

ORIENTATION CHECKLIST

SOP can be located on the school webpage

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SIGNATURE OF YOUTH
SIGNATURE OF VOLUNTEER

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

SIGNATURE OF STAFF

DATE

Student Orientation Packet

Warren County Day Treatment

887 Jackson St
Bowling Green, KY 42101
Phone (270) 904-4131
Fax (270) 904-4492

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SECTION I

Warren County Day Treatment Mission Statement

The mission of Warren County Day Treatment is to empower students to reach their full potential, becoming lifelong learners capable of solving problems and serving as responsible and productive citizens able to meet life's challenges. Our goal is to prevent further involvement within the juvenile justice system and to assist youth with the transition into the community.

The treatment philosophy is embedded in the core belief that comprehensive strategies are needed to combat youth delinquency. These strategies begin with strengthening the family in its primary role of instilling moral values, providing guidance and support to youth. Warren County Day Treatment provides individualized treatment using a team comprised of the youth, day treatment staff, and other relevant service providers from the community. Our program consists of: group, individual, and family counseling; psychological services; social services; health services; recreation, academic and authentic learning experiences. Warren County Day Treatment uses an effective balance of treatment, education, and graduated sanctions administered by our staff.

Warren County Day Treatment Program Description

The Warren County Day Treatment Center for Adolescents shall provide specialized, community based treatment for youth who are experiencing behavioral and emotional difficulties, court adjudicated juvenile offenders, youth currently in out-of-home placements or other restrictive settings, as well as youth transitioning back into the community from a more restrictive setting. Program services are provided as an alternative to residential treatment or hospitalization. Components of this service shall include: educational and psychological evaluations, exceptional and regular classroom education, G.E.D. preparation, individual and group counseling, family counseling and parenting skills education, therapeutic recreation and physical education, community service, collateral services and drug and alcohol intervention. Warren County Day Treatment Center shall provide these services directly, through accessing community resources, or by appropriate referral.

As a program operated by Warren County Schools, the Warren County Day Treatment Center has comprehensive administrative, professional, and clinical resources. The Kentucky Department of Education provides special educators and educational materials for Education through Warren County Public Schools. The program makes full use of community resources and facilities including those provided by the City of Bowling Green, and Western Kentucky University.

The Warren County Day Treatment Center shall provide services for approximately thirty (30) children between the ages of twelve and eighteen each year. The program shall serve youth without regard to race, creed, sex, national origin, economic resources, or physically handicapping conditions. Most youth are court ordered by the Juvenile Division of District Court and Juvenile Division of Family Court.

The Warren County Day Treatment Center shall interface with the Kentucky Department of Juvenile Justice, Department for Community Based Services-Division of Protection and Permanency, Warren County Public Schools, Bowling Green Independent Schools, City of Bowling Green, and Police-Juvenile Division, Western Kentucky University and other appropriate community agencies and resources.

SECTION II

Fire Preparedness Plan

The Warren County Day Treatment Center will comply with all state and local regulations concerning fire safety. The following conditions will also assist in providing a safe environment for clients, visitors, and staff.

1. The building is equipped with smoke detectors, fire extinguishers, alarm/light stations, and pull stations.
2. The local fire inspector has approved this system.
3. Exits are clearly marked and routes of evacuation are unobstructed as set forth in fire codes.
4. The building will be inspected once a year by the local fire inspector.
5. Fire drills will be conducted, including a test of the equipment, one time per month. Written records of drills will be kept and include any problems or needed repairs.
6. Fire evacuation plans are posted in each room. These plans include routes of exit, locations of extinguishers, and emergency telephone numbers.
7. Staff will review monthly fire drills to ensure that all staff are knowledgeable of fire plans.
8. Yearly, Students will be provided with fire/ safety information.

Fire Evacuation Plan

In the event of a fire, the procedures described below are to be followed immediately.

1. The person who discovers or suspects the fire, will immediately sound the alarm. This person will then contact the receptionist as to the location of the fire.
2. The receptionist will immediately contact the fire department.
3. Each staff member in direct supervision of youth at the time of the alarm will immediately begin evacuation of the building.
4. Staff not in direct supervision at the time of the alarm will check the rest of the building for youth not in classes. These staff will then evacuate the building.
5. All persons leaving the building will assemble at a predetermined point, a safe distance from the building.
6. Students will assemble according to their teams. Each counselor will be responsible for performing a count of the students on his/her team.
7. The office manager will bring the attendance register to the point of assembly and double check the head count.
8. All staff will then respond to the direction of the program manager concerning the location of students or the possible return to the building to locate missing youth.
9. The building will be inspected by the fire department before students return to the building. The program manager will then signal to return if appropriate.

Earthquake Evacuation Procedures

In the event of an earthquake, staff and students will follow the procedures described below. All staff and students will be instructed of the procedures prior to an actual emergency.

1. During the actual action of the earthquake, staff and students indoors will be directed to take shelter under heavy furniture or desks. No one should try to run out of the building during the earthquake.
2. After the quake, staff will direct students under their supervision to quickly and calmly exit the building. They will then gather at a predetermined point, a safe distance from the building.
3. Each counselor will be responsible for counting the students on his/her teams.
4. The office manager will bring the attendance register to perform a second head count.
5. Staff and students outside during the quake will take shelter from poles and walls.
6. The building will be inspected for structural damage before students are allowed to return to the building.

Severe Weather Plan

The Warren County Day Treatment Center staff will make every effort to be informed of all threatening weather situations. In the event of possible threatening weather, staff will rely on local news agencies and the weather alert radio for information. All staff and students will be informed, in advance, of proper locations and actions in the event of a severe weather alarm.

1. In the event of a severe weather warning, staff who are first to become aware of the situation will be responsible for informing all other staff.
2. Upon notification of the alarm, staff in direct supervision will assemble their students in a pre-determined area and position students along the inner walls.
3. Staff not in direct supervision of youth will search the building to locate any stray students. They will then position these students with the others.
4. Each counselor will be responsible for a head count of his/her teams.
5. The office manager will bring the attendance register to perform a second head count.
6. The program manager will be responsible to sound the all clear to return to classes after the alarm.

Bomb Threat Evacuation Plan

In the event of a bomb threat, staff will follow the procedures described below.

