

Copper Lake / Lincoln Hills School Youth Handbook



Welcome

Copper Lake/Lincoln Hills School
W4380 Copper Lake Ave.
Irma, WI 54442
(715) 536-8386

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Chapter 1 – Core Values and Reception

Division of Juvenile Corrections Mission

The mission of the Division of Juvenile Corrections is to promote a juvenile justice system that balances protection of the community, youth accountability and competency building for responsible and productive community living.

Core Values of Copper Lake / Lincoln Hills School (CLS/LHS)

Respect Yourself

Respect Others

Respect Your Environment

Reception and Orientation Process – Intake Period

When you first arrive at CLS/LHS, you will move through an intake period. While here, you will receive your basic care items, and a one-time “Welcome Basket” that will include a few items from our incentive program known as the BMS- Behavior Motivation System. You will have the opportunity to earn additional BMS items throughout your stay (See Chapter 8). During your first days here, you will learn about rules, the System of Care, treatment programs, the daily schedule, and many things you need to know about this facility to help with your adjustment to your new surroundings and start your preparation for release planning as you move through program requirements.

You will also receive an identification wristband when you arrive. The wristband includes a picture of you and some basic information. It is the staffs’ responsibility to keep track of where you are, keep you safe, make sure you are receiving meals, school, and the many other activities offered during the day. Because of that, staff will be using what looks like a cell phone to scan your room door tag or your identification wristband throughout the day. We also have “count time” at different points each day where staff count all youth by scanning wristbands. The sooner everyone is counted, the sooner regular activities may resume.

Screenings, Assessments, and Testing

On your first day, you will be screened by Health Services Unit (HSU) and Psychological Services Unit (PSU) for medical conditions and mental health needs that may require an immediate response. You will meet again with HSU and PSU for full assessments so that your medical and mental health needs are treated appropriately. You will be assigned a PSU clinician who will determine how often they may need to meet with you. In addition, you will meet with our Education Department during intake. Staff will conduct testing to ensure you are placed in the correct classes to set you up for success.

DBT Pre-Treatment during Intake

You can progress through CLS/LHS program requirements by participating in daily Dialectical Behavior Therapy (DBT) pre-treatment and Mindfulness practice. DBT is a facility wide program that will help you to regulate your emotions. DBT pre-treatment is designed to support your readiness and success in your DBT Skills Group that will be available once assigned to your living unit. As the core treatment program, DBT is provided to all youth at CLS/LHS and DBT skills, along with practice opportunities, are integrated across CLS/LHS.

Living Unit Assignment

You will be assigned by a group of staff to a permanent living unit following your one-week intake period. There are a number of factors that staff use to decide which living unit is the right one for you. Generally, you will be assigned to your permanent living unit within the first weeks you are here and you may have to wait for a spot to be available. Until a spot is available, you will remain in intake. Each living unit has staff who will help support you throughout your stay at CLS/LHS in different ways.

Chapter 2 - What is Copper Lake School / Lincoln Hills School (CLS/LHS)?

Introduction

CLS and LHS are treatment facilities for youth. They are places to learn, heal, grow, and most importantly feel safe. CLS houses females, and LHS houses males. They operate independently on the same campus.

Located in a natural Northwoods setting, CLS/LHS are the only Type 1 juvenile correctional facilities in Wisconsin. Our emphasis, though, is on treatment. Here, while serving your court-ordered placement, you have an opportunity re-group and reset. You will be provided daily opportunities to develop life-long skills, to earn accredited education including a high school or High School Equivalency Diploma. Maybe here, you will find new direction, maybe even your future.

In some ways, the grounds resemble a small town or college campus. There is a school building, chapel, medical services and business office. We have living units, recreational facilities, a greenhouse, a welding shop, and a carpentry wood shop too. We also have our own kitchen staff and maintenance staff to keep things running smoothly. Many things that you would find in a community or at a university can be found at CLS/LHS.

