

ROBERT L. PERRY
JUVENILE JUSTICE CENTER

RESIDENT ORIENTATION HANDBOOK
REVISED SEPTEMBER 2015



Do Not Write or Draw on this Packet!
Please make a separate study sheet to prepare the test.

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WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things you should know before you enter the program that will make your stay here at the Robert L. Perry Juvenile Justice Center (JJC) more productive. These things will also help you in getting along with the staff and other residents. When you finish reading this handbook, you will be given an orientation test. It is important that you understand everything in this handbook, as it contains all the answers to the test. Knowing the correct answers will help you pass the test and do well in the program.

The philosophy- the driving force- behind all of the programming at JJC is **Cognitive Behavioral Interventions**, or **CBI**. You will learn about the basic of CBI in this handbook. The program at JJC has a **level system**, which will also be explained to you in this handbook. You will progress in the level system, once you show that you understand and can demonstrate the behavioral expectations of the program.

If you have any questions, or find something in this orientation handbook that you do not understand, please ask one of the staff to explain it to you!

WHERE AM I? Robert L. Perry Juvenile Justice Center
5665 Roger I Wilson Memorial Drive
Columbia, MO 65202

THE TELEPHONE NUMBER HERE IS:
573-886-4450

WHY AM I HERE?

You have been placed in this program at the Robert L. Perry Juvenile Justice Center, because the court decided that you are in need of services that are provided here. All juveniles in residence at the Robert L. Perry Juvenile Justice Center have been placed here by order of the Court. The basic purpose of JJC is to provide you with a safe and secure placement where you can make positive changes in your thinking and behaviors. All residents need to be aware that there is no specific length of stay once the Court has placed you at JJC. When you are placed in the program at JJC, you will reside on the Program Wing.

Your **legal status** was determined by the Court, and it is one of the following:

- **Evaluation-** You may be placed at JJC for the purpose of an evaluation. There are two types of evaluations.

Contract Evaluation- Your DJO will be the person writing the report to the Court. Normally you will complete contract work assigned to you by your DJO. The behavior you display at JJC will be reported to the Court in this evaluation. You may also be assigned Caseplans by a Detention Deputy Juvenile Officer (DDJO).

Evaluation- An Evaluator will be assigned to prepare a report to the Court regarding your social history, school adjustment and risk and needs areas, as well as any other pertinent information. The behavior you display at JJC will be reported to the Court in this evaluation. You may also be assigned Caseplans by a Detention Deputy Juvenile Officer.

- **Short Term Care:** You may be placed at JJC following a period of evaluation because the Court has determined that you need to demonstrate more progress. Or, you may be required to complete contracts given to you by your DJO and/or you may be required to complete assigned community service work.
- **Placement:** You may be placed at JJC because it has not been decided where you will be placed after being released from JJC, and/or homestudies are being conducted to determine placement alternatives.

Your **program status** will be one of the following:

- **Program Participant.** You have passed your orientation test and you are taking part in all program activities. If you have progressed to level 1 or 2, you will be able to go outdoors for recreational activities, as long as you have staff approval and your parents have signed a permission form for you to be outdoors.
- **Sick Confinement:** If you are ill (i.e., running a fever, vomiting, etc.), you will be placed on sick confinement, with the following guidelines:
 - Inform a staff person of your ailment.
 - Staff will monitor your symptoms.
 - You will be confined to your room for a possible minimum of 24 hours and you will not be required to participate in program activities until you are released from sick confinement.
 - Your meals will be served to you in your room.

WHO ARE THE STAFF AND WHAT CAN I EXPECT FROM THEM?

There are Supervisors, DDJO's, and an Evaluator who will work with you during your placement. They have college degrees in the social services or criminal justice fields and are trained to assist you to learn rational thinking and behavior that will assist you in making positive changes. Detention Aides, Program Assistants and student interns may be involved in programs and assisting you during your stay.

The primary goals of the staff are to help you:

- Assume responsibility for your behaviors.
- Develop problem solving and social skills so that you will not have to return here and that you might experience greater personal success and involvement with your community.
- Assure your safety and security.

You can expect the following from staff:

- **Safety and Security.** Staff are here to assure that you are safe and secure.
- **Honesty.** Staff will be straight forward with you.
- **Help.** Staff will assist you in problem solving.
- **Goal Setting.** Staff will help you in choosing reachable goals and planning the most efficient way of achieving them.
- **Consistency.** Staff will always provide you with consequences for both positive and negative behaviors
- **Confidentiality.** Staff will not discuss your performance here, the reasons for you being here, or your family situation with anyone for whom it is not appropriate.
- **Listening.** Staff will listen to your concerns whenever the time and place are appropriate.
- **Responsibility.** The staff will accept responsibility for their actions but they will refuse to accept responsibility for your actions.

WHAT ARE THE RULES AND EXPECTATIONS OF THIS PROGRAM?

- You will comply with staff directives immediately and without question.
- You will demonstrate respect towards others at all times, including never making fun of others in any way.
- No bodily contact between residents is allowed.
- Fighting with or threatening others is not allowed. Any type of situation that involves either threats or fighting, either witnessed or by you or involving you, should be reported to staff immediately.
- You will respect the property of others. You will not touch, lend, or borrow the property of others, unless approved to do so by staff.
- You will acknowledge responsibility for your actions and will not provide excuses or explanations for your behaviors.
- You will not leave your pencil unattended in the multipurpose area at any time. You will NEVER bring your pencil into your room.
- Do not wear “saggy pants” that expose your undergarments. Staff will give you two warnings about this and then you will be required to wear JJC pants.
- Do not talk across the tables (i.e. carry on conversations with residents who are not seated at your table) at any time unless approved by staff.
- You will obey the law and will not participate in criminal behavior.

