

PHOENIX ACADEMY

Alternative School

STANDARD OPERATING PROCEDURES MANUAL

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Reviewed Annually

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- E. Monthly auditing of youth treatment files for content, time lines met, and quality of documentation
- F. All files are audited at least quarterly
- G. Youth treatment files are uniformly compiled
- H. Youth treatment files are kept confidential and secure
- I. Staff adheres to Employee Code of Ethics/ Conduct
- J. Documentation of monthly staff meetings that include an agenda, name and title of those in attendance and documentation
- K. Program staff cooperates during the Quality Assurance Branch monitoring
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PART A: MISSION and GOAL STATEMENT

MISSION

The Phoenix Academy is committed to providing a comprehensive array of treatment and educational services for at-risk youth. These services are designed to empower our students in assessing their academic, social emotional, and employability needs, evaluating their behaviors, and developing and achieving goals towards self improvement. Our goal is to ensure that our students become college and.or career ready and productive citizens.

GOAL

The primary goal of the Phoenix Academy is to provide strong support for at-risk students that prevent students from becoming a school drop out and provide resources needed to be successful. Dropout for the district will be less than 10% each cohort year.

Treatment Philosophy

The Phoenix Academy treatment program utilizes a wrap-around, strengths based approach in encouraging positive growth in the individual needs of each student. Our treatment mission is to transform student's lives by utilizing their strengths to learn from past choices which have impeded their success within the traditional school or community setting. We utilize an array of evidenced-based therapeutic approaches to meet the student where they are and help encourage them towards a strong, productive and positive future.

The Clark County Board of Education and the Phoenix Academy do not discriminate against prospective or admitted students on the basis of race, national origin, sex, color or religion. This is in accordance with policy stated by the Clark County Board of Education.

PART B: REFERRAL AND ADMISSION

I. Referral Procedures

- A. Youth to be served:** Male and female adolescents who are 12-18 years of age enrolled in Clark County Schools. The youths to be served have primary presenting problems of school behavior, failing grades, school

attendance issues and mental health concerns. If the youth qualifies for Special Education they may be served until the age of 21 years old.

B. Referral Process: All youth who will be referred to the Phoenix Academy will need to have a referral completed by the sending school administrator/counselor (this can be found on the schools webpage). The Persistence to Graduation Report score of 12 or more is recommended to begin the referral process. If a youth meets admission criteria and is approved by the Referral Screening Committee, an intake meeting with Phoenix Staff will be scheduled to discuss rules, guidelines and expected transition back to the regular school timeline. If a student is deemed appropriate by the Referral Screening Committee, the last standard to be met is whether placement is in the best interest of the child; Services offered, time frame involved, future school opportunities, present treatment culture, all should be considered in determining whether placement is in the best interest of the youth.

C. Referral Packet: A referral packet will be completed by the referring source and will contain at a minimum the following information:

1. Youth identifying information
2. Youth demographic information
3. Referral Source information
4. Youth's county of residence
5. Persistence to Graduation Score
5. Medication status

6. Legal status
7. Education level
8. Special education needs
9. History of legal problems
10. Community Status
11. Reason for referral
12. Current placement status
13. Problem behavior
14. Substance abuse/use
15. Other unacceptable behaviors

D. Intake Screening Committee- Meets once a month, first Monday of each month, to discuss referral and make discussion on what referrals are accepted and/or denied. Committee membership will consist of at least one George Rogers Clark administrator, one Robert D. Campbell administrator, guidance counselor from each school and social worker, Director of Pupil Personnel and when applicable mental health service provider. Intake meetings will be scheduled after this monthly meeting.

Intake meeting:

II. Admission Procedures

Parent/guardian and youth are oriented to the program by the counselor who explains program rules, phase system (MTSS), and introduction is made of the staff of the Phoenix Academy. Parent/youth receive a tour of the building, class schedule and directed to the schools handbook and district student code of conduct.

Items explained during intake meeting:

1. Mission statement
2. Treatment philosophy
3. Program description/History
4. Behavior Management System
5. Searches
6. Youth rights
7. Youth progression through the program
8. Grievance process
9. District approved process for awarding credits towards a diploma
10. Dress code
11. Attendance policies
12. School contraband
13. Daily program schedule
14. Transportation
15. Program rules
16. Media Release

D. Family Involvement

The program will encourage family involvement as they are a vital component of students' success.