School

Our education building is just like any school you might find in the community. It includes a library, a full-size gymnasium and classrooms. There is state-of-the-art music/recording room, and we even have a greenhouse and garden area to grow flowers, seasonal fruits, and vegetables. Our teachers are licensed professionals who are all willing to help you succeed. We have a school counselor, a school psychologist, principal, and vice principal. All of the staff at the school are here to provide you the right educational opportunities. Each education team member is dedicated to helping you achieve personal academic success and readiness for future opportunities.

Recreational Facilities

Our school's full-size gymnasium includes a regulation basketball court, large area for weight training, and "wallyball"/handball court. Our school and living units surround a very large recreation field where games like soccer, football, ultimate frisbee, and other activities can be held. You will find a softball field and trails with outdoor fitness equipment. There is also a ropes course to challenge the bravest of youth. Each living unit has a basketball court and grassy area in its back yard. Recreational activities are healthy, and you will have many familiar and some new activities to participate in during your stay at CLS/LHS.

Health Services Unit (HSU)

While you are here, professional staff consisting of doctors, nurse practitioners, and nurses will take care of you and help you with any medical needs. Their offices have examination rooms and diagnostic equipment just like a small clinic. Nurses will administer medication at certain times of the day to you if you are prescribed medication. We also have a complete dental office for dental needs. The medical healthcare provided here is excellent. Should you need any medical attention that cannot be treated here, we are connected with local hospitals and doctors' offices.

Psychological Services Unit (PSU)

Caring for your mental health is just as important as caring for your physical health. Our PSU staff includes numerous mental health professionals including doctors and clinicians. PSU staff will meet with you regularly to help you with your overall wellness and will also help facilitate treatment goals to help you develop your skills.

Spirituality

Sometimes we get so busy in our lives that we forget to develop mental health skills that help us grow and mature. Being at CLS/LHS offers you something that you probably don't have much of at home: TIME. You are encouraged to develop the mental health skill of your spirituality. We want to help you explore and deepen your spiritual side, learn about living a life of peace, and offer you tools to help you learn and grow in your relationship with a Higher Power.

Living Units

There are many living units at CLS/LHS which are opened and closed based on the needs and population of the facility. All of our living units house one youth per room. Each room has a bed, desk and stool, and a shelving unit. Bathroom and shower access are available on the unit. Each living unit has two hallways, "low hall" and "high hall". Each unit has a recreational and dining area called "lower day", an "upper dayroom" as well as a kitchen area and a number of offices and classrooms. The living units provide day-to-day opportunities for youth to practice skills learned in their treatment while at CLS/LHS.

System of Care (SoC)

All staff work together to provide integrated programs and services that are focused on your treatment; this is known as our System of Care (SoC) at CLS/LHS. The System of Care is designed to help you, in partnership with your advocates, determine how to be your best version of yourself. SoC has four main parts to help you set goals and make choices that lead to positive, productive lives as you become an adult. Details about these four areas are found within the handbook.



Chapter 3 - Your Rights

While you are here, you have the right...

1. To be protected from harm.
2. To food, clothing, and shelter.
3. To receive medical, dental, and mental health care.
4. To be aware of all treatment decisions made with your specific needs in mind.
5. To have an interpreter help you communicate as needed.
6. To not have basic needs taken away as a punishment or part of treatment.
7. To not be discriminated against for any reason.
8. To be informed of any rules or policies that affect you.
9. To express yourself openly as long as your words, expressions, and gestures are appropriate and do not interfere with the safe and orderly operation of the facility.

Being Protected from Harm

Being protected from harm means you have the right to be treated with dignity and without violence. This includes the following:

Room Confinement (being locked in a room alone) Must be Limited

- The facility is never allowed to confine you to a room as a punishment.
- The facility *may* have you cool down in a room through something called “Administrative Confinement” (or “AC”). This is only allowed if you pose “a serious risk of imminent physical harm to others.” Administrative confinement should not be a punishment, and the facility must let you out of your room as soon as you no longer pose a threat to others. The usual time is 4 hours (not counting overnight from 8pm to 8am) but this can be extended in rare circumstances. Staff must check on you every 30 minutes and provide mental health support while you are in your room.