- You will attend and successfully participate in school each day.
- You will successfully participate in all program activities as directed.
- You will keep your room, locker, and wing clean and orderly at all times.
- You will use proper language and tone when talking to others.
- You will not whisper, pass notes, or exchange addresses/phone numbers
- You will seek permission before entering or leaving a specific area in the facility.
- You will not display gang affiliation through selection of clothing or oral or written communication.
- You will not enter the Monitor Station at any time.
- You may not use the telephone, television, computer or keyboards, without staff permission.
- You will raise your hand before getting out of your chair for any reason.
- The only people you are allowed to speak to on the phone are your parent/legal guardian, Deputy Juvenile Officer, attorney/public defender, or a person who has a prior staff approval.

WHAT IS CONFIDENTIALITY?

Confidentiality is a specific right of most juveniles in any Court proceeding. This means that any person who knows about a juvenile's legal status and placement at JJC cannot talk about these matters with anyone else, except as allowed by law. In keeping with the right to confidentiality, residents, parents, visitors, volunteers, and student interns must sign a Confidentiality Agreement. By signing this form, the person promises that he/she will keep confidential any information learned about any resident.

Keep in mind that confidentiality is a right. While at JJC, you should never talk about other residents to anyone, including your parents. If you have been moved from Detention Wing to the Program Wing, you are not to discuss the residents who were on the Detention Wing with you. You will be held accountable if it is discovered that you have broken the confidentiality of other residents. Remember that you are not to discuss ex-residents while in JJC, nor any ex-resident or current resident after you leave JJC.

WHAT VISITORS MAY I HAVE DURING MY PLACEMENT? MAY I RECEIVE OR MAKE TELEPHONE CALLS?

You will be able to telephone your parents only. During visitation you may visit with your immediate family members who reside in your home. Adult siblings are not approved to visit.

Visitation Times: You are allowed to visit your parents/ legal guardians and siblings (siblings must live in your home- and if they have been a former resident of JJC or are under the supervisor of the Juvenile Officer, they will not be allowed to visit). A limit of 3 people may visit at a time.

Sunday: 2:00p.m. to 3:00p.m. **Tuesday:** 7:00p.m.-8:00p.m. **Thursday:** 7:00 p.m. to 8:00 p.m.

Special approved visit with other family members: You will need to make such a request to the Superintendent or Programs and Services Coordinator. Visitors will not be allowed to visit if: 1) they appear to be under the influence of drugs or alcohol, 2) if they pose a risk to the safety and security of the building, residents, staff, or other visitors, or 3) if they have active warrants for their arrest.

Phone times: Monday-Friday, 3:45 p.m. to 4:15 p.m. and 6:30 p.m. to 9:30 p.m. Saturday & Sunday, 8:15 a.m. to 9:30 a.m., 2:30 p.m. to 3:30 p.m., and 6:30 p.m. to 9:30 p.m. You are allowed one 15-minute call a day with your parent/legal guardian, or other approved persons. If your parents do not reside in the same home, you may talk with both of them daily. You must sign up for call(s). Staff will make only two attempts. If your call is long distance, staff will call collect or your parent/guardian will need to provide you with a calling card. You may also talk with your DJO and attorney. You must sign up for staff to make those calls for you.

If a family member brings clothing, toiletries, etc., for you, staff will search the items. Unapproved items will be returned to your family. Approved items will be given to you to label and put away.

Staff generally make your daily phone calls in the evening, unless you request your daily phone call to be made at the other times.

Approved, case-related professionals are allowed to visit you during your placement, including your: 1) attorney, 2) deputy juvenile office, 3) caseworker/case manager from another agency (for example, Children's Division), and 4) counselor or therapist. Whenever you need to speak with a professional who is involved in your case, just submit your request to staff and the contact will be arranged.

Your minister or a church staff member may be allowed to visit you at your request and if they are approved to do so by your parent/guardian and Superintendent or Programs and Services Coordinator.

MAY I SEND OR RECEIVE MAIL?

You will be able to write and receive letters from your parents, family, and friends through the U.S. Postal Service. Incoming mail will be opened in the presence of staff, so that it can be inspected for inappropriate items. If you receive any unapproved materials (pictures, letters from other people besides the senders name on the envelope, etc.), they will be sent home with your parent/guardian during the next visitation. If there is any reason to believe that you may include information that could pose a security risk (for example, suggestions of illegal behavior), the letter may be read by staff under the following three conditions:

- Staff has the Superintendent's approval to read the mail.
- The letter will be read in front of you.
- Staff will document all instances of mail searches and give documentation to the Superintendent.

Your family will be asked to supply stamps and envelopes for you, if you are wishing to correspond by mail. You may also ask for stamps and envelopes from a staff member. You may not share stamps and envelopes with other residents.

When you send mail, the return address must be the JJC address only, without your name on the outside of the envelope. This is for confidentiality reasons. Also, you may not draw on the outside of the envelope.

If mail is sent to you at JJC after you have been released, it will be returned to the sender.