1. Participation in the development of the youth's treatment plan — parents/guardians and any others who are directly involved in the treatment of the youth are invited to attend a treatment planning conference by the counselors via letters, phone calls or e-mail. A copy of each invitation will be kept in the student's file.
2. Revisions/reviews of the treatment plan - parents/guardians and any others who are directly involved in the treatment of the youth is invited to attend a treatment planning conference by the counselors via letters, telephone calls or e-mail. A copy of each invitation will be kept in each

student's file.

3. Regular contact with parent/guardian — Counselors are available through email, telephone and face to face to discuss concerns with parent'/guardian about students academic and/or therapeutic goals.

to have at least

one contact with parents/guardians or others involved in the youth's treatment each week. This contact may be phone call, face to face, letter, point sheet, or e-mail.

4. An Open House will be conducted once in the Fall and once in the Spring. Teachers and parents are encouraged to discuss grades, attendance, behavior and goals for students' progress.
5. Each day a points sheet will be sent home with each student that includes and analysis of their behavior and academic progress that day.

III. **Daily Program Schedule:**

The Clark County Board of Education sets the start (8:50) and ending (3:50) time of the school day. The class schedule is set by the Principal/school administration with the input of staff.

IV. **Dress Code:**

Youth enrolled in the Phoenix Academy must adhere to the established dress code. The Principal under special circumstances may grant temporary waived for behavioral/celebration purposes.

SHIRTS:

- Official Phoenix Academy logo T-shirts can be worn without being tucked, each student will receive a t-shirt upon enrollment.
- No see-through materials, sleeves, or Holes in shirts.
- No tank tops

- No exposed undergarments.

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- Shirts and or Accessories with delinquent, satanic, anti-establishment, or gang-related symbols or racial/ethnic slurs (including the Confederate Flag) or language that infers these will be prohibited.

SWEATSHIRTS:

- V-neck, cardigan or crewneck sweaters or sweatshirts
- NO hooded Sweatshirts

PANTS/SHORTS:

- Slacks, shorts, capris, and jeans may be worn without holes from fingertips up..
- Skirts that cover past buttocks, dresses, or jumpers must be worn with leggings/yoga pants fingertip rule.
- All gym shorts and gym pants must have drawstring at waist.
- All clothing is to be appropriately sized with pants not covering the shoe.
- No sagging. Pants and shorts must be worn with the waistline at the waist level and No undergarments can be visible.

SHOES:

- No steal toed shoes/boots.
- No house shoes/ house slippers.

JEWELRY

- Non-jewelry chains, including chains attached to wallets or purses may not be worn.
- **Piercing:** Facial and body piercing should be flush with the skin. N nose piercing but studnet can use plastic >>>>>> so as not to grow hole back. Ear piercings are approved if not distracting. Please note that wearing any piercings in this program is highly discouraged due to risk of harm in a school emergency

HEAD WEAR and JACKETS

- All hats are removed upon entering the building.
- Other items such as bandannas, scarves, sweat bands, combs, rakes, picks, or rollers are not to be worn as clothing.
- All outerwear such as coats, jackets, oversized shirts, wind shirts, hats, etc are to be stored in the locker during the school day immediately upon entering the building.

BOOK BAGS/OTHER:

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- All Purses and/ or backpacks must be kept in lockers
 - No open food items or bottles will be permitted in the program. All food items are at the discretion of the classroom teacher.

If any type of clothing worn in the building leads to confusion or misunderstanding the administration will make the final decision as to the clothing's appropriateness.