1. The person taking the call will try to identify the following items:
 - A. Characteristics of the caller's voice.
 - B. Background noises during the call.
 - C. Language (educated, profanity, dialect) used by the caller.
2. The person taking the call will also ask or attempt to ask the following questions:
 - A. When is the bomb set to go off?
 - B. Where is the bomb?
 - C. What kind of a bomb is it?

- D. The caller's name or address.
3. The person should also try to identify the caller's sex, age, and race.
 4. The time of the call should also be noted.
 5. The person should then notify staff of the call and begin an immediate evacuation of the building.
 6. The Police Department should be notified.
 7. Staff should make an effort to avoid telling students the exact nature of the evacuation to prevent panic.
 8. Counselors are again responsible to count the students on their teams and the receptionist is to perform a second head count.
 9. Staff and students will be signaled to return to the building by the program manager or designee after the building has been inspected and deemed safe by the appropriate agencies.

Medical Emergencies

A medical history overview is obtained from the parent or guardian upon intake. Special medical needs are considered in developing treatment plans, activity participation, or dietary considerations. It is the parental responsibility to secure medical examinations and care, and to provide payment for such care and services.

In the event of serious injury or illness, the youth shall be transported to an emergency medical facility. A parent or guardian shall be notified immediately, or as soon as possible. A signed release permitting treatment will be transported to the medical facility with the youth to facilitate treatment. An accident report and an "Incident Report" form shall be filed as soon as possible—no later than twenty-four (24) hours after the occurrence.

Youth shall not be permitted to bring non-prescription medication to the program. Necessary prescription medications must be transferred to the office manager. The medication will be made available to the youth as directed by the prescription. When medication is dispensed to youth, it will be logged by staff. Youth are to never keep medicine in their possession. Youth are never to be provided medication of any nature by staff or by another youth. Staff may administer routine or emergency first aid in the event of injury or illness.

Warren County Day Treatment Center does not have healthcare personnel working in the facility.

The Medical Center, 250 Park Street, Bowling Green, will be the primary medical facility used in cases of medical emergencies. In the event that services are not available at said facility, The Greenview Medical Center, 1801 Ashley Circle, Bowling Green, will be utilized.

Emergency Transportation

In the event of an emergency, Warren County Day Treatment Center will use 911 emergency services.

SECTION III

Food Service

All youth are served lunch in the cafeteria of the Warren County Alternative Schools building. Food served will meet the standard nutritional adequacy stated in the National Academy of Sciences Recommended Dietary Allowances. Menus are examined annually by the director of Food Services from the Warren County School System, to ensure adherence to nutritional recommended standards of nutrition and quantity.

All food is prepared by Warren County Public Schools; therefore, State Health Codes do not require inspections of Warren County Day Treatment Center. Rather, inspections are conducted at the site of preparation. Day Treatment staff is assigned to supervise the youth during each meal. The youth and staff often eat from the same menu. Food is never withheld or reduced as a form of punishment.

Warren County Day Treatment Center, at present facility location, does not have a kitchen where lunches are prepared. All meals are brought into the program from a cafeteria at a Warren County Public School. Food containers are utilized. A commercial microwave oven is available to warm required foods. The refrigerator temperatures are documented each day by Warren County Public Schools. Food is only stored during meal service times.

Cleaning products are stored in the janitorial closet, which is locked at all times.

Therapeutic diets will be provided for youth when prescribed by a licensed physician. A copy of the prescription will be kept in the youth's folder and the counselor will do a weekly review with the doctor. Youth on a special diet will be provided a complete meal service. The director of Food Service will be contacted. Religious and cultural diets may be provided with documentation from a youth's pastor or priest. The meals will be the same quantity and quality as those given to other youth. The program director or designee will approve special handling of food.

Menus are posted on the general information bulletin board in the cafeteria and are sent home to the students when the menu changes..

The purpose of the food service program is to provide a healthy diet for teenagers. In preparing the food, the flavor, temperature, texture, appearance, and palatability are all taken into consideration. The atmosphere in the dining room should be calm, relaxed, and family-like. Day Treatment staff are encouraged to interact with the youth during meals.

Lunch Policy

Warren County Public Schools prepare meals for our students, and the Food Service Office bills each student at the following rate as per set by the Warren County Schools System:

Student breakfast	Free – if income meets federal guidelines
Student breakfast	Reduced – if income meets federal guidelines
Student breakfast	Paid – if income does not meet federal guidelines
Student lunches	Free – if income meets federal guidelines
Student lunches	Reduced – if income meets federal guidelines
Student lunches	Paid – if income does not meet federal guidelines

Each meal comes with one milk

All additional meals are a price set by Warren County Public Schools, this includes one milk.

All extra milks are a price set by Warren County Public Schools.

Adults may purchase a school lunch for a price set by Warren County Public Schools, one milk is included.

Parents/guardians are responsible for their child's lunch & breakfast cost at the above rates.

Each morning students will be asked by staff if they wish to order a school lunch, breakfast and milk. However, it is the responsibility of the student, not staff, to be sure to order a lunch & breakfast. If a student arrives late, it is his/her responsibility to order a lunch from the secretary.

Meal sharing is not permitted between the students. Students may order one extra lunch. If the student receives free or reduced lunches, the extra lunch does not fall into this category; it must be paid for at the price set by Warren County Public Schools. Students may order one extra milk at a price set by Warren County Public Schools. They may choose between white and chocolate milk if available.

Student lunches & breakfast are to be prepaid if possible. Upon receipt of payment, students are given a receipt to be given to their parent/guardian for the amount of money paid. This purchase of meals and milks is posted on the Record of Lunch Transactions form. When students order lunches, this is also posted on the Record of Lunch Transactions form to keep a running balance of meals already paid or meals owed. This is kept by Warren Central High School Cafeteria and can be provided upon request.

Students who do not receive free meals and yet have not paid for a meal will not be denied a school lunch if they wish to eat one. This meal is posted on the Record of Lunch Transactions form as unpaid and the parent/guardian is billed.