WHAT IF I HAVE MEDICAL OR MENTAL HEALTH NEEDS WHILE I AM HERE?

Please be certain to report to staff immediately if you are sick, injured, require medical attention, or are currently taking prescribed medication. JJC has a nurse practitioner present at the facility twice a week and a psychiatrist present twice monthly. You may sign up to see the nurse practitioner or psychiatrist by making the request to staff. In addition, medical professionals are available to respond to your medication needs 24 hours a day.

Within 5 days of your admission, you will be examined by a nurse practitioner from the Family Health Center, who will give you a physical. The nurse practitioner will then provide any follow-up care that you may require during your placement.

If you were scheduled for a medical or dental appointment prior to your placement, your parent/guardian will need to contact supervisory staff as soon as possible.

WHAT WOULD HAPPEN DURING AN EMERGENCY?

Staff would notify all residents of the exact emergency. You are to follow staff directives. In the event of a fire, you and the other residents will exit the building through the exit doors as directed by staff. If a fire occurs in your room, quickly exit your room and yell “FIRE” to gain staff’s attention. In the event of a tornado, all residents on the Program Wing will follow staff to A-Wing (on the Detention Wing). Residents will sit facing the wall, with their hands over their head and their head tucked between their knees.

If staff directs residents to evacuate the building, the evaluation will proceed as follows:

- You will remain quiet and follow all staff directives.
- You will line up in the designated area and you will number off. You will walk in a single-file manner through the building, as directed by staff.
- If there is heavy smoke, remain as close to the ground as possible while exiting.
- Upon exiting the building, staff will tell you where to stand.

WHAT IS CONTRABAND?

Contraband at JJC includes illegal drugs, cigarettes, lighters, matches, notes from other residents, eating utensils (except in the dining or kitchen areas), medications in rooms, other residents’ belongings, inappropriate reading materials, food/drink in rooms, money, and anything else not approved by staff. Room/locker checks will be completed randomly by staff to check for contraband. If contraband is found, a consequence will be imposed, including possible contact with legal authorities that may result in further charges being filed against you. No valuables (money, jewelry, etc.) will be kept in the building. They will be sent home with your parent/guardian.

DOES STAFF CONDUCT SEARCHES OF ME, MY ROOM, OR MY BELONGINGS?

In order to ensure a safe facility, staff members are required to perform searches of you, your room, and your locker to make sure you do not have contraband.

Type of Searches

- Pat Down Search. Occurs after any personal visit upon returning from a pass or court. A pat down search requires staff of the same sex to “pat down” your body and clothing.
- Room Search & Locker Search. Occurs periodically to check for contraband. During these searches, staff will search your clothing, bedding, books, and all other belongings in your room and locker.

WHAT IS A GRIEVANCE?

Comply with staff requests or directives without questioning staff. After you have obeyed a request or completed a consequence you think is unfair, or you believe that your rights have been violated, or you think that you have been treated unfairly in any other manner, you may report your grievance (complaint) in person or in writing to any staff member or to the Superintendent. There will be no retaliation against you for following the grievance procedure.

COULD I EARN A VISITATION PASS?

You will need to be on Level 1 to be eligible for a pass. Passes will not be used solely as a reward for positive behavior, but will be used as a way to work on family relationships or for other specific purposes, such as family emergencies. In reviewing your pass request, the Programs and Services Coordinator, Intake and Evaluations Coordinator, and/or Superintendent will consider your Court status, your behaviors, the purpose of the pass, and your final Court recommendation. You must ask for a pass form. You are responsible for filling

out the pass form and giving the pass to staff **48 hours prior** to your proposed departure time. You will need to meet with your DDJO and/or Evaluator to review your pass request before submitting it. Your DDJO and/or Evaluator will sign the pass request, noting your meeting. Once your pass form has been reviewed, you will be notified if your pass has been approved or rejected. If the pass is approved, your parent/guardian and deputy juvenile officer will be notified.

- For overnight passes, there will be a 9:00 p.m. curfew. You are to telephone JJC staff to verify that you are home. Staff will talk to your parent/guardian to make sure the pass is going well. Staff may call you after the curfew call to make sure you are at home.
- You may not drive any type of motor vehicle while on pass.
- You may not use any type of tobacco product, drugs, or alcohol while on pass.
- You may not leave Boone & Callaway Counties without prior approval.
- You must stay with your parent/guardian at all times.
- You may be drug tested upon your return.
- You may not have peers over to visit while on pass. You may not contact peers while on pass. This includes phone, e-mail, or Internet contact.

MAY I TALK WITH OTHER RESIDENTS

- Talking to other residents is by permission of staff only.
- If you have been allowed to talk to another resident, ask yourself if what you want to say is positive and appropriate.
- The use of obscene or profane language, name-calling, “making fun” of others, or negative talk is not allowed.
- Whispering to other residents is not allowed
- Do not talk across tables to other residents unless approved by staff.

WILL I GO TO SCHOOL WHILE I AM HERE?

Yes. Once you complete the orientation process, and if you are here during the regular school year, you will be enrolled in Columbia Public Schools. You will earn credit for the academic work you do while you are here and your home school will receive information regarding your attendance and the grades you received for work completed at JJC. Summer school is a program of the Robert L. Perry Juvenile Justice Center. You will attend, but you will not earn credit for your academic work in summer school.