ANY QUESTIONS REGARDING WHETHER OR NOT AN ITEM OF CLOTHING OR ACCESSORY IS APPROPRIATE WILL BE DETERMINED BY THE PRINCIPAL

PART C: ASSESSMENTS Foudray

- I. Assessments will be completed prior to the development of the Individualized Treatment Plan (ITP) and the Individual Plan of Instruction (IPI) according to the following time frame of youth's enrollment:
 - a. Math and Reading assessment to be completed within 5 school attendance days (MAP 20-21, 21-22 school year)
 - b. Career interest assessment to be completed within 5 school attendance days
 - c. Learning Style assessment to be completed within 5 school attendance days
 - d. Psychosocial/Social history to be completed with 21 days and prior to the development of the ITP and IPI
- II. Assessments shall include at a minimum:
 - A. Academic Assessments (MAP- assessed Fall, Winter and Spring)
 - B. Learning Styles Inventory
 - C. Career Inventory
 - D. Psycho Social/Social History

PART D: TREATMENT Jason

- I. **Individualized Treatment Services**

The goal of the Phoenix Academy is to provide a comprehensive array of services for at-risk youth directed toward preventing delinquency, providing efficient rehabilitation services, and altering the rate of recidivism while minimizing risk to the community. In seeking to rehabilitate delinquent youth, the Phoenix Academy "recognizes the importance of viewing each youth as an individual with unique needs and develop individualized treatment plans and individualized education plans designed to facilitate each youth's rehabilitation".

II. Treatment Team Procedures

Make up of the treatment team: the treatment team shall be comprised of the youth, parent or guardian, Phoenix Academy Counselor, Phoenix Academy Educator and/or Phoenix Academy Principal/Head Teacher when available, and a community worker (if applicable).

Weekly schedule: The treatment team meets once weekly.

Family/Community/Court Copies: Copies of ITP's 60 days reviews, etc. are to be discussed or given to families/guardians, community workers (if applicable) and courts (upon request), and other parties who are directly involved in the youth's treatment or court ordered supervision.

III. Orientation Treatment Plan

A. Completion: Orientation treatment plan is to be completed within five school days of youth's admission to the program by the counselor.

IV. Individual Treatment Plan

The Phoenix Academy realizes the need to have both the youth and parent/guardian involved in the planning, problem solving and decision making related to their participation in the program. To accomplish this, the program shall:

- A. Ensure that both youth and parent/guardian are present at the initial intake meeting.
- B. Have both youth and parent/guardian sign all necessary documents outlining their responsibilities and rights as participants in Phoenix Academy.
- C. Ensure the parent/guardian agrees and understands that their participation is essential for the youth's success.
- D. Notify both youth and parent/guardian of all reviews, meetings that may be scheduled to discuss progress, lack of progress, or the need to make changes in the youth's personalized plan.

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- E. Ensure that either verbal communication or copies of all program correspondence in regard to a particular student are available to the parent.
 - F. Initiate contact with parent/guardian if the parent does not contact treatment staff.
 - G. Keep the juvenile informed at all times of his progress in the program through the use of individual counseling sessions. The youth will be expected to help find solutions to the problems that he/she may be presently experiencing in the program.

ITP Procedures:

- 1. Individual Treatment Plan Meeting: A meeting is to be held consisting (when available) the youth, parent/ guardian, community worker (if applicable), Phoenix Academy Staff and other parties involved in youth's treatment within 21 calendar days of youth's admission in the program.
- 2. Review of Assessments: A review of all assessments given is to be discussed and included into the youth's ITP.
- 3. Full Completion of Treatment Plan: A full completion of the ITP form with signatures and titles and dates of all parties in attendance must be filed in youth's file within 14 days of youth's admission.
- 4. Measurable Interventions/Tasks: ITP interventions and tasks are to be measurable with time frames and include names of parties responsible for the completion of that intervention or task.
- 5. ITP Review: The Individual Treatment Plan is to be reviewed, dated and signed by a Qualified Mental Health Professional (QHMP).
- 6. The Transition Plan is to be started upon enrollment, added to throughout their enrollment and completed upon discharge from the program. The Transition Plan will document all services the youth received while enrolled in the Phoenix Academy.

