatly arranged on shelves)
- Wipe phone with a dry cloth
- Sweep

**BATHROOMS**

- Sweep and mop (may only need to mop at night)
- Clean the sink and counters with cleaner
- Clean tub and shower with cleaner
- Wipe down shower curtain
- Clean mirror with Windex and paper towels
- Clean toilet and around the commode

## FLOATER

Do different chores as listed but not limited to them:

Dust off books and shelves

Wipe off windows and doors

Clean program manager's office, counseling office and bathroom, or staff office

Clean classroom

Staff office bathroom

Cleaning walls

Cleaning van and car

Cleaning storage closets

## BEDROOMS

Make bed

Clean clothes are to be folded and placed in your dresser or hung on hangers

Each pair of shoes is to be placed side by side in the closet

Personal objects are to be out of sight when closets and dresser drawers are closed

Dirty clothes are to be placed in laundry baskets in the closet

Any objects on the bedside table are to be neatly arranged

Dust dressers, bed and bedside table once a week

Sweep floors daily

Trash cans should be emptied daily

## GREENHOUSE RULES

Check the greenhouse temperature every day and log it in the greenhouse log.

Water the greenhouse plants every day.

Do not touch the thermostats in the greenhouse for any reason.

Log into the greenhouse log when you begin and end watering, that you watered the greenhouse plants, the temperature of the greenhouse, whether the heater or the fans, or the cool cell are on, and any problems that have occurred.

## WATERING OF THE GREENHOUSE

1. **Every single plant** is to be watered **every single day**. This includes those pots on top of and under the tables as well as the plants immediately around the greenhouse. Note: The outside plants do not need to be watered if it has rained that day. This should take at least 30 - 45 minutes.
2. When watering the greenhouse do not just spray the top of the foliage or leaves, this acts as an umbrella does and diverts the water from the plant itself. Direct the hose to the base of the plant and water each one for a count of four (not 4 seconds, but a count of four).
3. In the green house log indicate the start and stop time for watering.
4. Water up one side then down the other side, not back and forth from right side to left side. Note: Entire tables of plants are missed that way.
5. When a resident is assigned the greenhouse as a chore, she will have it for **at least one month**. It takes awhile to learn how to properly perform the task. We don't want to take her off it just when she's getting good at it. Residents may take a radio with them if they want to.

Close the greenhouse door and turn off the water.

#### CLEANING FLOORS

Buff floor once a week on Friday second shift

#### THURSDAYS CHORES

Clean the inside of the door frames

Dust all furniture including the furniture in the residents' room and visitation area

Clean the top of all the light fixtures (main area and kitchen)

Clean the ceiling above and around the showers both Wing One and Two

Mop the bedrooms' floors

Clean the air vents

Clean Wing One Janitor's Closet Drain



## Coosa Valley Youth Services

Attention Home

"Turning Lives Around, One Child at a Time"

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### Laundry Days

#### *Wing 1*

Monday	Room 1
Tuesday	Room 2
Thursday	Room 3

#### *Wing 2*

Monday	Room 1
Tuesday	Room 2
Thursday	Room 3

#### *VIP Rooms*

Both VIP residents may wash on Wednesday

#### *Group Laundry*

Friday and Saturday

It is up to the residents to ask to put their clothes into the washer and dryer. Residents must only wash clothes (no under clothes) during group wash.

#### *Free Day Wash*

Friday through Sunday

Residents are approved to wash one full load per resident per weekend.

**Note: The residents will have from 5:30 am to 8:00 pm to successfully complete their laundry.**



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### Morning Schedule

- 5:45 am Must be out of the rooms to start personal hygiene, room, and chore.
- Once dressed if you take meds, come up front, get water, and form a line outside the staff office, waiting to take their meds.
- 6:00 am Must be up front and ready for the day (meaning your hair is combed/brushed, clothes on [not pajamas], chores completed, and have all the necessary items and attire needed for school)
- 6:15 am Begin studying social skills. After social skills are completed, conduct group when it is applicable. After residents are finished with all their responsibilities (i.e., personal hygiene, room, chore, social skills, and group), they may do their hair. They must have their hair done by 6:45 am. Residents who are not doing their hair must sit at the couches. As soon as a resident is done with her hair, she must sit at the couches. She must not stand or sit at the mirror to socialize with others.
- 6:45 am Start getting ready for breakfast (i.e., use the restroom, get jackets, etc.).
- 6:50 am Line up in order for breakfast.
- 7:30 am Upon returning from breakfast, the residents are not allowed to talk, lay down and/or go to sleep. They must sit quietly in the living area at least until 7:45 am. If they take medication, they must be ready with their water bottle and form a line outside the staff office waiting to be called.