All students have the option of bringing their lunch from home. Warren County Day Treatment requires that the packed lunch be nutritional. Fast food lunches are not permitted. Lunches consisting mostly of junk food (such as chips, soft drinks, cakes and sweets) are not permitted. If such a lunch is brought, then a school lunch is ordered for the student and the parent/guardian is billed. Students do not have the use of a microwave or refrigerator. Students may bring a sealed drink from home or purchase a milk for \$.50 for their lunch.

Lunch containers should be soft-sided. Metal or glass containers are not permitted.

Lunch containers brought from home are subject to searches just as any other container brought into the building by students.

SECTION IV

Notification of Illness or Death

Accidental injury to a youth will normally necessitate preliminary examination and recommendations by staff members. Trained personnel will examine the injury. Concurrently, the program manager or designee will consult the medical history form and contact the parent or guardian listed. If serious medical concerns are identified, the youth will be transported immediately to Greenview Hospital or The Medical Center, whichever is closest to the injury site. If the parents or person in charge cannot be reached, the program manager or designee may act “in loco parentis” and act in the best interest of the child and the program to ensure the necessary treatment. In case of serious illness, surgery, injury, or death, the program manager will notify the parent/guardian, Department of Juvenile Justice, the regional director, and Warren County school administration.

First Aid

Warren County Day Treatment Center maintains first aid supplies and equipment to meet the needs of youth and staff. First aid supplies and equipment will be stocked and maintained, and will be located in the administrative office.

First aid supplies and equipment shall be approved by a qualified healthcare authority provided by Warren County Schools. An inventory checklist shall be maintained by the mental health associate, and kept on file in the reception area cabinet, to indicate current supplies and equipment, items to be ordered, and date of inventory. The recreation associate will check supplies monthly to ensure their replenishment. The recreation associate will be responsible for ordering and receiving supplies and equipment in accordance with Warren County schools purchasing policy and procedures.

Medication Monitoring

Parents/guardians are responsible for informing Day Treatment staff of any significant physical or medical problems, chronic illnesses, or concerns that might affect their child’s behavior or performance in the program. Parents/guardians will provide Day Treatment staff with all physicians’ orders for medication. Upon admission Day Treatment staff will explain the medication administration procedure to the student and their family. Staff will supervise all medication administration. Over-the-counter medications will be administered to students only if there is a physician’s order to do so.

Any medications that are prescribed for the youth, and that are to be dispensed by staff, will be handled in the following manner:

1. Parents/guardians will be responsible for providing all medication to staff in the original container. Staff will check the physician’s orders against all medications the parents/guardians provide, any noted discrepancy will be noted in the student’s medical record. All medication will be maintained in a locked box, which will be kept in a safe and secure location.
2. Staff will list medication to be taken in the medication record that will be maintained by staff responsible for supervising its administration. The medication record will include the student’s name, the name of the medication being given, the name of the staff distributing it, and the date and time the medication is given. Any changes in medication are to be noted in red ink.
3. All medications must be taken as prescribed during day treatment care. Refusal to take medication as prescribed will be brought to the immediate attention of the student’s counselor and will be documented in the student’s medical record.
4. Program staff will supervise only one student at a time. Staff will water and paper cups at the designated medication supervision location prior to removing the medication from the locked box. Staff will check the labels on bottles against the medication record before taking the medication out. Staff will place all medications on the desk/table before the child takes any of them. Students are never allowed to leave the area with their medications in

- order to get something to drink. Staff will check the student's mouth and hands after taking medication to determine compliance.
5. Documentation of supervised administration of medication will occur immediately after the student takes medications. Both student and staff will initial on the Medication Record to verify the time and dosage taken. Staff will list the quantities of prescribed medications before and after dispensing.
 6. Staff will maintain the Medication Record as part of the student's permanent file. Supervisory staff will audit the record at least monthly.

Youth Personal Hygiene

Personal hygiene articles provided for all youth located at the center are hand soap, toilet tissue, paper towels, and sanitary products. Students will maintain appropriate hygiene at all times. Student guardians will be contacted when hygiene becomes an issue. Instruction is given to students by means of Health Education and Independent Living Classes. When staff is made aware that a youth is unable to purchase other articles such as soap, toothpaste, and deodorant, the counselor will provide referral services to the appropriate community agency.

Alcohol and Drug Monitoring

Youth enrolled in Warren County Day Treatment program shall be prohibited from the use of illicit drugs and the abuse of legal drugs at all times. Illicit drugs include alcohol (beer, wine, or liquor), illegal drugs (marijuana, cocaine, LSD, heroin, etc.), and the abuse of over the counter or prescription drugs. Youth enrolled in the Day Treatment program shall be informed of the facility's policy on illicit drug use upon admission by means of the orientation packet and are subject to random drug testing. Youth who are assessed as having an abuse of/dependency on illicit drugs shall receive appropriate services and/or referrals as a part of their Individual Treatment Plan to assist them in developing a drug free lifestyle. The adolescent substance abuse counselor will provide the appropriate services and/or appropriate referral. Youth who produce a positive drug screen, refuse to comply with a request for a drug screen, or contaminate the specimen will be assessed for abuse/dependency issues to receive appropriate treatment. Day Treatment staff, counselors and random drug testing shall monitor illicit drug activity of Day Treatment youth.

The procedure for drug tests is administered to Warren County Day Treatment youth are as follows:

1. Staff will be responsible for filling out all identification paperwork (i.e. Chain of custody forms, labels, etc.)
2. Two staff of the same gender as the youth will be present in the restroom when the youth provides the urine specimen and when the on site test(s) is conducted. The youth will be present when the test(s) are administered.
3. The on site test(s) will be administered according to the manufacturer's instructions.
4. A staff note will be completed and turned in by the staff member who conducted the drug screen. The note will include a record of the results of the test and all staff present. The note is to be completed and turned in within twelve hours following the test.
5. If, following the on site test(s), it is determined that the specimen should be sent to the toxicology center, the urine specimen may be transferred to a container safe for mailing.
6. The youth will affix a security seal, with the youth's initials, over the top of the container so that the youth's initials are facing upward and the tabs of the seal wrap down over the container.
7. The staff conducting the test will then affix the identification label around the shipping container, place the container in the appropriate shipping box, and mail the specimen to the lab. The results will be faxed to Day Treatment within a week.