V. Individual Treatment Plan Reviews:

- A. Completion of DJJ Treatment Team/Progress Summary:
Summary Form for each youth with signatures and dates of treatment team will be done and placed in the youth's file within 7 calendar days after completion.
- B. Treatment Team Review of ITP Every 60 Days
A Multidisciplinary Treatment Team meeting will be held to formally review each youth's ITP every 60 days from the date of the implementation of ITP using the DJJ 60-Day Review form dated with signatures and titles of the multidisciplinary Treatment Team members in attendance. The director is responsible to monitor completion of reviews on a timely basis.
- C. Sign off of ITP Every 180 Days:

At the time of the 180-day review of the ITP all treatment team members and the QHMP must sign with title and date the ITP form.

- D. Treatment Team Meeting 30 days prior to youth's discharge: A multidisciplinary Treatment Team meeting will be scheduled within 30 days prior to a youth's transition or discharge to complete an aftercare/transition plan dated with signatures and titles of the multidisciplinary Treatment Team members in attendance.

VI. Assessment of Mental Health/Substances Abuse Services:

Mental Health Services

- A. Youth who appear to be in need of mental health services will be referred to the student's counselor. The counselor will provide student and caregiver information regarding available mental health services.
- B. Suspected needs shall be documented in writing by the staff. The counselor will document suspected mental health needs and contact made with the caregiver in a weekly treatment progress summary note.
- C. Staff shall contact the Field Services Worker in the case of DJJ probated youth. Their assistance may also be requested regarding court ordered youth.
- B. The Counselor shall schedule a meeting with the youth's parent.
- C. The Counselor shall make or assist in facilitating a referral to be made.

In the event a youth tells a staff person that they are having thoughts of hurting themselves or others (suicidal or homicidal) the attached procedures are to be followed:

VII. Counseling Jason

A. Policy

Youth in the Phoenix Academy shall receive individual counseling at a minimum of one hour per week and more often as deemed by the treatment team. Individual counseling is to be documented in the youth's treatment record.

In rare cases where a youth's special needs indicate that individual counseling is not appropriate, or would be detrimental to the youth's treatment goals, such instances shall be fully documented in the youth's record.

The principal shall be responsible for ensuring that staff using specialized counseling approaches is qualified to use that specialized approach.

The Phoenix Academy shall establish a counselor/youth ratio of not more than 10-to-1 or 15-to-1 if an aide is provided. The counselor shall meet with and counsel with all youth assigned to him/her at least one time each week. The

Counselor shall meet with youth who have counseling needs additionally as needed.

B. Procedure

1. Individual counseling is to be used and it shall be specifically identified as a method of treatment on the ITP.
2. The counselor shall be assigned within one day of admission by the Program Director.
3. The counselor shall focus sessions on short-term goals and alternative behaviors.
4. The counselor shall be supportive in nature and exhibit the ability to show empathy.
5. The counselor shall focus on developing a trusting relationship with the youth.
6. The counselor shall document progress of goals addressed in individual counseling in a weekly summary in the individual client record.

C. Group Counseling:

Group counseling is defined as the structured planned series of treatment interventions with more than one youth whose interactions involve specific common issues and concerns. Group counseling is done in conjunction with other strategies in the overall treatment process. Students will participate in 2 hours of group counseling each week while at the Phoenix Academy. Groups will consist of no more than 15 students.

D. Group Goals

In order to help youth to develop a healthy interaction with their environment, group counseling shall be provided with the following goals in mind:

1. to create an atmosphere of acceptance, trust, and unity.
2. to strengthen and maintain acceptable behaviors and change unacceptable behavior through role modeling and reinforcement.
3. to appreciate and build on the day's achievements.
4. to foster wholesome peer interactions.
5. to develop and maintain listening and communication skills
6. to develop and maintain coping skills while receiving and giving compliments
7. to help each youth reach the maximum in coping skills development.

The Phoenix Academy shall initiate a supportive and structured group-counseling format, which is conducive to the overall treatment of youth.

E. Group Format

Group counseling will comply with the following format:

1. Group size shall not exceed 15 youths.
2. Youth shall participate in 2 hours of group counseling per week.
3. The topics of group counseling shall be informative, oriented toward the improvement of social and living skills and/or problem solving regarding the group functioning. Accomplishments shall be emphasized whenever possible.

F. Family Counseling:

Family Counseling is provided to all youth and their parents and guardians to assist with various problems relating to the interpersonal relationships between the youth and his/her parent/guardian if it is indicated on the youth's ITP.