During the Regular School Year

- All Juvenile Justice Center facility rules apply while you are attending school. If you are observed violating a rule, you will receive a consequence from JJC staff and the school teacher.
- School is conducted Monday through Friday, following the Columbia Public Schools calendar.
- The mission of the education program is to provide students with skills and attitudes to re-enter school and/or work constructively
- Your school behavior and grades will be assessed by the school teacher.

- The use of schoolbooks and school materials is determined by the teacher. Schoolbooks can only be received or returned through the teacher.
- When school is not in session, activities will be organized by staff.
- Work on school work only.
- Do not disturb other students while they are doing school work.
- If you have a question or want to turn in work, raise your hand.
- Do not destroy or waste school materials.
- Be considerate of staff and all school workers.

WHAT ARE GROUPS?

Programming and activities after the regular school day will include recreation, CBI programming, various educational programs, discussion groups, free time activities, art, and maintenance responsibilities, etc. Groups will be held several days a week, for approximately one hour at a time. There are two types of groups: educational and CBI-based. Some groups are presented by staff and others are presented by community agencies. You will learn some basics about CBI groups later in this handbook.

Recreation (indoor or outdoor) is organized physical activity that is part of the JJC program. If you have passed your orientation test, have staff permission, and are on level 1 or level 2, you may participate in outdoor recreation. If you are on level 3, you may only participate in outdoor recreation with the Superintendent's consent.

Rules during recreation and physical education:

- You will follow staff directives.
- You will demonstrate respect towards other residents/staff.
- You will use proper tone and language. You will not "trash talk."
- No bodily contact is allowed.
- You will participate and show effort in all activities.
- Shoelaces must be tied at all times.
- You should always display good leadership and sportsmanship qualities and never make fun of other residents.
- You must pull up your pants and not expose your undergarments.

MAY I HAVE READING MATERIALS?

There is a library at JJC. You will have regular access to reading materials for leisure reading, for school work, and for work on other assignments. You must follow the posted library rules.

In general, you will not be allowed to have your own books or magazines from home, while you are at JJC. If you request a religious book or materials, your parent/guardian will need to bring the materials to JJC. The

Superintendent or Programs and Services Coordinator will review the materials and decide if they are approved for you to have at JJC.

You will also have access to a computer to complete school work and contact assignments, with staff permission only. Staff will directly supervise you when you are using a computer.

Library Rules:

- You may check out only one book at a time.
- You may not check out a book more than once every three days.
- You may check out a book by putting your name, the book title/author, and date in the binder. When you return your book, place it in the return box (do not put it back on the shelf; the librarian will do that).

Make sure that you return your library books before you are released from JJC.

WHAT CLOTHING AM I ALLOWED TO HAVE?

You may have three changes of your own clothing. One change of clothing consists of a shirt, pants, undergarments, and socks. You are allowed one pair of tennis shoes. A coat may be allowed, depending on the weather. You must label your clothing. All clothing will be approved by staff. Clothing with logos, wording, pictures, etc. that are deemed inappropriate by staff will be returned to your parent. JJC will not be liable for your clothing should it be lost, stolen, or damaged. You are to wear only your own clothing. You will not be allowed to return clothing and get different clothing from your parent during your placement, unless you have prior approval by staff. If you do not have your own clothing or you wear your clothing in an inappropriate manner, you will be provided JJC clothing.

WHAT ARE THE ROOM POLICIES?

- When you are in your room, the light is to be on and the door is to be locked and shut.
- If you need to use the bathroom, after lights out, you may do so, but you are to clap to get staff permission, exit your room, use the restroom, and return to your room immediately.
- You may never go into another resident's room.
- When you are in your room, at bedtime, you may have a free reading book.
- All residents will wear a shirt and pants while sleeping. In the morning, before leaving your room, you must clean your room to include making your bed, emptying your trash can, and making sure your floor is clean.
- When you exit your room in the morning, all of your personal belongings need to be placed in your locker. The only things that may remain in your room, when you are not in it, are your Resident Orientation Handbook and approved religious reading materials.

WHAT ARE THE LAUNDRY RULES?

- Clean towels/washcloths are to be picked up each morning before breakfast.
- Dirty clothes and towels are to be washed daily after you shower. You will be assigned laundry bags and your items are to be placed inside the bags.
- Dirty sheets are to be placed in the laundry room before breakfast every Sunday.

- After you receive your laundry bag in the morning, remove the clothes, inspect them, fold them, and place them in your locker.
- If you lose an item(s) of clothing you are to immediately notify staff.

WHAT ARE THE SHOWER POLICIES?

- You will shower daily. You are allowed 15 minutes to take a shower. Staff will tell you when to take your shower.
- Your parent/guardian should bring your personal hygiene items, but they will have to be approved by staff. Approved items include bar soap, shampoo, conditioner, deodorant, toothpaste, and a toothbrush. You are not allowed to have make-up items, aerosol cans, or products containing alcohol. At staff’s discretion, residents may be approved to use a razor to shave. If they do not bring those items, we will provide the necessary personal hygiene products to you. All of your personal hygiene products are to be kept in plastic containers given to you by staff, unless staff requires that you keep certain products at the monitor station.
- You are allowed to have razors/shaving cream and use them at your shower time. These products will be kept in the Programs and Services Coordinator’s office.
- You must wear your shower shoes when taking a shower.

WHEN ARE MEALTIMES?