While in Room Confinement:

- Rooms must be safe.
- You must have access to water, bathroom, and hygiene supplies.
- Mental health staff must be informed within 2 hours and check in daily if you stay in confinement longer than 24 total hours.
- Staff must check on you every 30 minutes in person.
- You must still get:
 - Social worker visits and mental health care
 - School and educational services
 - Rehabilitative programs if already in them
 - Time for physical activity and socializing with others
 - Meals outside the room unless it’s dangerous
 - At least 30 hours “out time” outside of your room each week, with a minimum of 3 hours per day

Staff must tell you your rights within 15 minutes of being placed on room confinement.

Different rules apply to youth who are at risk of physically hurting themselves.

Pepper Spray and Other Chemical Agents are Forbidden

- Chemical sprays (like pepper spray) are banned. They are not allowed to be used at all.

Corporal Punishment (Physical Discipline) is Forbidden

- Staff may only use physical force when immediately necessary to prevent a youth from harming themselves or others, to prevent escape, or in certain emergency or special disturbances.
- Even in these instances, staff must use the minimum amount of force necessary, and youth must be checked for injuries and provided any needed medical treatment.

Mechanical Restraints (Like Handcuffs) are Limited

- You should not be put in mechanical restraints (like handcuffs, a waist belt, or leg shackles) unless they are the only means to stop someone from getting hurt. Once the safety concern had lessened, the restraints must be removed.
- Restraints can never be used as a punishment.
- You can never be tied to an object unless a mental health professional says that is necessary to stop you from hurting yourself
- Handcuffs are allowed to be used during transportation to other secure environments.
- Generally, restraints should be removed within 45 minutes. And you should never be left alone while you are in restraints.

Strip Searches are Limited

- A strip search requires a youth to remove or rearrange their clothes to be searched. These are only allowed in rare circumstances if staff have “probable cause” to believe a youth is hiding something dangerous (like drugs or weapons) that couldn’t be found another way.
- Staff must try other ways to search first, like using a metal detector or letting the youth change clothes.
- Strip searches must be:
 - Completely private (no cameras, no other youth watching)
 - Completed by staff who match the youth’s gender identity and have special training (or by a doctor)
- Additional rules may apply, including for youth with past trauma or mental health concerns.
- Other rules may apply to different types of searches.

Harassment Free Environment

CLS/LHS does not tolerate the use of words or gestures that could offend or insult someone based on their gender, age, race, religion, culture, physical appearance, or sexual orientation. Security Threat Group (gang) gestures or symbols are not permitted. Any violations should be immediately reported to a staff member and they will refer information to a supervisor for follow up.

Sexual Contact - PREA

The Prison Rape Elimination Act (PREA) was enacted to establish zero tolerance for sexual abuse. Lincoln Hills/Copper Lake School is committed to keeping you safe from sexual harm and to providing a safe and secure environment.

Reporting PREA Violations to Staff

Sexual contact between youth, or between youth and staff is not permitted. Immediately inform staff of any sexually inappropriate behavior. "Staff" means anyone who works at CLS/LHS. Staff are required by federal law to report any sexual contact and take immediate actions.

Reporting PREA Violations by Phone

There is a specific telephone in each living unit that can be used at any time to report inappropriate sexual contact. Staff will show you which phone that is. The number to call is 777. This number is posted on the phone. This is received by concerned persons outside the CLS/LHS facility. All calls are private and confidential. All reports will be investigated. This does not affect your daily phone call.

Reporting PREA Violations in Writing

You can fill out a confidential youth complaint, if it does not require immediate attention, and place it in the locked complaint box located on each unit. The facility's Complaint Examiner is the only person who picks up the complaint.