G. Documentation:

Documentation, including dates of counseling sessions, on the DJJ Weekly Treatment Team/Progress Summary Report form will be made as the service is provided.

PART E: BEHAVIOR MANAGEMENT Murray

I. Employability Program System Procedures:

The Phoenix Academy shall use an employability phase system. Phase systems shall be designed to provide graduated access to less restrictive environments and seamless transition in services and supervision for each youth. The phase system alone shall not be a criterion for discharge from the Phoenix Academy. "Phase System" means an objective mechanism by which a youth's progress toward completion of Individual Treatment Plan (ITP) goals can be measured as well as the level employability each student displays.

A. Phase criteria shall include at least the following:

1. **Orientation Phase** - Each youth shall be assigned to this phase upon entering the Phoenix Academy unless transferring from a different day treatment program. Orientation Phase is 10 successful days, as evidenced by earning a 75% or higher on their daily score. During this phase, students learn rules, expectations, procedures and staff names. There are no privileges awarded until this phase has been completed. The Orientation phase shall be characterized by an emphasis on

the youth becoming aware of the program's expectations, services offered, the youth's rights, the phase system, and the initial treatment planning. The youth shall also familiarize him with the staff.

2. Learning Phase - This phase shall involve services designed to help the youth begin to work on individual goals identified in the ITP. The learning phase is 30 successful days as evidenced by an 80% or higher on their daily score. During this phase, the youth shall process how and why certain behaviors are inappropriate and begin to learn new behaviors. The youth shall also focus on what issues caused them to be placed at day treatment. Throughout the learning phase youth gain the privilege of attending field trips.

3. Progress Phase — Movement into this phase shall be based on achieving individual goals set by the treatment team. The progress phase is 30 successful days as evidenced by an 85% or higher on their daily score. They should show consistent improvement in the youth's behavior. The youth may be given more responsibility and be expected to be a role model for others. The youth shall focus on practicing skills and behaviors being learned and work on preventing the return of behaviors that brought him to day treatment. Throughout the progress phase, youth are given the privilege of attending field trips, more involvement and input in class and extracurricular activities and allowed to “dress down” Fridays if they have been on phase each day during that week.

4. Graduation Phase - Youth being released into supervised placement in the community shall have met behavioral expectations consistently for a period of time and have worked through most of the treatment goals on the ITP and constructed a plan to prevent future risky behaviors. Graduation phase is 20 successful days as evidenced by a 90% or higher daily score. The purpose of this phase shall be to focus on finalizing aftercare plans and release conditions for the youth prior to transition into community placement. Youth on graduation phase are allowed to attend field trips, serve as a peer mentor and advocate for other youth to provide a voice for program improvement and extra-curricular involvement.

5. Probation Phase - youth can be placed on probation phase for a serious offense as identified by the Director. Probation phase will cause a loss of all privileges for a time period determined by the principal/director. The probation phase is enacted when a student fails 70% or more days on their current phase. The student must then pass 2 consecutive days of a 95% pass rate to return to their day within their given phase. If the student continues on probation they can then be placed back at day 1 of that phase.

Procedures for the program's systems shall include:

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1. **Behavior interventions** - counseling, modeling, and referrals as interventions. All staff are expected to behave in a professional manner at all times since modeling is part of each youth's behavioral interventions.
 2. **Consequences** -points deducted on points sheet, failure to earn the break, failure to earn outings, in-school suspension, probation phase, verbal or non-verbal reprimand, phone call home, court referral, and parent conferences. Parent contact is the most successful consequence. Out of school suspension will be used on rare occasions pre board policies or if an expulsion level offense has occurred.
 3. **Rewards** - may include tangible and intangible devices/ objects or any physical activity that promotes good health.
 4. **Use of physical restraint** - Staff is currently trained in the use of Safe Crisis Management (SCM) as a means of restraint and used only if a youth becomes a threat to himself/herself, staff, or other youth or school property.
 5. **Documentation of use of system** - documentation shall be done on the youth's weekly progress report by the youth's counselor. Loss of points is documented on youth's behavior log (point sheet) by the youth's teacher.