All positive drug screens will result in a minimum of a 300 point deduction from the youth. All negative drug screens will result in a minimum of a 100 point bonus for the youth.

SECTION V

Intake and Admission Procedures

Male and female juvenile offenders ages twelve (12) through eighteen (18), grades 7th through 12th, inclusive are eligible for consideration for Day Treatment Placement. Placement priority shall be given to public offenders, multiple offenders, youth currently in out-of-home placement or other more restrictive settings, youth transitioning from a residential setting, and youth at risk for out-of-home placement. Status offenders shall also be considered for Day Treatment placement.

Placement at Warren County Day Treatment Center shall not be considered as a more restrictive alternative to public school.

The majority of youth who are referred to Warren County Day Treatment Center are ordered by juvenile court. Families, school officials, or other parties interested in a placement in the Warren County Day Treatment Center may submit a written referral and/or contact the program manager supplying recommendations or appropriate information. Department of Protection and Permanency (DPP) staff shall make written referrals, with appropriate information for assessment, through procedures established by DPP and Day Treatment program manager, as specified by the Memorandum of Agreement. Department of Juvenile Justice Community services staff shall submit written referrals.

The Day Treatment program manager or his/her appointed representative shall review the juvenile court docket, investigate and assess cases to determine appropriate placements. Individual assessment of each youth shall include an interview with youth and family, consideration of legal history, social history, school history, clinical evaluations and recommendations and impressions of juvenile officers, school officials, DJJ community service personnel, DSS family-based service worker or other appropriate sources.

While recommendations and input for placements are solicited and encouraged, acceptance or rejection of referrals, and placement of youth in the Day Treatment program is ultimately the sole responsibility of Warren County Day Treatment Center.

Information on each youth admitted will include the following: name, address, date of birth, sex, race or ethnic origin, presenting problems, whom to notify in case of emergency, date information gathered, name of referring agency or committing authority, social history/needs assessment when available, special medical problems or needs, personal physician, handicaps/impairments, current living arrangements, and signature of person completing intake.

Each youth must provide documentation of a recent physical exam within fourteen (14) days of being admitted to the program.

Referral Discrimination

Warren County Day Treatment Center does not discriminate on the basis of race, religion or national origin of any youth being considered for admission. The treatment team will accept youth who are in need of services, and who meet the program eligibility criteria. The referral agency will be notified of any rejection to the program, including reasons for rejection.

Supervision

It is the policy of WARREN COUNTY DAY TREATMENT to supervise youth at all times while they are in the custody of this program. Youth or groups of youths will not be allowed to have authority or to assert authority over other youth.

SECTION VI

Confidentiality

All information in regard to participation in the Warren County Day Treatment program must be maintained in confidence. Therefore, Warren County employees, consultants, and contract personnel who work with juveniles are informed in writing about the program's policies on confidentiality of information and agree in writing to abide by them. Virtually all information is considered privileged as each participant's right to confidentiality is protected as a client of Warren County Schools. Additionally, a youth's legal right to anonymity as a juvenile offender is recognized.

Information shall not be released to non-corporation personnel except under proper written release from the youth and his/her parents, guardian, or custodial agent as specified in Warren County Day Treatment policy.

A Media Release consent form may be provided to youths and parents or guardians in the event of media coverage during program sponsored activities. Their written consent must be obtained prior to any such exposure.

Releases of information forms to local law enforcement authorities and juvenile courts serve as consents for identification of runaway, missing, or abducted Day Treatment participants.

Facility Description

Warren County Day Treatment Center is located at 877 Jackson St, in Bowling Green, KY 42101.

The two (2) counselors' offices, conference room, and the director's office provide adequate, private, comfortably furnished space to accommodate interviews, counseling sessions and group meetings. Two (2) separate classrooms, one (1) recovery room, and one (1) group/multi-purpose room provide an attractive, comfortable environment for learning. Also provided is an outside area that is for recreation and for leisure activities; and a combination cafeteria /multipurpose room for daily meals and career scope speaker assemblies. The office manager area contains the Warren County Day Treatment office and medical records storage. The facility has operable toilets that are enclosed and private and wash basins with hot and cold running water. The facility also contains storage space and a custodian closet.

The Warren County Day Treatment Center facility conforms to relative zoning ordinances, sanitation and health codes, and state and local fire safety regulations.

Warren County Day Treatment Center ensures proper space and environment for the operation of the program, which has a maximum population of approximately 30 students.

Academic and Educational Services

Based upon the concept of individualized instruction, education at Warren County Day Treatment Center provides a structure in which each student progresses at his/her individual pace, and is responsible for personal progress. The classroom environment is designed to be positive and non-threatening. Staff and fellow students, through positive reinforcement, encouragement to foster success. Warren County Day Treatment students take pride in the on-task, productive atmosphere of their classroom.

The educational program is staffed with two certified teachers and a full-time teacher's aide provided by Kentucky Department of Education.

Students are provided with individualized educational opportunities that include individual assessment, G.E.D. preparation, and achievement of standard high school credits or basic remediation. Each of the two classrooms are equipped with computers and educational software for use by program participants.

Upon enrollment in the program, a student is assessed academically with Star Reading/ Star Math. The results of these assessment tools are used to develop an individual program including traditional grade level instruction or remedial instruction. The assessment results diagnostically aid the teacher in determining which specific skills are in need of remediation.

The teacher for each student develops an Individualized Academic Program. It is based on the strengths and weaknesses of that student as determined by the academic assessment tools, previous school records and observations. This lists the subjects the student will take and any special needs precautions.

Students are given work at their functional level. This evaluation process is continued until the student completes the treatment program. Post-test results often show dramatic improvement in academic skills due to this mode of instruction.

Materials are generally self-directed with continuous monitoring by the teacher. Students are placed on computer application programs. Thus, the student can take the responsibility of obtaining and completing work that has been assigned by the teacher. The student must make 60% or better on the test before going to next skills.

Student progress is monitored through the use of academic data collection. When a student has successfully completed a mastery test on a particular skill, it is recorded and he/she is assigned new tasks for the next skill.