Consequences for Perpetrators

Victims or witnesses will not be punished for reporting sexual abuse or sexual harassment. However, false reports of sexual abuse and/or sexual harassment constitute a DOC 303 violation. Violators will be subject to corrective action, including discipline.

Youth who have engaged in sexual abuse, sexual harassment or retaliation are subject to disciplinary procedure and sanctions in accordance with Administrative Code DOC 303, up to and including referral to local law enforcement for investigation and prosecution in accordance with Wisconsin criminal statutes.

Youth Complaint Process

You have the right to file a complaint about certain matters. If at all possible, try to resolve the issue with the help of staff or a supervisor. You can always fill out a complaint form found in the upper day area of the living unit or use an appeal form for disciplinary consequences received. After you have filled out the complaint it can be put in a confidential complaint box in the unit. The complaints in the locked box can only be retrieved and seen by the Complaint Mediator or the Superintendent. Note, there is a separate process to share a PREA concern (see above) or BMS Grievance (see Chapter 8).

Chapter 4 - Your Responsibilities

Your Responsibilities and Basic Expectations

For each person's rights to be upheld, it is important that basic expectations are set to support safety, treatment, and overall wellness for all. Each person deserves to be safe and be the best version of

themselves. Choices affect others within a community of a shared living environment so it is each person's responsibility to practice respect.

You have a responsibility to yourself and others to be respectful

- 1) **of yourself**- including your values and goals,
- 2) **toward others**- including staff and peers,
- 3) **and the environment**- including your living unit/classroom and resources.

Youth and staff interact on a daily basis, and staff are expected to model respect across all three areas. Like a coach, staff are here to help you succeed, and they would much rather notice you doing something positive than negative.

System of Care Behavior Expectations

The System of Care has set basic expectations to provide a supportive environment for all. The Behavior Motivation System (BMS) will allow you to earn credit for positive, prosocial behaviors while also requiring that staff document and address challenging, noncompliant behaviors.

The chart on the next page highlights SoC behavior expectations.

- Prosocial behaviors are encouraged as effective choices
- Noncompliant behaviors should be avoided

See Chapter 8 for more details regarding the Behavior Motivation System and incentives/privileges.

Behavior Expectations- Prosocial and Noncompliant Behaviors

Pro-Social Behaviors		Feb, 2026	Non-Compliant Behaviors	
<p>BASIC</p> <ul style="list-style-type: none"> • Appropriately Playing Games w/ Peers • Appropriately Seeking Staff Contact • Cleaning up After Yourself • Completing Assigned Work / Tasks / Assignments • Following Directions/Staff Directives 	<ul style="list-style-type: none"> • Managing Time Effectively / Staying on Task • Staying in Assigned Areas • Using Good Manners • Wearing Clothing as Intended and Assigned • Working Quietly on Assignments / Tasks 	<p>LOW</p> <ul style="list-style-type: none"> • Dishonesty • Dress Code Violations • Failure to Follow Rules • Horseplay • Inappropriate Forms of Communication 	<ul style="list-style-type: none"> • Poor Hygiene • Refusal to Participate in Assigned Activity / Task • Time Management / Tardiness / Off Task • Violating Boundaries 	
<p>PROFICIENT</p> <ul style="list-style-type: none"> • Accepting Constructive Feedback Gracefully • Actively Engaging in Assigned Programs • Appropriately Asking for Help from Staff • Assisting with an Unpleasant/ Difficult Task • Demonstrating Good Sportsmanship 	<ul style="list-style-type: none"> • Engaging with Others in a Positive, Respectful Way • Helping a Peer make a Positive Decision • Respecting Boundaries with Staff and Peers • Taking Initiative to Meet Room Expectations • Taking Responsibility for Own Actions • Working Directly with Staff to Resolve a Problem 	<p>MEDIUM</p> <ul style="list-style-type: none"> • Bullying / Strong Arming • Disrespectful Comments • Disruptive to Group / Class • Disruptive to Surroundings / Throwing Items • Gambling • Glorifying Criminal Behaviors • Guardian Wristband Violation • Inappropriate Use of or Access to Records • Language that Incites Hate / Conflict 	<ul style="list-style-type: none"> • Leaving Assigned Area/Entry into Unauthorized Location • Phone / Mail Abuse • Possession/Transfer of Contraband <i>(Not risk)</i> • Property Damage or Alteration • Refusal to Comply with Directives • Room Disorder • Supply Exchange Violation • Swearing with Derogatory, Threatening Undertones • Tattooing (Self / Others) • Theft 	
<p>ADVANCED</p> <ul style="list-style-type: none"> • Advocating for Self and Willing to Accept Decisions • Assisting a Peer to Use a DBT Skill to Resolve Issue • Demonstrating Positive Change in Target Behavior • Initiating Positive Decision-making During an Emergency 	<ul style="list-style-type: none"> • Using a DBT Skill to Resolve a Personal Issue • Using Skills to Accept Changes to Programming 	<p>HIGH</p> <ul style="list-style-type: none"> • Assault / Battery / Fighting • Creating an Unsafe, Unsanitary, or Dangerous Situation • Entry into an Unauthorized Area (e.g. booth/staff workspace) • Inappropriate Sexual Conduct • Inappropriate Use of Technology / Internet • Inciting a Disturbance / Participation in a Disturbance / Group Resistance 	<ul style="list-style-type: none"> • Misuse of Medication (Possess or Distribute) • Possess / Transfer / Manufacture of Intoxicating Substances • Possess / Transfer / Manufacture of Weapons (Contraband w/a Risk) • Refusal to Comply when Safety Concerns / Disturbance • Significant Property Damage • Threats of Physical Harm (Staff / Peers) 	