Breakfast:	Starts at 6:45 a.m. to 7:00 a.m.
Lunch:	11:30 a.m.
Dinner:	4:30 p.m.
Snack:	Approximately 8:00 p.m.

All food is to be eaten in the multipurpose area, unless you are on sick confinement or staff instructs you to eat elsewhere. You will be expected to use good table manners. Do not share food from your tray with anyone else.

WHAT IS MAINTENANCE?

Maintenance tasks are completed after meals, and may be assigned by staff at other times. Staff will assign residents to complete set-up and maintenance tasks, and will explain exactly what tasks you are to complete and how to complete them. You may only discuss maintenance tasks with other residents, while you are doing maintenance.

Equipment and Supplies: All maintenance equipment and supplies are kept in the maintenance closet and at the monitor station.

Multipurpose Area Tasks

- Wipe down the lunch tables with the cleaning product found at the monitor station.
- Dust mop the entire floor. After mopping, you will then need to sweep up the dirt and throw it away in the trash can.
- Wet mop the entire floor area of the multipurpose room. Only use cleaning solution at dinner maintenance.
- Wipe down windows with window cleaner.
- Empty all trash cans.

Bathroom Tasks

- Wash out sinks with cleaning product found at the monitor station and wipe down counters.
- Wipe down toilets.
- Empty trash cans. Clean trash bags are found in the kitchen.
- Sweep and mop the floor, using cleaning solution only at dinner maintenance.
- Sweep and mop the hallway, using cleaning solution only at dinner maintenance.

Dayroom Tasks

- Wipe off furniture and lockers.
- Vacuum at dinner maintenance only.
- Wipe down windows inside dayroom and on the wing door.

Kitchen Tasks

- Follow the list of instructions on the wall by the kitchen door.

Residential Services- Weekday Schedule September Through May

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6:15am- 6:45 am	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing
6:45 am- 7:00am	Stretches/Exercises	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise
7:00 am- 8:0 am	Breakfast, Maintenance, Bathroom Break, Constructive Time, School Preparation	Breakfast, Maintenance, Bathroom Break, Constructive Time, School Preparation	Breakfast, Maintenance, Bathroom Break, Constructive Time, School Preparation	Breakfast, Maintenance, Bathroom Break, Constructive Time, School Preparation	Breakfast, Maintenance, Bathroom Break, Constructive Time, School Preparation
8:00 am- 10:00 am	School	School	School	School	School
10:00am-10:15 am	School Break	School Break	School Break	School Break	School Break
10:15am- 11:15 am	School	School	School	School	School
11:30am-12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30pm-1:00pm	Lunch Maintenance Bathroom Break	Lunch Maintenance Bathroom Break	Lunch Maintenance Bathroom Break	Lunch Maintenance Bathroom Break	Lunch Maintenance Bathroom Break
1:00 pm- 3:30 pm	School	School	School	School	School
3:30pm-4:30pm	Rec	Rec	Rec	Music Class	Music Class
5:00pm- 6:30 pm	CBI Group/ CBI Discussion	CBI Group/ CBI Discussion	5:00 pm -6:00 pm Homework/ Contract Work	CBI Group/ CBI Discussion	CBI Group/ CBI Discussion
6:30pm-7:00pm	Dinner Maintenance, Bathroom Break Constructive Time	Dinner Maintenance, Bathroom Break Constructive Time	6:00 pm- 7:00 pm Religious Education for those who want to Participate. Constructive time for other.	Dinner Maintenance, Bathroom Break Constructive Time	Dinner Maintenance, Bathroom Break Constructive Time
7:00pm- 8:00pm	DDJO Time	Visitation	DDJO Time	Visitation	DDJO Time
8:00-8:30 pm	Tutorial	8:00 pm-9:00pm CBI Practice Presentation/Snack	Tutorial	8:00 pm-9:00pm CBI Practice Presentation/Snack	DDJO Time
8:30 pm- 9:00 pm	Earned Free time/ snack		Earned Free Time Snack		DDJO Time/ Snack
9:00pm- 9:30pm	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bed time
9:30- 10:00 pm	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work

Residential Services- Weekday Schedule June through August

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6:15am- 6:45 am	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing	Wake up, Bathroom Break, Prepare Room, Pick Up Clothing
6:45 am- 7:00am	Stretches/Exercises	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise
7:00 am- 8:25 am	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time
8:25-8:30	School Preparation	School Preparation	School Preparation	School Preparation	School Preparation
8:30 am- 9:45 am	School	School	School	School	School
9:45am- 10:15 am	School Break	School Break	School Break	School Break	School Break
10:15 am- 11:15 am	School	School	School	School	School
11:30am-12:00pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:00pm- 2:15 pm	Lunch Maintenance Bathroom Break, Ed.Class	Lunch Maintenance Bathroom Break Ed. Class	Lunch Maintenance Bathroom Break Ed. Class	Lunch Maintenance Bathroom Break Ed.Class	Lunch Maintenance Bathroom Break Ed.Class
2:15pm-2:30pm	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
2:30pm-3:30pm	Recreation	Recreation	Recreation	Recreation	Recreation
3:30pm- 4:30pm	Education Class	Education Class	Education Class	Music Education Class	Music Education Class
4:30pm-5:00pm	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break
5:00 pm- 6:30pm	CBI Group/ CBI Discussion	CBI Group/ CBI Discussion	5:00pm-6:00pm Homework/ Contract Work	CBI Group/ CBI Discussion	CBI Group/ CBI Discussion
6:30- 7:00	Dinner Maintenance, Bathroom Break, Constructive time	Dinner Maintenance, Bathroom Break, Constructive time	6:00 pm- 7:00pm Religious Education- for those who want to participate. Constructive time for others	Dinner Maintenance, Bathroom Break, Constructive time	Dinner Maintenance, Bathroom Break, Constructive time
7:00pm-8:00pm	DDJO Time	Visitation	DDJO Time	Visitation	DDJO Time
8:00pm-8:30pm	Tutorial	8:00pm-9:00pm CBI Practice, Presentation/ Snack	Tutorial	8:00pm-9:00pm CBI Practice, Presentation/ Snack	DDJO Time
8:30pm-9:00 pm	Earned Free Time/ Snack		Earned Free time/ Snack		DDJO Time/Snack
9:00pm- 9:30 pm	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime
9:30pm-10:00pm	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work
10:00pm	Lights out	Lights Out	Lights Out	Lights Out	Lights Out