The role of the teacher is that of tutoring, instructing, monitoring, keeping records of student progress, academic counseling, and encouraging the student to achieve. It is the teacher's responsibility to be alert to key areas of difficulty, to possible perceptual difficulties, and to ensure that the student has appropriate instructional materials to promote achievement. Students are encouraged to confer and discuss with teachers difficulties with work assignments. Teachers and staff members counsel students about academic habits, development of academic and future educational goals, and generally promote a positive, goal oriented educational attitude.

Many valuable education elements are incorporated in the Warren County Day Treatment's academic program. Students have short and long term goals and tasks, and receive immediate feedback from instructors. The student works at an appropriate level and at an individual pace, which encourages greater academic success. Materials are multi-sensory, high interest, and generally self-directive and non-threatening.

The educational component is success oriented promoting a positive self-concept, personal responsibility, mature decision making skills, goal setting and attainment, which promotes overall program goals of personal pride and progress.

Warren County Day Treatment Center does not schedule work projects so that they interfere with educational and treatment modalities.

Recreation and Physical Education and Leisure Activities

The recreation program at Warren County Day Treatment Center is a valuable and viable component of a comprehensive treatment program, as it is an important treatment modality. There is much opportunity for personal development through recreational activities.

Warren County Day Treatment program engages the youth in expressive, vigorous and leisure activities, such as team sports and aerobics; provides acceptable means for recognition and achievement; provides leadership opportunities; instills cooperative team spirit and program pride; promotes creativity; caters to special talents; and promotes healthy use of leisure time.

The values of the recreation program are achieved through a varied schedule of activities, which are therapeutic as well as recreational in nature. The schedule is planned and carried out by the recreation director. Among the activities planned and managed by the recreation director are arts and crafts, social activities, career pathways, informal athletics, aerobics, and fitness activities, and team sports competition.

Team sports competition is a popular and important aspect of the recreation program. Sportsmanship, team cooperation, and effort are stressed. All youth have the opportunity to participate in team sports regardless of athletic ability or skills. **TEAM** is the key word for Warren County Day Treatment teams and Warren County Day Treatment **TEAM** is recognized

statewide for exceptional team spirit and sportsmanship. All athletic endeavors shall be operated by Standards of the National Youth Sports Coaches Association.

Goals:

To improve social skills of clients

- Through social interaction with peers in positive, leisure time activities.
- Through positive role modeling by staff members.
- Through explanation of inappropriateness of behaviors and corrective teachings to help clients to learn more positive ways to express themselves.

To improve working relationship between clients and staff

- Through working together in enjoyable, learning activities toward a common goal. Such activities include: creative expression, outdoor education, physical education, and leisure education.

To improve teamwork between the clients

- Through team building activities.
- Through problem solving activities.

To improve self-esteem of clients

- Through non-competitive, high-success oriented activities.

To increase leadership skills of clients

- Through placing clients in leadership roles with their team during activities.

To increase client's trust of others

- Through learning spotting techniques.
- Through trust falls.
- Through discussing feelings of trust or distrust of others after trust building activities.

To increase staff coherence and reduce stress

- Through staff team building activities.
- Through staff athletic activities.

To increase rapport between staff, client, and parents

- Through special events which would involve parents of clients.

Counseling Services

In addition to education and recreational activities, Day Treatment Center provides individual, family, group, collateral counseling, and drug and alcohol education and intervention services. These specialized counseling services provide for a system of two-way communication between staff and students participating in the program.

The counseling program is modeled on a Phase System, whereby client's progress through the program according to points earned and treatment phases achieved (refer to phase system).

Each program participant is assigned a counselor upon intake and placed on a "team" of no more than fifteen (15) youth. The therapeutic issues of the youth and considerations of available space determine team assignment. The youth's counselor and their treatment team (refer to Treatment Team) are responsible for developing an individual treatment plan with input from the family and appropriate others. The youth, family and community workers are encouraged to develop a plan of care that addresses important problems that led to the involvement of the youth in the Day Treatment program.

Each youth is provided individual counseling as needed, or determined by their treatment team. Group counseling is provided at least two (2) times weekly and led by the team counselor. These groups are as positive as possible, emphasizing helping each other as a team. Responsibility for one's own behavior is always the primary focus. Positive interactions and praise for individual success and achievements is encouraged. Many of the youth share common issues and concerns such as interpersonal relationships, family relations, daily coping skills, substance abuse concerns, community behaviors, job seeking skills, and multiple concerns typical to adolescents. Discussions of these typical issues, under the direction of the counselor, are helpful to the youth. Each youth is given the opportunity to discuss his/her own concerns. The forum serves to resolve issues in a mature, cooperative, and positive manner instead of allowing conflicts to develop. Often a child will seek discussion and advice from others and several team members' benefit, as others share a similar problem.

As Warren County Day Treatment is a community based treatment and educational program, family involvement and family counseling are important components of the program.

Families are involved with counseling and have input in the child's treatment plan to develop goals and plans for family problems. The child's progress in the program and his/her progress in the home are discussed. Parents receive support in providing appropriate parenting and children are assisted in communicating with family members. Intensive family counseling or adjunctive family counseling is provided as needed.

Phase System

Treatment at Warren County Day Treatment Center is modeled on a "Phase System" of behavior modification. The phase system consists of four (4) levels, Orientation Phase, Learning Phase, Progress Phase, and Graduation Phase. The phase system utilizes a phase movement system rewarding achievement with increased privileges and providing logical consequences for inappropriate behaviors. Phase completion is determined by the accumulation of points required by each phase, as well as, the recognition by treatment staff of improvement in the youth's behavior and achievement of goals specified on the Individual Treatment Plans. The final decision as to whether the youth is deserving of a phase increase is made by the treatment team.

Orientation Phase is the entry level status for youth first enrolled in the program. During this phase, the youth learns general program expectations, location of materials and facilities, the daily program schedule, and generally learns the phase system and point sheets.

During this phase, the child is assessed educationally and otherwise. Initial Individual Treatment Plans and Individual Education Plans are formulated. Each youth has the opportunity to achieve a daily total of one hundred five (105) points. Upon achieving a minimum of eighty (80) points daily, the child receives praise and positive feedback. A child earns special privileges upon having a minimum of two negative comments during that week or having no peer court involvement.