For example, if you have a disagreement with staff, it is important for you not to argue. Instead, use a DBT skill (e.g., STOP) to first follow directions, consider what additional skills may help you deal with the situation, and return later to talk with the staff member with whom you had a disagreement.

If you are willing to talk with staff this way and admit if/when you make a mistake, you are taking a big step forward in life. AND,

- You will find that staff
 - are willing to help resolve any conflict,
 - want to recognize the positive things you do rather than focus on negatives, and
 - are more than willing to admit it when they make mistakes.
- You may receive credit for prosocial behaviors such as:
 - good manners,
 - advocating for self and willing to accept decisions,
 - using DBT skills, and
 - demonstrating positive change in behavior.

Accountability for Behaviors

To provide a supportive community for all people (and also strengthen your own development and treatment progress), we must hold you responsible for the choices you make. We are all responsible for the decisions and choices we make.

With a focus on safety and respect for yourself (your values/goals), others, and the environment, noncompliant behaviors such as aggression, threats, damage to property, and disrespectful behavior cannot be tolerated.

We recognize that this is not an easy time for you and that you may not want to be here. We also recognize there may be times when you struggle, make poor choices, or make mistakes. CLS/LHS staff believe that those struggles, poor choices, or mistakes are learning opportunities that can make you stronger. We will work with you to help you learn and move closer towards your goals.

Staff will try to redirect you towards a more skillful, effective approach. However, if you struggle to adjust your behavior, they are required to hold you accountable for your choices. Staff must document noncompliant behavior in BMS, and they may need to complete an incident report. Staff will encourage you to do things differently next time.

Treatment Response for Noncompliant Behaviors

You may also receive a Violation Report summarizing medium or high-level noncompliant behavior observed, and it may be updated with required Treatment Response assignments. Just as a coach would provide specific practice and follow-up, there are various potential Treatment Responses which may be required. The assignments are intended to help you grow.

Examples of Treatment Response Requirements:

- practice using DBT skill(s) to role play how to resolve the problem,
- process through situation and behavior with a Behavior Chain Analysis (BCA),
- repair the harm caused by your behavior to help both you and others affected.

We prefer to work with you. If you work with us cooperatively, we can help you move forward.