PART F: SUPERVISION AND SECURITY Hoffman

I. Supervision Procedures

The Phoenix Academy will have adequate staff supervision at all times to ensure a secure and safe environment for youth and staff. At no time are youth permitted to be without supervision except that which is allowed for upper phase level youth. A system for head counts at least during the following times: before and after activities conducted outside the facility area, before and after evacuations, i.e. fire, severe weather, bomb threats, etc. Duty assignments for the disbursement of staff in direct youth supervision in order to visually monitor and account for the whereabouts of all youth at all times.

1. Staff shall be observant of circumstances, which may precipitate inappropriate behavior or indicate that such behavior is imminent from a youth. This may include body language, seating arrangements, tone of voice, embarrassing situations, bad news received from home, etc. Staff shall use these observations, anticipate possible reactions and plan accordingly. Examples include: separating the youth who do not get along, giving extra attention to a youth who has received bad news, etc.
2. Staff shall keep youth occupied with constructive, organized activities so there is no idle time.
3. Supervision of youth - all youth will be supervised from

arrival until release in accordance with the schedule established by the Director. Schedule of youth supervision — Upon arrival to the program the youth are to remain in the entrance area until staff has searched them. Any available staff is to supervise the youth while awaiting entrance. No youth is allowed in the classroom without staff supervision. All students are to be searched. After search, the youth go to the cafeteria and are supervised by the staff. Video cameras and recording systems will also be utilized in supervising students.

II. Youth Supervising Youth

No youth or groups of youth shall be allowed to exert authority over other youth. This includes sanctions or imposing physical restraint.

- A. A staff person shall be in charge at all times. Staff shall always make decisions.
- B. Youth may make suggestions during group counseling but not decisions about individuals or groups or other youth.

III. Program Safety/Security

- Clark County Schools have School Resources Officers in all facilities. They are acting police officers.
 - A. **Youth and visitor searches** - The staff of the Phoenix Academy reserves the right to inspect any and all desks, lockers, personal property brought into the building, clothing, persons, and the school facility if facts exist which give reasonable belief that articles and materials might be stored there which could be a threat to the maintenance of the discipline and order and/or endanger any persons. The staff reserves the right to make the same inspection if the facts are reasonably certain that items which were stolen might be found. A staff member may temporarily remove items which may be considered disruptive or which could interfere with the educational process from the student's possession. These items may be returned to the student by the principal. All illegal items that have been discovered or seized will be turned over to the proper authorities. **In the event that a search is required of a youth, every effort will be made that a youth is not embarrassed, and that his/her dignity is maintained.** Unnecessary force will be avoided at all times. The search will not take place in the presence of the other youth of the program unless absolutely necessary. A search will not be conducted at all unless it is absolutely necessary and/or youth has shown cause that a search be conducted. Should a youth not be cooperative with staff involving a search, law enforcement will be notified. The staff shall use the hand held metal detector. Should the detector indicate that a person has some unauthorized object on his/her person, the student shall be removed from the presence of other

students. The student shall then be asked to remove the object(s) and give to staff. If the student resists, law enforcement and parent/guardian will be notified. All staff will protect a youth's rights when conducting a search and/or seizure.

B. Definition of contraband - Contraband is considered to be any illegal or prohibited item found in youth's possession.

C. Instances where police may be called — The following events may result in the police being called and possible charges being made against any youth involved in the event or act:

1. Youth comes to school presumed under the influence of alcohol or drugs
2. Youth is found in possession of alcohol, weapons, or medication not in proper container
3. Youth's behavior is disruptive to the treatment environment to the point that consequences or counseling have failed to cease the behavior
4. Youth's behavior becomes violent towards staff, another youth or school property

D. Key control - The Phoenix Academy shall have a key inventory system, which will insure accountability of all keys to the facility.

1. All doors in the facility shall be locked at all times. Classroom doors must remain locked and closed at all times when more than two students in a room are present.
2. All staff should have key access to all rooms for safety of students and staff.
3. All door keys shall be safeguarded by the employee.
4. No keys may be duplicated by the Phoenix Academy staff.
5. Staff shall not abuse the use of keys.
6. Under no circumstances shall any staff member give facility keys to a student.