Note: Residents are not allowed to do any school work.

## List of approved items allowed at the Attention Home

Pants or Shorts	6
Shirts	6
PE Clothes	2
Tank Tops	6
Shoes * one pair of tennis shoes are required	6
Brassieres (4) + Sports Bras (2)	6
Panties	12
Socks	10
House Shoes or Flip Flops	1
Robe	1
Pajamas	2
Jacket/Coat	1
Sweater/Vest/Pullover	1
Swimsuit	1
Towels / Washcloths	4 / 6
Dresses	3
Tree Farm/Yard Work Clothes	2
Belts	2
Gloves and Scarf	1 each
Visor	1
Earmuff or Toboggan	1
Shower Shoes	1
Boots for Equine Therapy	1
Work Shoes for Tree Farm	1

## Daily Shower List

### Early Bedtime

Level 1

Level 2

Level 3

Level 4

Level 5



# Coosa Valley Youth Services

## Attention Home

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4621 McClellan Blvd.  
Anniston, AL 36206

Dear Family Members,

Welcome to the Attention Home! Please take a moment to read the following information on our visitation policy and the residents’ dress code while at the Attention Home.

All visitors must be approved by the Juvenile Court or D.H.R., depending on which agency has jurisdiction over your adolescent. Make sure that you have contacted the appropriate personnel so that we are notified as to whom may visit your teen. Also, visitors must be 10 years of age or under and/or 21 years of age and older. Any visitor under the age of 21 must be in the company of an adult.

Due to space limitation, we can only allow one visit per time period. Therefore, please call the Attention Home at 256- 236-5437 to schedule your visitation time. Appointments will be made on a “first call, first scheduled” basis. Appointments may be made according to the following schedule:

**Monday through Thursday – 5:30 p.m. - 7:30 p.m.**

**Saturday – 12:30 p.m. – 2:30 p.m.; 2:30 p.m. - 4:30 p.m. or 5:30 p.m. – 7:30 p.m.**

**Sunday – 12:30 p.m. – 2:30 p.m.; 2:30 p.m. - 4:30 p.m. or 5:30 p.m. – 7:30 p.m.**

We ask that you limit your visits to two per week, the number of visitors to three, and that the weekend visitation be confined to a two hours period of time. Residents can purchase drink items out of the vending machines located in the visitation room as long as the resident has privileges. Please make sure that all visitors bring picture ID. Residents do not need money while at the Attention Home. However, occasionally, we will ask you to send/bring them spending money for their school field trips. Furthermore, family members are not allowed to bring any types of food items during visitation. Exceptions will be made during the residents’ birthdays. Only during that time, family members will be allowed to bring food items such as cake, ice cream, chips, or pizza if they choose to do so.

Also, we ask that you leave all cell phones and purses outside during visitation. Cell phones and purses are not allowed in the building. Please be considerate of our rules. Failure to comply may result in restrictions being placed on the residents and/or visitors who violate those rules. If you have brought something for your child, please hand it to a Staff member upon signing in.

Furthermore, regarding the residents’ dress code, residents must be clean and appropriately dressed at all times. They are not allowed to borrow and/or loan clothes between each other. The Attention Home’s Dress Code is as follows:

- No image, symbol, word, or message, which could be considered offensive to anyone, shall be displayed. Clothing items and shoes must not have any handwritten designs and/or messages.
- Tee shirts depicting NFL teams’ logos are not allowed.
- Pants, including shorts, must have no writing across the back.
- They are only allowed to wear prescription contact lenses.
- No jewelry may be worn in any body piercing. Residents are not allowed to use broom straws, twigs/sticks, or any other objects to keep tongue, naval, or ear pierces open. This is an unsanitary practice and could result in infection. No jewelry is allowed (i.e., necklaces, bracelets, toe rings, rings, anklets, belly rings, tongue rings, gauges earrings, among others).
- Shorts, skirts, and dresses may be no shorter than three inches above the knee.
- Clothes may not be revealing (low cut or “see through”) and/or too tight. Midriff may not be exposed.
- When wearing leggings, residents must wear a shirt long enough to cover their buttock.