If the noncompliant behavior is serious, presents a pattern of noncompliant behavior, or you refuse to participate in your Treatment Response assignments, you may be placed on Program Pause (just like a coach may have you sit on the bench). Your Growth Team will work with you to facilitate various Treatment Response assignments and practice opportunities to help you work on your growth needs.

All high-level noncompliant behaviors are serious and result in a Program Pause and Automatic drop to a D Behavior Grade (See Chapter 8).

When your behavior presents a safety concern, you may be moved to the Skill Development Unit (Krueger) to receive focused support through a more structured program that will help youth, who make an ongoing commitment to safety, develop a coping/skills plan and more effectively avoid engaging in the negative target behavior at LHS.

Effects of Your Behavior

You are responsible for your choices and the related positive or negative effects and short/long-term consequences. Your behavior affects:

- Treatment Response assignments (including Program Pause),
- Behavior Grade and access to privileges and incentives (see Chapter 8), and
- Release goals.

The Office of Juvenile Offender Review (OJOR which determines juvenile release, see Chapter 15) and the Bureau of Offender Classification and Movement (BOCM which determines minimum, medium, or maximum prison assignments) for adult sentenced youth, will set requirements to include the demonstration of good behavior (indicating skill practice) and completion of CLS/LHS programming as deemed necessary.

Responsibility to Engage in Programming

You are required to attend and participate meaningfully in all programs which are assigned by staff and scheduled on a weekly and daily basis. Programs include treatment, education, life skills / transition, vocational / work experiences, and recreation.

All programs provide opportunities to practice your skills and demonstrate prosocial behaviors which can give you greater access to privileges and incentives (see Chapter 8). In addition, you receive Program Points for active engagement in your treatment which includes groups, mindfulness, daily goals with diary cards, and meetings to help you progress through the five Stages at CLS/LHS (see Chapter 9).

You are responsible for upholding SoC behavior expectations. These expectations are intended to ensure safety and your success in programming while adding healthy structure to your life. Even though some expectations may feel uncomfortable to practice while at CLS/LHS, it is important to follow guidelines relating to your interaction with others, attitude, and behavior.

Keep things smooth and learn easily by allowing us to help / coach you. While there are many rules and guidelines to be aware of, the simplest is to:

Be calm, think skillfully, follow directives, and be respectful.

Staff Available to Help You

All staff who work at CLS/LHS are here to guide you and give you credit for your positive choices, which also lead to more effective outcomes and progress on your goals.

Staff are responsible to manage programs and activities across the entire facility. Their role is:

1. To provide safety and security for you and the staff.
2. To direct programs and schedules within the facility.
3. To help you manage your behavior to provide a safe and healthy environment.
4. To provide your basic needs including food, clothing, shelter, and hygiene.
5. To counsel and talk with you about life in the facility, your personal goals, and your future life.

You will see some of the staff more often than others. Here is a list of staff you may see more often:

- **Youth Counselors (YCA/YC)** - Staff who work in the living units making sure your needs are met. YCA/YC staff are present in the living units 24/7 and are in charge of the safety, well-being, and overall safety of all youth in the living units (Green or Maroon shirts)
- **YC CARE Team** – safety staff assigned to a specific unit who focus on group facilitation and Diary Card completion to support youth with their treatment goals and skill building
- **YCA/YC Rapid Response Team (RRT)** - These staff respond to disturbances that require additional security response. (Black shirts)
- **Shift Supervisor** - Staff in charge of facility safety and security. (Charcoal shirts and tan pants)
- **Unit Managers** - Supervisors assigned to each living unit who oversee unit programming. They are in charge of the youth assigned to the living unit and related System of Care programs. (Charcoal shirts and tan pants)
- **Social Workers / Treatment Specialists (Case Managers)** - Each case manager has an office in the living unit. They facilitate meetings to help you grow (see Chapter 9). They also meet with you to discuss concerns, talk with family, county worker or aftercare agent, report your progress to OJOR and the court, and help with visiting, telephone, and correspondence lists.
- **Recreation Leaders** - Provide enrichment programs such as music and recreation activities
- **Teachers & Education Staff** - Teach educational materials to meet academic needs; may include HSED, special education services, and/or supports for career readiness and life skills.
- **Health Services Unit (HSU)** - Available to answer health related questions, provide medical services, and pass out medication in the living units.
- **Psychological Services Unit (PSU)** - Mental health staff who help you individually as you work towards personal goals in support your overall wellness
- **Chaplain** – Helps you manage your life and personal faith, regardless of religion, by facilitating access to spiritual resources and guiding your personal spiritual and religious journey
- **Psychiatrist** - Meets with you regarding the need for medication and management of it.