E. Control of toxic/flammable chemicals, tools, sharp objects etc. -

1. Toxic/flammable chemicals are stored behind lock and key.
2. Chemicals and toxics that maintenance uses is kept behind lock and key.
3. No youth may have access to chemicals or sharp objects at any time.

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4. All sharp objects are to be kept locked at all times.

F. Management of the Aggressive Youth - The Clark County Day Treatment Program is committed to the safety and welfare of its staff and youth. Whereas protection of youth and staff from violent actions and behaviors is a primary concern of DJJ, it does not outweigh the responsibility to handle such situations in a controlled, well disciplined and humane manner.

Physical force shall be used only in those cases where staff must protect:

1. The youth
2. Other youth
3. Staff members
4. Public and private property

The following steps shall be used when a youth becomes overly aggressive:

1. Staff shall attempt to diffuse the explosive situation.
2. Staff shall send for assistance.
3. Staff shall clear all youth out of the area surrounding the violent youth.
4. Staff will maintain all other youth in areas that are as far as possible away from the sight and sound of the situation.
5. Staff shall first try non-physical methods before resorting to Safe Crisis Management physical techniques.
6. When using SCM techniques, the least restrictive methods must be used in descending order.
7. Proper documentation of Safe Crisis Management must be noted in the youth's case record.
8. An incident report must be filed by the staff member who performed the SCM technique. This report is filed with the Director who will then record on the incident summary report form and submitted to DJJ upon request.

PART I: JUVENILE RECORDS

I. The Phoenix Academy shall protect and safeguard all case records from unauthorized and improper disclosure, theft, loss, or destruction. All student records shall be labeled as "Confidential". The records shall be kept under lock. No unauthorized person/persons shall examine student records. Only those staff that are employed by the Phoenix Academy or the Department for Juvenile Justice may make an entry in a student's record folder. The Phoenix Academy shall adhere to the policy of the Clark County Board of Education in regard to cumulative records of students enrolled in the program.

II. The Phoenix Academy shall maintain a record for each juvenile and will include, if applicable, the following information:

1. Initial intake information form,
2. Case information from referral source, if available,
3. Case history/Social history,
4. Medical record, when available,
5. Psychological/Psychiatric reports, if available,
6. Individual plan or program,
7. Signed release of information forms,
8. Evaluation and progress reports,
9. Current employment data,
10. Program rules and disciplinary policy, signed by juvenile,
11. Documented legal authority to accept juvenile,
12. Grievance and disciplinary record,
13. Referrals to other agencies,
14. Individual educational plans (IEP), if applicable,
15. Pertinent educational information,
16. Final discharge report
17. Vocational plans, and
18. Signed medical consent authorization

III. The Phoenix Academy shall use a consent form, which complies with applicable federal or state regulations. The juvenile and parent/legal guardian signs a "Release of Information Consent Form" prior to the release of information as required by statute or regulation and a copy of the form is maintained in the juvenile case record.

IV. Separation of contents —

1. The Phoenix Academy shall provide that the contents of case records are partitioned and identified according to an established format.
2. The Program Director is responsible for conducting a monthly Individual Client Record(ICR) of a sampling of cases.
3. The Program Director will re-review all files found in non-compliance to see that documentation standards are maintained and corrections made.

A. Each youth's Individual Client Record shall be maintained according to the following outline. Information in each section shall be filed in chronological order except where otherwise noted. Any information that clearly does not fit in one of the following categories shall be filed under miscellaneous.