Residential Services- Weekend Schedule All Year

	<u>Saturday</u>	<u>Sunday</u>
8:00am-9:00am	Breakfast, Maintenance, Bathroom Break	Breakfast, Maintenance, Bathroom Break
9:00 am- 10:00am	Locker Cleaning Constructive Time	Locker Cleaning Constructive Time
9:30am-10:30am	Study for Tests, Homework, Free Reading	Record Breakers
10:00am-10:15am	Bathroom Break	Bathroom Break
10:15am-10:30am	Recreation	Recreation
11:30am-1:00pm	Lunch Maintenance, Bathroom Break, Constructive Time	Lunch Maintenance, Bathroom Break, Constructive Time
1:00pm-2:30 pm	CBI group	1:00pm-1:45pm CBI Week in Review 1:45pm-2:00pm- Visitation Preparation 2:00pm-3:00pm- Visitation 3:00pm-3:15pm Visitation clean up
2:30pm-4:30pm	2:30pm- 3:30pm Earned Free Time/ Constructive Time 3:30pm-4:30pm DDJO Time	2:30pm-3:15pm Earned Free Time/ Constructive Time 3:15pm-4:30pm DDJO Time
4:30pm-6:00pm	Dinner Maintenance, Bathroom Break	Dinner maintenance, Bathroom Break
6:00pm-7:00pm	DDJO Time	Religious Education-Residents attend on a voluntary basis. Those not attending have quiet Constructive Time in their dayrooms
7:00pm-9:00pm	Movie- For those that are eligible, Constructive Time/ Snack	7:00pm- 8:30pm DDJO Time
9:00pm-9:30pm	Bathroom Time/ Bedtime	Bathroom Time/ Bedtime
9:30pm-10:00[m	Bedtime, unless using a level privilege or completing staff directed work	Bedtime, unless using a level privilege or completing staff directed work
10:00 PM	Lights Out	Lights Out

Some Things to Remember:

- ☞ **Situations lead to thinking, which lead to feelings, which lead to behaviors, which lead to consequences.**
- ☞ **Thinking is: What you say to yourself inside your head.**
- ☞ **Internal Control is: Control of your thinking and feelings.**
- ☞ **Social Skills are: Skills you use to deal with situations involving other people.**
- ☞ **Problem- Solving Skills are: Skills for dealing with difficult situations.**

WHAT IS CBI?

Cognitive behavioral interventions, or CBI, are the basis of the program at JJC. CBI is based on proven theory that changing your thinking helps you change your behavior. CBI helps you learn how to deal with your problem behaviors so that you are able to make the right choices and stay out of trouble. Some residents return to JJC; some do not. The difference is that some learn to change their behaviors and learn how to deal with their problems so they do not come back.

The aim of this program is not to make you change. We respect that you have control over how you think and how you act. What we will do is teach you a set of skills that you can use to change things about your life, if you apply them. The CBI tools focus on what goes on inside your mind. They can help you change your thinking and take responsibility for your behaviors.

We will not try to find reasons to get you in to trouble; instead, we would like to help you identify your thinking patterns so that you can exercise greater control over your life. During your stay on the Program Wing of JJC, your responsibility is to work with staff and other residents to look at the attitudes, beliefs, and thinking patterns that guide your feelings and behaviors.

If you are successful in learning CBI and practicing the skills you will be taught, you will have better opportunities for living a successful and productive life. Our intent is to challenge you to think differently about your attitudes, beliefs, thinking patterns and choices, and to realize that you have different choices or options in life experiences.

WHAT ARE CBI GROUPS?

CBI groups are run by staff and include focusing on problem-solving skills, social skills interventions and cognitive restructuring (identifying and addressing your thinking, beliefs, attitudes and values). The groups will include role playing, group discussion, and homework assignments. CBI groups will assist you in identifying problem areas in your life, examining the options available to you, and making specific plans for changing your behaviors.

WHAT IS A THINKING REPORT?

A Thinking Report is a tool for examining your beliefs, and the resulting feelings, behaviors, and consequences. You will complete written Thinking Reports about your own situations. This process will help you learn and understand how you think. Positive thinking leads to positive behavior. Thinking Reports will help you identify a problem behavior and its problem thinking. Then you can determine what would be new, more successful behaviors, and the kinds of thinking and core beliefs that support both of these. All of our behaviors have negative or positive consequences.