The child can earn up to 15 points for each of 7 periods judged upon effort, attitude, and behavior. These points are assigned by the staff supervising each period and the child receives immediate feedback of performance. In addition to the possible fifteen (15) points obtained for each period, possible bonus points are earned by general performance, attitude, positive interaction with others, and progressing toward treatment goals. The minimum amount required to move on to Learning Phase is a total of one thousand (1000) points. Youth cannot exceed 1500 points on Orientation Phase. In addition to points, staff signatures for phase advancement must be obtained and youth must demonstrate positive goal movement before a phase increase is granted.

The purpose of Learning Phase is to encourage the youth to stabilize and modify unacceptable behavior in an environment that supports learning of appropriate behavior. Staff members aid success in this phase through development of treatment plans, directive counseling and constructive criticism, and general motivation and encouragement for successful change. Upon achieving a minimum of eighty-five (85) points daily, the child receives praise and positive feedback. A child earns special privileges upon having a minimum of two negative comments during that week or having no peer court involvement. The minimum amount required to move on to Progress Phase is a total of five-thousand five hundred (5500) points including the completion of 15 hours of community service. Youth cannot exceed 6000 points on Learning Phase. In

addition to points, staff signatures for phase advancement must be obtained and youth must demonstrate positive goal movement before a phase increase is granted.

The purpose of Progress Phase is to continue learning positive behaviors and increase success in performance. During Progress Phase, the youth is expected to achieve ninety (90) of a possible one hundred five (105) points daily. On this phase, as expectations for performance increase, responsibility, privileges, and freedoms are increased. Youth on Progress Phase are provided with immediate feedback on performance, but generally positive consequences and restrictions are more intermediate than immediate. The minimum amount required to move on to Graduation Phase is a total of ten thousand (10,000) points. In addition to points, staff signatures for phase advancement must be obtained and youth must demonstrate positive goal movement before a phase increase is granted.

More important than obtaining the necessary 10,000 points, it is necessary for the youth to demonstrate consistently appropriate behavior and internalization of new skills or attitudes. On Graduation Phase, the youth has no quota for points, earns no points, but instead receives more rational, normal feedback such as verbal rewards, general recognition, constructive criticism, and less structured feedback. The purpose of Graduation Phase is to prepare the youth to return to public schools, or in some instances, employment, and release from daily program attendance.

When a child is on Graduation Phase after a minimum of two weeks of positive comments and upon approaching return to public schools, school officials are contacted to arrange re-entry. All efforts are made for a child to re-enter at the beginning of a school term or grading period. The child is provided materials and assignments consistent with the specific academics he/she will have in public school, to facilitate an appropriate academic transition. When a youth and the appropriate staff have made necessary arrangements and preparations, the youth is no longer required to be in daily attendance and is considered to be on pre-release status.

Pre-release stage of treatment is generally a transition stage as the youth may receive counseling and treatment but not required to attend daily. While on pre-release, the youth remains enrolled in the program and may continue to receive periodic monitoring of grades, drug screens, attendance, and behaviors, etc.

When entering the pre-release stage, the child agrees to meet conditions as set forth by his/her treatment team, such as daily school or work attendance, satisfactory performance of tasks, appropriate behavior, and regular reporting and participation in counseling, as he/she is still enrolled in and under the jurisdiction of the program. Failure to meet these conditions can result in a return to the program and a loss of phase. Meeting the conditions results in release from the program.

A Disciplinary Phase (White Phase) may be utilized when a youth demonstrates a consistent failure to meet general program expectations or an incident of acting out beyond treatment expectations occurs. While on White Phase, a youth's privileges are suspended and daily points earned do not apply toward cumulative totals.

Transitioning Youth

Transition phase shall be utilized to assist youth in the transition from residential placement back into their community. Youth transitioning from DJJ facilities are unique and are to be recognized as such. They will have begun treatment elsewhere; therefore, the transition period will be structured and brief. Youth from non-DJJ facilities do not qualify for this phase and will go through regular referral procedures.

Treatment Teams

Upon intake into the program, a treatment team shall be established. The treatment team shall consist of the child, parent, assigned counselor, Day Treatment education staff, and the community caseworker. Other significant persons may be included when deemed necessary or helpful. The DCBS worker may attend team meetings as deemed necessary. Additionally, an adolescent substance abuse specialist may be involved in initial treatment team meetings when necessary. The treatment team meeting shall be chaired by the Day Treatment counselor, and as primary counselor shall have final responsibility for decisions and court recommendations through the established Warren County Day Treatment chain of command.

The treatment staff shall meet each time the child is eligible to achieve a change of phase and sign phase sheet in agreement or disagreement. Treatment teams will usually meet more frequently to respond to each child's treatment needs.

Input from all treatment team constituents is encouraged and expected to facilitate development and revision of treatment plans, and generally to promote successful completion of the program.

Involvement

Family involvement in treatment is facilitated through several measures. Possibilities include home visits, telephone contacts, progress reports, family counseling sessions, treatment team meetings, and collateral counseling.

Upon intake, the assigned counselor through consultation with sources including a DJJ or DPP worker, the initial family interview, other available information shall assess current level of family function. The assessment shall be reassessed during the treatment process through ongoing family contract and treatment team meetings (refer to Treatment Team Procedures). Family treatment concerns shall be entered upon Individual Treatment Plans (ITP) and appropriate measures shall be followed.

Referrals may also be made to outpatient family counseling other appropriate community resources.

Warren County Day Treatment Center shall provide each family with specific scheduled services. Participation by families may be court ordered upon referral.

A home visit shall be conducted as need indicates. Counselor shall make telephone contact as necessary or helpful to families that have telephones. The assigned counselor shall be available to families for telephone contacts and shall encourage such contacts. Telephone contacts, while important to effective communication shall not take the place of personal contacts. Counselors may assist with a referral for intensive family counseling if deemed necessary.

Parenting skills education and support groups that encourage communication among parents and promote effective parenting skills shall be offered through other community resources. Each parent shall be encouraged to participate in services offered.

The Warren County Day Treatment staff shall schedule conferences and all family contacts to convenience, rather than inconvenience parents. Transportation difficulties, employment schedules, and child care concerns shall be taken into consideration. Special problems that inhibit or prohibit participation in treatment shall be dealt with on an individual basis as appropriate.