- Tank tops may be worn only underneath clothes. Never by itself.
- Residents are not allowed to wear thong underwear.
- Clothes may not have holes, frayed, or patched holes areas.
- Shoes may not have heels higher than ½ inch.
- Hair color must be a naturally occurring color for human hair. Blue, green, pink, or any other unnatural hair color is not acceptable/permitted.
- Residents will refrain from exhibiting any type of gang related and gothic related behavior(s), including (but not limited to) gang signs, clothing, among others.
- Residents are not allowed to dye and/or highlight their hair while at the Attention Home Program.
- Residents are not allowed to have false and/or acrylic nails while at the Attention Home Program.
- Residents are not allowed to get tattoos and/or pierce their ears (or any other body part) while at the Attention Home Program.
- Residents are not allowed to wear their hair ties and headbands on their wrist and/or neck. It must be worn only on their hair.
- Residents must always wear clothing underneath their jackets, sweaters, and hoodies.
- Residents must always wear underwear.
- Residents are not allowed to wear any types of hats inside any building (i.e., Attention, cafeteria, etc.).
- Residents are only allowed to wear one bra or one sport bra. Under no circumstances, they are allowed to wear two bras or two sport bras or a combination of any.
- Residents are not allowed to wear shorts or any other types of pants under their pants, shorts, dresses, or skirts.

In addition, residents are only allowed to have the following quantity of clothes:

- 6 pairs of pants (or shorts, depending on the season)
- 6 shirts (which must not only meet, but come past, the waistline of their pants) + 6 tank tops
- 2 pairs of P.E. clothes (sweat suit or shorts/shirt, depending on the season)
- 2 pairs of shoes (at least one of which must be tennis shoes) and 2 belts
- 4 brassieres, 2 sports bras, 12 pairs of panties, and 10 pairs of socks
- 1 pair of house shoes or flip flops + 1 pair of “shower” shoes + 1 pair of boots (for equine therapy)
- 1 robe, 4 towels, and 6 washcloths
- 2 pairs of pajamas
- 2 pairs of tree farm / yard work clothes + 1 pair of work shoes
- 1 jacket/coat and 1 sweater/pullover/vest
- 1 swimsuit
- 3 dresses + 1 pair of dress shoes
- 1 pair of gloves + 1 scarf + 1 earmuff or toboggan (cannot have any type of handwritten material or drawings) + 1 visor (cannot have any type of handwritten material or drawings)
- Residents are not allowed to have their own pillows, purses and/or book bags. Residents are only allowed to have one large bag/suitcase **OR** two medium bags/suitcases. In addition, they are allowed to have a small cosmetic/accessory bag (remember, residents are not allowed to have make up). Note: Residents are not allowed to use trash bags as bags/suitcases.

Only the following hygiene items are allowed:

- 1 soap (liquid OR bar), 1 deodorant, 1 toothpaste, 2 lotions, dental floss, 1 shampoo and 1 conditioner
- 1 brush and 1 comb
- pkg. sanitary pads. Note: Residents are not allowed to wear/use tampons.
- Residents may not bring into the Attention Home their own pillows.

If a resident is in need of a doctor’s appointment and/or mental health’s appointment, it must be pre-approved/arranged through the nurse and program manager.

Thank you very much for your cooperation in this matter. If you have any questions or concerns, please feel free to contact me at 256-236-5437 ext. 124. I will be more than happy to talk to you.

Respectfully,  
Amanda Akhtar  
Program Manager

**RESIDENT VISITATION LOG**  
**ALL VISITORS**  
**MUST PRINT AND SIGN THEIR NAME**  
**THANK YOU**

Name of person visiting	Resident	Date	Time	Visit/Pass/Outing	Staff initials
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					
Print: _____ Sign: _____					

**Weekend Pass Checklist**  
Coosa Valley Attention Home

Dear Parents:

Please take a moment to fill out the following assessment, which will provide us with useful information that will allow us to keep track of your adolescent's behaviors and identify areas that may need improvement. Thank you very much,

Mary Wright, MS  
Counselor

**Resident's Name:**

**Date:**

Please write ***THREE*** statements that best describe and explain your teenage girl's overall behavior during her weekend pass.