WHAT IS EXPECTED OF ME REGARDING MY BEHAVIOR HERE?

In this program you will learn skills to help you behave appropriately, which is what staff expect you to do. **Appropriate Behavior** is any behavior that:

- Moves you closer to your goals
- Helps you earn rewards
- Improves your chances of never coming back to JJC
- Is helpful to yourself and others.

WHAT WILL HAPPEN IF MY BEHAVIOR IS INAPPROPRIATE?

Inappropriate Behavior is any behavior that:

- Keeps you from your goals
- Interferes with earning rewards
- Interferes with your future
- Gets you into trouble
- Is harmful to others

If your behavior is inappropriate, an immediate consequence will be imposed by staff. This is an essential component of helping you to learn to stop your behavior, think about your behavior, and change your behavior.

Examples of consequences that may be imposed include:

- Assignment of a task or written project
- Removal of specific privileges
- Monitor Station Status
- Time-out room Status
- Other consequences as imposed by staff, such as being sent to bed early
- Being removed from the Program Wing if you commit a law violation and having new charges filed against you in court

Here are some of the things a time out can do for you:

- Help you become aware of your inappropriate behavior. If you know what behavior to change, it is much easier to change the behavior.
- Provide an opportunity for you to show staff that you can act appropriately.
- Allow you the choice of remaining in the program instead of receiving a major consequence for a minor mistake.
- Allow you time to decide whether acting appropriately is a better choice.

MONITOR STATION STATUS: You may be placed near the Monitor Station or somewhere else where staff can monitor you. Examples of the kinds of behavior that will result in being placed on a Monitor Station time out are arguing with a staff member, refusing to participate in a program, or saying something derogatory about a staff member or a resident. The length of time on a Monitor Station time out will be at staff's discretion and dependent upon your behavior.

Appropriate behavior for Monitor Station Status:

- Remain quiet.
- Ignore everyone except staff.
- Sit up straight and stay awake.
- Complete a Thinking Report.

TIME OUT ROOM STATUS. This kind of time out is for serious infractions of the rules or refusing to comply with a staff directive. Examples of the kinds of serious behaviors that will result in being placed immediately on Time Out Room Status are fighting, talking aggressively, making aggressive gestures, and destroying property.

- Appropriate behavior while you are in the Time Out Room:
- Remain Quiet.
- Ignore everyone except staff.
- Sit at the back wall
- Do not sleep.
- When asked by staff, name the inappropriate behavior that resulted in the time out.
- Complete a Thinking Report that will help you examine the choices you make and how things you tell yourself lead to your behaviors.

Remember: If you refuse to comply with any portion of a time out, the time out will start completely over. You can understand that it does not make sense to refuse to comply with a time out, since you will eventually be required to take it before you are allowed to return to your activity.

WHAT IS THE LEVEL SYSTEM?

The level system is a way of keeping track of your progress in the program. The levels progress from 3 to 1. Level 1 is the highest level. Everyone begins at Level 3. The number of points you accumulate determine your level in the program and Point Cards will be explained to you in this handbook. For each level, there are privileges or rewards you can earn.

LEVEL 3. You have zero to 99 points. You are either new (you have not had much of a chance to earn points), have not been in the program long enough to be on a higher status, or you have not demonstrated good enough behavior or effort to move up. You should be working on passing the orientation test or have passed it. You may have been on a higher level and have had a minor or major setback

- **Privileges you may earn while you are on Level 3:** You may have regular phone calls and visitation. You may do Court-Ordered Community Service Work or CSW for Restitution, with supervisory approval.
- **Increasing you level from Level 3 to Level 2:** You must earn 100 points. You may apply for a level increase to supervisory staff the day you achieve 100 points. Supervisory staff will meet with you and determine your level status. If supervisory staff is not available to meet with you when you have required a level increase, a DDJO or Evaluator may meet with you to determine your level status. You must have passed your orientation test. You must not have been on any time out status for 24 hours before moving up a level. Remember: you may have enough points, but you cannot be on Level 2 status until you have passed the orientation test and have been on a positive status in the program for 24 hours.

Level 2. You have 100-299 points and have passed your orientation test. You have established that you are capable of understanding and meeting expectations.

- **Privileges you may earn while you are on Level 2.** You are eligible for outdoor recreation, art, and free time. You may also be eligible for a pass. If you have attained at least 20 CBI points for a week and are eligible for Earned Free Time on Sunday, from 7:30 p.m. to 9:00 p.m., you are eligible to play the Wii for 30 minutes (or participate in the regular Earned Free Time activities). An additional privilege is the ability to use the kindles during free reading times.
- **Increasing from Level 2 to Level 1:** You must earn 300 points. You must apply for a level increase to supervisory staff. Supervisory staff will meet with you and determine your level status. If supervisory staff is not available to meet with you when you have requested a level increase, a DDJO or Evaluator may meet with you to determine your level status. You may choose your daily and weekly privilege option starting the day they are approved for the new level. You will complete this request during your level status meeting.

LEVEL 1: You have 300 or more points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying conduct that would be considered appropriate for the community.

Privileges you may earn while you are on Level 1: you may choose one daily privilege and one weekly privilege from the following lists:

Daily Privilege options: 1) 20-minute phone calls, 2) 20 minutes to shower, 3) staying up 15 minutes later at bedtime, or 4) applying for a daily privilege not listed and requesting approval from a supervisor.