Chapter 5 – Communication

U.S. Postal Service

Youth have the right to send and receive mail to and from approved people. Your case manager will work with you to approve people with whom you may correspond. Pencils, paper, and envelopes may be requested from the booth. Incoming and outgoing mail must have your full name, DOC number, and return address on the envelope.

Address for Mail

Copper Lake/Lincoln Hills School
 W4380 Copper Lake Ave.
 Irma. WI 54442

Note: see Chapter 14 for special PO address needed to send money

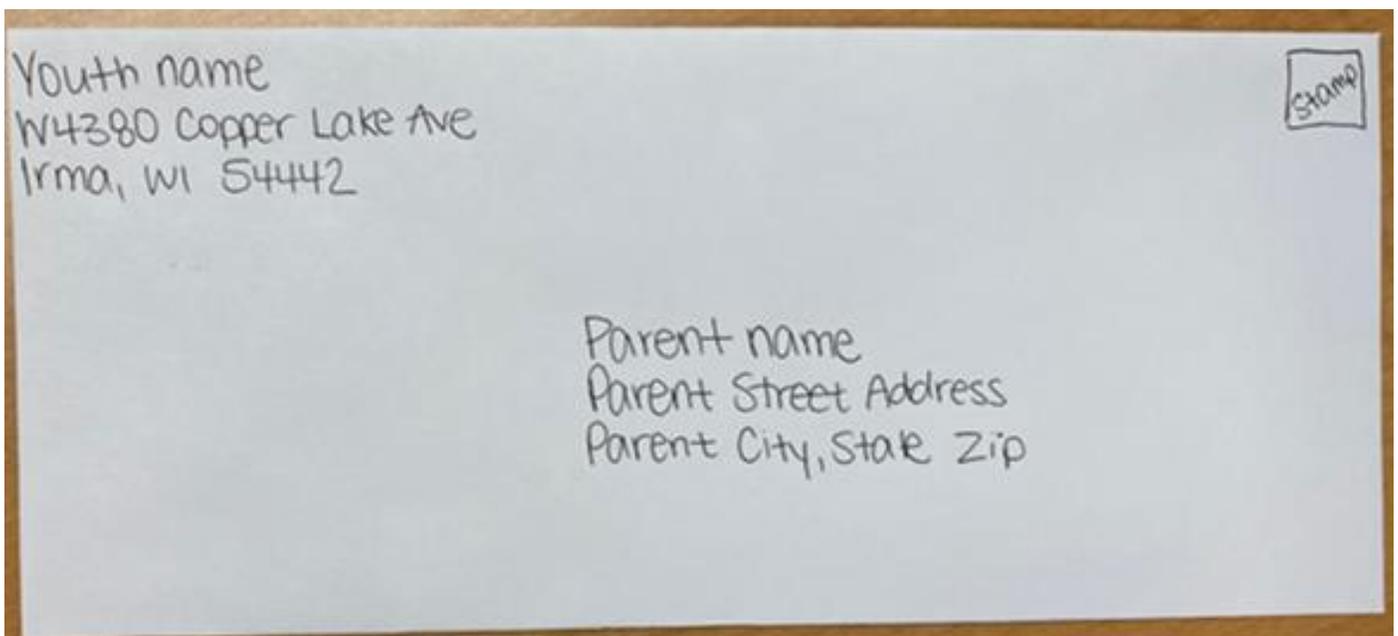
Receiving Mail

All incoming mail is screened for inappropriate content and contraband as described below. Once ready, mail is delivered to your living unit with the evening meal. Staff will distribute your mail as soon as nightly programming allows.