1.

2.

3.

**Parent's Signature:** \_\_\_\_\_

**Note: Please check the appropriate box that describes the youth's behaviors during her weekend pass.**

	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<b>Part A. Housekeeping</b>			
<i>1. Cleanliness of room</i>			
<i>2. Helps around the house</i>			
<i>3. Does her chores</i>			
<b>Part B. Personal Hygiene</b>			
<i>1. Personal Hygiene</i>			
<b>Part C. Youth's Behaviors</b>			
<i>1. Follows Instructions</i>			
<i>2. Accepts No Answers</i>			
<i>3. Disagrees Appropriately</i>			
<i>4. Shows Respect</i>			
<i>5. Communicates Honestly</i>			
<i>6. Follows Rules</i>			
<i>7. Controls her Emotions</i>			
<i>8. Assumes Responsibilities for Own Actions</i>			
<i>9. Relates With Parents</i>			
<i>10. Works On Problems</i>			
<i>11. Works Well With Others</i>			



## Coosa Valley Youth Services Attention Home

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Dear Legal Guardian:

Welcome to the Attention Home School! Please take a moment to read the following information.

In years past the Attention Home has always provided school supplies for the residents in our program, however this expense is now being handed to the resident's parent/guardian. I understand some of the items asked for may be difficult for some of you to provide, if you need some assistance please feel free to contact me and arrangements can be made.

I will have a storage area for the resident's items to be placed. No other resident will use another resident's supplies. When a resident is getting low on her supplies, she will need to purchase these items while on home pass or call to have you bring her the needed items.

Please supply your student with the following materials to insure the best start in the school program. Supplies should be brought in when your student begins the program, and refilled every semester; in June, August, and January, or as needed by the request of your student. Supplies may be any color you would like, and extras are always welcome.

Below is listed the items that each resident will need to purchase:

- 1 plastic clipboard
- 4 packs of lined paper
- 1 pack of BIC brand highlighters
- 1 pack of black or blue pens
- 2 packs of binder dividers
- 1 1 inch three ring binder
- 1 plastic 3 prong folder
- Clear plastic pencil pouch for binder
- 1 pack of Post-It Notes
- 1 pack of index cards
- 2 composition notebooks (no spiral notebooks)

Please provide these items as soon as possible and keep in mind they will need to be replenished throughout the resident's stay.

**The following items are not being accepted by the school program at this time:  
red pens, Sharpies, pencils, glue, gel pens, or decorative items.**

Thank you,

Coosa Valley Attention School Personnel



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## INTERNET/COMPUTER USERS AGREEMENT

1. Coosa Valley Youth Service's account exists to provide access to curriculum related information. I will not use this account to look for material which is unrelated to the academic curriculum, nor will I attempt to access the Internet unless given specific permission by staff.
2. Internet access is limited to school hours unless I have been given specific permission by staff.
3. Publications dealing with pornography, extreme violence, racial vilification, gang activity, or illegal acts are strictly prohibited. I will not use the Internet to access unacceptable material or information that might be construed as being pornographic, racist, violent or illegal nature.
4. I will not use the computer for viewing, printing or displaying obscene, racist, discriminatory, profane, and lewd, or threatening language or pictures.
5. Documents of any kind may only be permitted when I have been given specific permission by staff.
6. No files, programs, pictures, or browser plugins may be downloaded unless I have specific permission by staff.
7. The use of email services/ instant messaging of any type are strictly prohibited for all students. I will not attempt to access any email/instant messaging services.
8. The use of chat/ eop facilities through **all** chat rooms and web based chat eop facilities is strictly prohibited for all students. I will not attempt to access any chat facilities.
9. Vandalism is strictly prohibited. I will not engage in any form of vandalism.