Section One — Intake

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1. Initial intake information
 2. Program rules and policy signed by juvenile
 3. All release forms
 4. Any identifying documentation
 5. Emergency Medical Information Data Sheet (All other medical information shall be in the Medical Record only)

Section Two — Classification/Education

1. Special notices (always on top on colored paper)
2. Social History/Needs Assessment, any other classification data
3. Administrative Transfer Review(ATR) information, if applicable
4. Referral to other agencies
5. A subsection entitled "Education" shall be created to include:
 - (a) Copy of the Individual Plan of Instruction (IPI)
 - (b) Education progress reports and notations
(All other education information shall be in the Education Record only)
6. Copies of Mental Health Assessments, if approved by the Mental Health Professional doing the assessment

Section Three - Individual Treatment Plan

1. Individual Treatment Plan
2. Treatment team notes/forms
3. Phase papers

Section Four - Program Progress

Daily Progress Notes:

1. Treatment Team/Weekly Progress Summaries
2. Counselor's notes

Section Five - Disciplinary/Miscellaneous

1. Incident Reports.
2. Isolation or other reports of a disciplinary nature.
3. A subsection entitled "Miscellaneous" shall be created to include:
 - a. Correspondence that does not include parole or (ATR's); and
 - b. Any other document that does not fit in one of the above sections.

Section Six – Legal

1. Judgment/Commitment Orders;
2. All pre-dispositional reports
3. If juvenile is a youthful offender a parole section will include: Pre-sentence investigation, parole documents and recommendation.
4. All other court documents.
 - (a) Correspondence that does not regard parole or ATR's
 - (b) Any other document that does not fit in one of the above sections

PART J: MANAGEMENT/LEADERSHIP

I. Responsibilities of the Principal:

A. Principal — The Building Administrator/ Principal is responsible for the supervision and evaluation of the educators and is responsible for building management.

Goals and objective of the principal:

- a. Maintain discipline and records in Infinite Campus
- b. Promote attendance by completing parent contacts and home visits as needed. Filing truancy petitions and sending them to CentralOffice.
- c. Court appearances as needed
- d. Provide professional development that is appropriate for school staff including all staff be trained in Safe Crisis Management .
- e. Attended any leadership and/or training per request of the Superintendent or designee.
- f. Attend the annual Alternative School Summit each school year.
- g. Oversee budget annually and any grants that apply to the alternative school.
- h. Evaluate staff in the program annually.

II. The Program Director Shall Ensure:

- A. Staff adherences to procedures manual. All staff will receive a copy of the program SOP and will be required to read it and be aware of its contents. Each staff member will then sign a statement stating they have read its contents and are responsible for adhering to it.
- B. Submission by the 5th day of each month a complete,

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- accurate and cumulative Monthly Medicaid Report. The Medicaid report will then be uploaded to be accessed by the DJJ Information System Branch with a copy of the population report emailed to the DJJ Education Branch.
- C. The population meets the goal of 85% or better of rated capacity year round.
 - D. There are procedures that address youth absences from the program. Absences are handled as follows: **The staff shall make every effort to maintain student attendance.**
 - 1. Absent youth will be reported to the youth's counselor.
 - 2. A phone call must be received from the youth's home by 9:00 A.M. This call may determine whether the absence is excused.
 - 3. A phone call by treatment or administrative staff will be made to the youth's home, or if no phone, a home visit will be made if time permits. This is to determine why youth is absent.
 - 4. If a youth leaves the school area, the Director shall immediately notify the local police department, the youth's parent or guardian, and the DJJ or CBS worker if appropriate
 - E. Monthly auditing of youth treatment files for content, timelines met, and quality of documentation
 - F. All files are audited at least every semester.
 - G. Youth treatment files are uniformly compiled.
 - I. Youth treatment files are kept confidential.
 - J. Staff adheres to Employee Code of Ethics/Conduct. The Program Director will report violations of the Code of Ethics/Conduct to the Superintendent.
 - K. Program staff cooperates during the annual DJJ Education Branch.
 - L. There is a process for evaluating employees' performance. The Building Administrator is responsible for completing those evaluations of all classified staff. The Phoenix Academy Director or other designated principal is responsible for completing evaluations of all certified staff.
 - M. A Program Improvement Plan is developed and submitted within 30 days of receipt of the final monitoring report to address any issues noted during the Department's DJJ Education Branch.
 - N. There is a plan to ensure adequate housekeeping and

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- maintenance of the facility. Housekeeping and maintenance is provided by the Clark County School System. Maintenance personnel are assigned to the Phoenix Academy Program. Maintenance and housekeeping duties are done daily.
- O. Available community resources are identified and utilized. A listing of all community resources is available to youth by request to Counselors.