Weekly privilege options: 1) applying to receive a visit or phone call from a family member or community support person who would not usually be approved, 2) having an extra outfit brought from home to wear, 3) staying up 30 minutes later at bedtime, or 4) applying for a weekly privilege not listed and requesting approval from a supervisor.

Also, if you have attained at least 20 CBI points for a week and are eligible for Earned Free Time on Sunday, from 7:30 p.m. to 9:00 p.m., you are eligible to play the Wii or Kindle for 30 minutes (or participate in the regular Earned Free Time activities).

You will not receive your weekly privilege if you drop off of Level 1 before you have received that privilege.

WHAT COULD CAUSE MY LEVEL TO DECREASE?

IF YOU ARE ON LEVEL 3, you would lose all of your points if you are placed on Time Out Room Status. You would lose 20 points if you were placed at the Monitor Station Status.

IF YOU ARE ON LEVEL 2, your point total would drop to 75 if you were placed on Time Out Room Status. You would lose 30 points if you were placed at the Monitor Station Status.

IF YOU ARE ON LEVEL 1, your point total would drop to 200 if you were placed on Time Out Room Status. Your point total would drop to 250 if you were placed at the Monitor Station Status. If you already had your daily privilege that day, you would lose it the next day. If you already received your weekly privilege on that day, you will meet with supervisory staff for a consequence.

WHAT IS A POINT CARD?

Your point card is what staff uses to keep track of the points you earn for appropriate behaviors. The more appropriate your behavior, the more points you will earn. The more points you earn, the higher your level. The higher your level, the more privileges you can earn. Some of the privileges residents can earn include staying up later at night, free time, more telephone time, more recreation, longer shower time, etc.

This system is to encourage positive behavior and to reinforce the idea that **moving forward while at JJC helps prepare you to move forward in the community**

Points are earned in two time periods:

10:00 a.m. to 3:00 p.m.- Judged and logged by administrative DDJO staff.

3:00p.m. to 10:00 p.m.- Judged and logged by administrative DDJO Evaluator Staff.

There are two areas of skills that are judged for your point card: effort and conduct.

Effort:

You will earn zero to five points for effort during each time period:

5 points. You consistently volunteer for tasks. You do not need reminders or pushing to complete expected activities, such as homework, contract work, and cleaning your room. You do an especially good job on tasks. This is defined as “community-level behavior.”

4 points. You volunteer sometimes. You need only minor reminders or redirection to complete expected activities. This defined as “moving forward.”

3 points. You are completing work at a moderate pace. Assignments are completed on time. This defined as “staying in place”.

2 points. You are slow or late on assignments. You need repeated or severe redirection for you to complete expected activities. This is defined as “going backwards.”

1 point. You are placed on Monitor Station Status during the time period or you fail to make progress while placed on Monitor Station Status during the time period. This is defined as “harmful to the program.”

Zero points. You are sent to the Time Out Room or staff sent you to your room for misbehavior.

Conduct:

5 points. You display a positive attitude. You show positive leadership. You do not need redirection. (Community- level behavior.)

4 points. You show some leadership. You need no more than minor redirection and you respond appropriately when redirected. (Moving-forward.)

3 points. You meet the expectations of the program. You have neither a particularly positive or negative influence on the program. (Staying in place.)

2 points. Repeated or severe redirection is necessary to keep you in the program

1 point. You are placed on Monitor Station Status during the time period or you fail to make progress while on Monitor Station Status during the time period. (Harmful to the program.)

Zero Points. You are placed on Time Out Room Status or staff sent you to your room for misbehavior.

WHAT ARE WEEKLY GOALS AND TASKS?

In addition to earning points for appropriate behavior, you will also have a weekly case plan that consists of goals and tasks to complete if you are going to advance in the level system.

You will work with a DDJO to create your goals and complete your task assignments. The case plan will address issues surrounding changing and improving your behavior. Your progress will be noted on your case plan and you can earn 5 points for each completed goal.

- You will have seven days to complete your tasks from the time your tasks are assigned to you.
- You are to review your task assignments with your parents during each telephone call and visitation.
- You are responsible for keeping track of your case plan work and turning it in to your DDJO when due.
- You are to complete all of the tasks for your goals before turning it in to your DDJO.
- Once turned in, you must meet with your DDJO to discuss the completed case plan. Any incomplete goals and tasks will be carried over for the next week. You may lose privileges until completed.
- If you complete your tasks early, notify a DDJO, so it can be reviewed, your points awarded and you can begin the next set of tasks and goals.
- Before being released from JJC, you are to return your contract to a DDJO along with all completed work.

MAY I TALK ABOUT MY LEVEL STATUS OR ANOTHER RESIDENTS LEVEL STATUS?

Your comments on your level status or the level status of others MUST be constructive. If you make negative or disrespectful comments about your status or the status of another resident, that will be reflected in your conduct score. You may make positive comments such as complimenting another resident on moving up a level, or offering suggestions about how they can do better.

IN CONCLUSION, REMEMBER THAT STAFF MEMBERS ARE HERE TO HELP YOU. YOU CAN HELP YOURSELF BY LEARNING THE RULES AND OTHER INFORMATION PROVIDED IN THIS HANDBOOK, AND BY RECOGNIZING, ACCEPTING, AND ADDRESSING THE PROBLEMS THAT RESULTED IN YOUR PLACEMENT AT JJC