**Vandalism** is defined as any attempt to harm or destroy data, program settings or hardware.

This includes, but is not limited to:

- The removal of installed software.
  - The uploading or creation of computer viruses.
  - The modification or deletion of another student's files.
  - The changing of desktop, Internet Explorer, or other program settings.
  - Intentional damage to computer hardware or peripherals.
10. All **Internet usages are recorded** through installed monitoring software. I will not attempt to bypass monitoring software.
  11. Computer or Internet games may only be played when I have been given specific permission by staff.

12. Only software installed by CVYS staff may be used on the computers. I will not attempt to install any software on any CVYS computer.
  13. Information published on the Internet may be inaccurate or misrepresent a person or situation thus I will take care in my use of this information.
  14. I understand the use of CVYS Internet account and computers is a privilege not a right. This privilege may be revoked at any time.
  15. Violations of this agreement will result in disciplinary action up to and including a major offense and/or loss of computer an/or Internet use privileges. Extreme violations could result in criminal prosecution.
- 

I have read this Internet/Computer Users Agreement and hereby agree to abide by all conditions and restrictions stated above.

---

Student's Name

---

Date

**Weekly School Goody Box Rewards**  
**\*\*MUST NOT EARN ANY ZEROS OR MAJORS\*\***

<b>Goal</b>	<b>With Privileges Reward</b>	<b>Without Privileges Reward</b>	
1. Met all weekly percentages:	3 pieces of candy	2 “stamped” envelopes	
2. Took good notes and made good study guides PLUS Goal 1	Reward 1 PLUS popcorn/noodles	Reward 1 PLUS 1 item from the non -edible goody box	
3. Pass 1 unit test ( WITH NO HELP) PLUS Goal 1 & 2	Reward 1 and 2 PLUS a soda	Reward 1 and 2 PLUS a *P.E. pass	*P.E. Pass is a pass from having to do P.E. on Monday or Thursday during school hours ONLY
4. Pass 2 unit tests (WITH NO HELP) PLUS Goal 1, 2 & 3	Reward 1, 2 & 3 PLUS *Lunch Pass	Reward 1, 2 & 3 PLUS *Lunch Pass	*Lunch Pass is an opportunity for the student to stay back from lunch Tuesday – Thursday
5. Pass 3 or more unit tests (WITH NO HELP)	*Movie Pass with a soda	* Reading Pass, 2 “stamped” envelopes	*Movie Pass is a free homework night and the student is allowed to watch a movie on the portable DVD player.  *Reading Pass is a free homework night and the student is allowed to read her book
6. Pass 1 or more semester exams (WITH NO HELP)	*Early school dismissal PLUS soda and popcorn/noodles	*Early school dismissal PLUS Reward 1	*Early school dismissal is where the student is allowed to leave class after lunch and is allowed to have free time for the remainder of the school day. It is possible this student could leave for home pass IF eligible

7. Pass 1 or more final exams (WITH NO HELP)	*Early school dismissal PLUS soda and popcorn/noodles	*Early school dismissal PLUS Reward 1	
--	--	--	--

## School Rules

You **must** use the restroom prior to entering the classroom. You will not be allowed to leave the classroom to use the restroom until 10am, unless you have a noted medical condition.

You may not leave the classroom without direct permission from your classroom teacher or the staff supervising the classroom.

You are expected to show up to class with all of your items at 8am. Failure to do so may have consequences.

You must be sure you shut your computer down, return all materials to their appropriate place, remove all of your trash, and tuck your chair in before you leave the classroom each day.

You are expected to come to class quietly, remain silent, and work independently. You may only speak when spoken to or if you raise your hand to ask a question. There are no exceptions.

You may not remove any items from the classrooms without specific permission to do so. You will face consequences for theft if you choose to ignore this rule.

You may not cheat, Google answers, or copy and paste answers. Cheating is a major offense; strict consequences will apply.

You may only take a timeout on the couches. If the couches are taken, you may use visitation. You may not go to your room. You are required to remain in your time-out for *at least ten minutes*. You may not return to class any earlier than that.

You are required to make at least a 70% on test. See Internet Classwork rules for further clarification.

You must turn in homework on time when assigned. Failure to do so may result in loss of pass hours or other consequences.

You may not sleep in class. Doing so will result in a major.

You should only request to take medications at the appropriate break times- before school, before lunch, after lunch, before group, after group.