In cases of family non-compliance when court orders exist, the district court will be notified and the presiding authority may take legal action.

Placement Procedures

A youth is removed from Warren County Day Treatment Center when: 1) he/she successfully completes the program; 2) a referring agency moves youth for placement in a more restrictive environment; 3) the youth is placed in a residential program (hospital, drug/alcohol treatment, psychiatric treatment) by the court system or other referring agency; 4) the youth's needs exceed the program's capabilities, and this has been determined by the program manager, with input from program staff, the youth, their families and other community agencies when appropriate. Due Process will occur when youth need to be transferred to a higher level of care. The Warren County District Court will order the transfer.

Employable Youth

It shall be the policy of Warren County Day Treatment Center to provide various forms of employment assistance to youth. Staff may also serve as references.

Visitors Policy

Visitors are welcome to Warren County Day Treatment Center, under the conditions that they are not disruptive to the program and respect youths' rights to confidentiality. Visitors are invited to tour the facility. Selected program youth generally conduct tours, explaining the program to visitors.

All visitors are required to check in at the office and sign a guest register and confidentiality statement located in the office. Visitors must wear name tags and be under the supervision of staff at all times. Staff members are allowed personal visitors with the approval of the program manager. Such visits shall be kept to a minimum, or as necessary.

Warren County Day Treatment Center will be open to parents, guardians, attorneys, and community agency workers for visitation unless that person or persons pose a threat.

Telephone Usage

Youth are allowed reasonable access to telephones. Youth must obtain permission to use the telephone and be supervised while using the telephone. Log sheet will be kept of all youths phone calls.

Referral Discrimination

Warren County Day Treatment Center shall not discriminate on the basis of race, religion or national origin of any youth being considered for admission. The Warren County Day Treatment facility has not been converted to provide complete access for those with disabilities and at time of intake staff will advise referred youth and their families of the program's willingness to accommodate their disability. Warren County Day Treatment Center will accept youth that are in need of services, and who meet the program's eligibility criteria.

Management of Aggressive Youth

In the management of aggressive youth, all non-offensive intervention techniques, such as verbal de-escalation, shall be exhausted prior to the utilization of more restrictive techniques, such as physical restraints. All physical restraints are performed in accordance with Safe Physical Management techniques as mandated by the Department of Juvenile Justice. All staff who have responsibility for the direct care, supervision and treatment of youth shall be required to complete this training.

An incident report shall be filled out in writing by staff and given to the program manager immediately following incidents using force. This report shall be placed in the youth's case record for documentation. The program manager shall take appropriate actions regarding the incident, and forward the incident report to the Western Region director for a review of the incident.

Warren County Day Treatment has a policy of zero tolerance for violence, fighting and threatening behavior. If a student engages in any threatening behavior a court petition will be filed and if the student engages in fighting or any violent acts the police will immediately be contacted and the student will be suspended upon investigation.

If a student engages in terroristic threatening, threats of violence, fighting and/or other violent acts, it is the responsibility of the witnessing program staff member to immediately address the student's behavior, document the incident, notify authorities of the incident and contact the parent or guardian and make them aware of what actions have been taken.

Corporal or Unusual Punishment

The use of corporal or unusual punishment, humiliation, mental abuse, and intimidation are prohibited. Youth will not be deprived of their right to meals, medical care, and access to legal assistance, or bathroom use.

Warren County Day Treatment Center does not allow for physical force to be used as punishment. Physical restraints will only be used in instances of self protection, protection of the juvenile or others, and prevention of property damage.

Chemical agents are not used on youth for discipline, control, or any other purpose.

Attendance Policy

The Warren County Day Treatment Center cannot allow unexcused absences. Listed below are the only acceptable reasons for **excused** absences:

- 1) Personal illness, a doctor's note is required
- 2) Death in the immediate family
- 3) Summoned to appear in court (This is for court time only.)

All other excuses are considered unexcused unless approved in advance by Day Treatment Staff. Either doctor or court official must sign all excuses. Youth with an excused absence will be given an opportunity to make up class work. It is the youth's responsibility to request work from his/her teacher.

Expectations

General

- Always keep conversations appropriate
- Follow all staff directions
- Be on time.
- Follow mandated dress codes.
- Enter a room only when a staff member is present.
- All doctors' appointments must be made after school.
- All transportation arrangements, other than with legal guardians, must be made in writing.
- There is zero tolerance for weapons, threatening behavior, verbal and/or physical abuse to staff and/or students.
- Horseplay, profanities, unauthorized writing, singing, rapping, borrowing, lending, buying, and touching are considered inappropriate behaviors.
- No form of sexual abuse, sexual harassment, sexual contact or any type of sexual offense will be tolerated.

Lunchroom

- Give your attention when asked.
- Students are to sit on the sides of their assigned tables.
- Ask permission before getting out of your seat.
- Students need to remain quiet during assembly and lining up.
- Students must sit with feet on the floor.
- Lunch brought from home must be a balanced meal.
- Talking is permitted only to those at your own table.

Hallway

- Students must remain quiet in the hallways and away from the walls.
- Students must stay in a straight line at all times.

Consequences

Consequences for not meeting Day Treatment expectations may include:

- Verbal correction
- Loss of points
- Loss of free period
- Removal from class, group, bus, recreation or other activities
- Community service hours
- Loss of phase
- Filing court petitions
- Peer Court
- Work projects
- Court/Petition

Absences (for parents)

Whenever it is necessary for a student to be tardy or absent, it is the responsibility of the parents to notify staff by 7:50 a.m. If the student rides the bus, parents will sign an agreement to this effect. If a youth is absent and the parent fails to notify the program, staff will contact parents within two hours. If a student who rides a school bus is absent for more than two days, he/she must call the Warren County Bus Garage (843-3703) or bus driver to establish bus transportation. Tardies and absences will result in point loss. In the event of a runaway from the program, Warren County Day Treatment staff will notify the Bowling Green Juvenile Police Department, parent or guardian, and juvenile court authorities when appropriate. If the youth runs away from home, parents need to contact police for a missing person report and file a runaway petition after 72 hours.