You will receive a major for refusing to attend class.

If you are a disruption to the classroom, you will be removed from the school until it is determined you can behave. Removal from school is a major offense.

Horseplay will result in a removal from school. See above.

**Speaking with the Counselor or Program Manager is to be done during breaks or after school ONLY at their request.** If you wish to speak with the Counselor or Program Manager, you must put a note in their box.

You may not print anything without asking permission first.

You may not eat or drink at your computer unless you have asked permission first.

You must follow the Internet/Computer User Agreement ***at all times***. These rules are strictly enforced, all computer use is highly monitored, and evidence of misdeeds is heavily recorded. Repeated abuse of this privilege can result in removing your access to the internet entirely.

**EVERYONE WILL RESPECT ONE ANOTHER. You are expected to respect yourself, your teachers, your supervisors, your classmates, and your work space.**

---

Resident Signature

---

Date

Class/Homework

Not being dressed for P.E., Tree Farm and Horse Farm will result in a zero for NAR

Newspaper articles that are incomplete or plagiarized will result in a zero for NAR up to a possible Major

Unfinished packets will result in a zero for NAR (this does not include the occasional skipped problem, this is for entire multiple pages)

Homework turned in after 7:30 a.m. on the date it is due does not have to be accepted

Internet Classwork

**Failure to meet the following will result in consequences up to loss of home pass:**

You must have a grade of 70% or higher at all times.

You must meet weekly goals or percentages in each class.

All homework must be turned in prior to leaving for extended home passes/medical appointments.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

### Basic Rules for Schoolwork

- You may not, under any circumstances, test without submitting a 1 page (front and back) study guide to be reviewed and signed by your teacher. You may only take a test if the study guide is approved and you have had 24 hours to study.
- You are required to stay in all quizzes for a minimum of **15 minutes**. You may use your notes on your quizzes *only*. They are not to be used on tests.
- You are required to stay in a test for **30 minutes** on your first attempt, 15 minutes for your second attempt. IF you fail your first attempt, you will be asked to update your study guide. IF you make less than a 50%, you are required to wait 24 hours before you can take your second attempt. IF you fail your second attempt, consequences will be applied.
- You are required to make a **70% or above** on a test for it to be considered a “passing” grade, failure to do so will result in consequences.
- You are required to maintain **70%** in all your classes or consequences will be applied. Grades will be reviewed frequently to assure passing levels.
- You are required to meet **5%** in each class per week by noon each Thursday. Failure to do so will result in consequences. \* Note: some students will be asked to meet a higher percent based on class load and date of intake.
- You will be required to have 1 page of notes per lesson to be eligible for goody box and receive help from your teacher or staff. Failure to provide notes will also be looked at when assessing your additional attempts for a test. **NOTES ARE IMPORTANT.**
- Study guides for any Exams are required to be 3 pages and 25 note cards.
- You are required to ask permission before taking a test. You must turn in your study guide and clear your desk. Failure to follow this instruction will result in a MAJOR for cheating.
- Open ended questions within a lesson are required to be answered in complete sentences. Failure to do so will result in the question being reassigned until it is done correctly. Please use your own words and paragraph form.
- If you skip an open ended question on a test or exam, it will be considered incomplete and no grade will be given until it is finished properly.
- You are not allowed to Google information from your lesson/test/homework/etc. unless given permission from the teacher/staff. Looking up information without permission will result in a Major for breaking the Internet Contract.

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Resident's Signature/Date

### Homework

- You are required to do a certain number of pages/problems per night, failure to do so will result in a Zero for NFI: 24 hours loss of privileges.
- You are required to do your work independently. No one is able to help you unless you are given permission by the teacher/staff and the information is written in the log. If it is not in the log, staff will not call, you will not be allowed to receive help or give help to other residents.
- You are required to use COMPLETE sentences in any homework with open ended questions. Failure to do so will result in loss of points which could cause you to fail the packet.
- Failure to write your name on EACH PAGE of your homework will result in a loss of 2 points per page.
- You are required to write your Math homework in PENCIL, failure to do so will result in a Zero for NFI: 24 hours loss of privileges.
- You are required to pass each homework assignment with **70%**, failure to do so will result in a MAJOR rule violation.

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Resident's Signature/Date