SECTION VII

Early Dismissal

Before a youth can leave the program during the day, permission from a parent/guardian or otherwise authorized person, must be verified by the counselor or staff in charge. It is not permissible, under any circumstances, to leave the program without authorized permission. The authorized person must sign the child out before he/she will be released into their custody.

Inclement Weather

In the event of inclement weather and questionable road conditions, notification of Warren County Day Treatment Center being closed will be announced on WBKO's Polar Report and WBLG-107 FM radio station.

Transportation

Transportation of each youth is the responsibility of his/her parent/guardian or the Warren County and City School system's school buses.

Warren County Public School buses may be available for students living within Warren County Public School district
Bowling Green City School buses may be available for students living within the Bowling Green City School district.

Absences

Youth are expected to attend Warren County Day Treatment Center daily and on time. Whenever it is necessary for a youth to be tardy or absent, it is the responsibility of the parent/guardian to notify staff by the time school begins that day. Parents/guardians are to schedule appointments, medical appointments included, after school hours. Whenever it is necessary for a youth to attend court or another appointment during school hours, the counselor must be notified ahead of time for approval of youth's early leave from the center. After three excused absences points may be taken. If the youth fails to arrive at the Day Treatment Center and the center has not been contacted by the parent/guardian, then the clinical support technician shall attempt to contact parent/guardian within two hours. An information note will be written. A Peer Court or juvenile court petition may be filed.

In the event that a youth is reported by parent/guardian to be a runaway, staff will encourage parent/guardian to fill out a runaway petition.

An absence is unexcused when any of the following occurs:

1. Youth fails to arrive at the facility on time and the center is not contacted to report appropriate reasons.
2. Youth leaves the facility grounds without staff permission.
3. Youth leaves a group while on a facility outing or fieldtrip.

AWOL

In the event a youth indicates intent to leave facility grounds without staff consent, staff shall make a reasonable effort to prevent such conduct. The staff shall take appropriate steps to intervene prior to a youth's leaving the facility, which may include verbal encouragement, crisis counseling to de-escalate the situation. In the event a youth does leave the facility grounds, staff are to contact the youth's family and proper authorities.

In handling an unexcused absence where a youth leaves a group while on a facility outing or field trip, staff shall make a reasonable effort to ensure that the youth is not simply lost or unintentionally separated from the group. Once staff

determines that a youth has left the group, they shall immediately notify the program manager or their designee of the incident. The counselor shall report the unexcused absence to appropriate parties involved with the youth's case.

In the event of a runaway, it is the policy of Warren County Day Treatment Center to ensure safety of all youth and staff, conduct a search of immediate area and grounds, contact family, juvenile police, and DJJ or DCBS workers. Program Director or designee will fill out an incident report form.

Privilege Suspension

The youth shall have the reason for the privilege suspension explained to him or her and have the opportunity to explain his/her behavior leading to the suspension. Incident, privilege suspension and/or consequence shall be logged, dated, and signed by staff and youth facilitating the Peer Court process.

- 1) Staff shall indicate infraction on Peer Court Petition
- 2) Youth shall have the opportunity to explain their behavior during the Peer Court process (refer to Peer Court)

In-School Suspension

Youth may be removed from the treatment environment and placed in an "in-school suspension" area due to inappropriate behavior. The youth is to be advised of the reasons for this action, and the behavior change must occur before being able to return to the treatment environment. The youth may explain his/her behavior and display an understanding of the conditions for their removal. The youth shall be supervised during this time. He/she will be placed in the hallway next to the program manager's for supervision purposes.

In-school suspensions shall be documented in student behavior modification sheet and Peer Court petitions.

Sick Youth

Youth too ill to remain in class may be placed in the office or counselor's office until they are able to return to class or are released to home. Youth shall be supervised.

Firearms

It is the policy of Warren County Day Treatment Center to utilize a metal detector on a daily basis upon student's arrival to prevent incidents of firearms and other weapons being brought on campus, as weapons are strictly prohibited within the facility, or on the premises.

Reporting Abuse or Neglect

It is the policy of Warren County Day Treatment Center to report all suspicions or reports of abuse or neglect. When a child's caretaker (legal guardian) is the suspected perpetrator, staff shall contact the local Department of Social Services, Investigative Unit. In the event a non-caretaker is suspected, staff shall contact appropriate law enforcement authorities.

Warren County Day Treatment has zero tolerance toward all forms of sexual abuse, sexual harassment, sexual contact, or any type of sexual offense. Staff will follow guidelines provided by the Department of Juvenile Justice's Prison Rape Elimination Act and report to the Internal Investigations Hotline at 800-890-6854.

Search of Youth

Searches are not carried out as harassment techniques but as a duty when staff suspects that contraband may be present. Contraband, by way of illustration and not limitation, includes objects or materials that could threaten the health, safety, and welfare of youth, weapons, illegal substances, and items not permitted onsite such as tobacco products, lighters, and alcohol. The program manager and/or designee is charged with the obligation of orderly program operation. Contraband may be confiscated. Because of the imminent dangers to the rights of a youth in such a case, staff members are to secure individuals', youths', and visitors' contraband with another staff member present. Youth are instructed to submit to such a search, if requested.

- **Daily Searches** Youth who enter the program are searched daily. Pockets, shoes, and socks are checked. Youth are scanned with an electronic metal detector. Youth are not allowed to carry purses, backpacks, etc. Any items brought into the facility will be subject to being searched.
- **Random Searches** Random searches are only done when ordered by the program director, acting director.

All searches are to follow DJJ policy 325.1. In addition to DJJ standards:

1. Searches shall be conducted to two staff members of the same gender as student
2. A youth shall not be searched in the presence of any other youth
3. Staff conducting the search shall document search in an info note
4. Removal and inspection of shoes, socks, jackets, sweaters, gloves, and hats and the inspection of the contents of all pockets.
5. One staff member will be designated in charge of search for each gender

Visitors suspected of bringing contraband into the program will be asked to consent to a search by staff. If he/she refuses, local law enforcement authorities will be contacted.

No-smoking Policy

Youth are **not** permitted to use tobacco products at any time they are under our control or supervision including on school property. (Tobacco products, vape pens, matches, and lighters are considered contraband—not to be in the possession of youth attending Day Treatment programs.)