Sending Mail

Postage is provided for all legal outgoing mail, and you may send one letter per day for free as well. You may be charged postage for any additional outgoing mail to those on your approved list. Outgoing mail must be properly addressed on the envelope. Outgoing mail is screened similar to incoming mail.

To send a letter, give the addressed, **unsealed** envelope to the staff in your living unit. They will make sure it goes out for delivery.



Screening of Mail

- Your mail correspondence list is limited to immediate family members, professional contacts, and others that have been approved by your case manager.
- Letter must be in an unsealed, addressed envelope
- You may mail one (1) letter per day at no expense to you. You will be charged for any additional letters/envelopes you send (not including legal mail) if more than one per day.
- Staff will open, read, and inspect any letter written to you or by you. Legal mail will be screened as described below.
- You may not send or receive letters that contain the following, including but not limited to:
 - Threats to commit a crime.
 - Discussion of contraband.
 - Discussion of illegal activities.
 - Discussion of causing harm to others, whether that is physical or mental harm.
 - Discussion of security threat group activity (for example: gangs, groups).
 - Obscene material and language (for example: pornography).

- You will be informed if your letter is not sent out or if you do not receive a letter for any reason.

Legal Mail

You have the right to receive mail regarding legal matters from attorneys, courts, and other government offices. We respect your confidentiality. Therefore, staff will not read this type of mail, but they will facilitate screening as described below.

You are required to open any legal mail addressed to you in front of your case manager. Then you must show the formal letterhead and envelope so your case manager can verify that it is from the legal person, court or other governmental office as well as confirm that no contraband is inside the envelope. Your case manager can help answer questions you may have.

You may write to your lawyer or a person who is in a state or federal office. Correspondence to your lawyer will be mailed at CLS/LHS expense. You may be required to show the letter and envelope as well as seal it in front of staff for screening requirements of legal mail. The Department of Corrections reserves the right to investigate any suspicious mail.

Phone Calls

Keeping in touch with your family is an important part of your life. You have the right to make a daily phone call to anyone on your approved contact list. Your case manager will work with you to put people on your approved contact list. Know that three-way calls are not allowed. There are five phones available in the dayroom area for you to make phone calls.

Phone calls are only allowed during scheduled times on the living unit to ensure youth are engaged in school and schedule programs.

Each call is limited to a maximum of 15 minutes and the amount you can make daily depends on your BMS grade. If you have an emergency and need to speak with your family during unapproved times, contact your case manager or unit staff to reach a supervisor.

Phone calls are recorded and may be monitored. Violations will be documented as identified; this means a Violation Report documenting phone abuse may be written for previous day(s). This serves as your notification that phone abuse is a violation, and will be documented upon discovery.

Phone Calls During Your Intake Period

During your intake period at CLS/LHS *only your parent or legal guardian* will be on your phone list. You will be allowed to make phone calls to other family members if they are approved by your case manager on your assigned living unit.

Phone Rules

- Calls are allowed only during scheduled times which will occur outside of times dedicated to school, work, and groups. Emergency exceptions may be possible, but require approval by a case manager or supervisor.
- Calls are only allowed to approved persons on your contact list.
- Telephones are for use by one person at a time. They must be hung up between users/contacts.

- All calls are limited to 15 minutes. Calls will automatically disconnect after 15 minutes.
- You must wait 15 minutes before making another call to another approved contact. This is to allow others to make calls.
 - We have a limited number of phones.
 - Please be courteous to others.
- Phone abuse is not allowed, and includes but is not limited to:
 - Third party (three-way) calls
 - Communicating with contacts that are not on your correspondence list
 - Passing a phone to another youth at the facility
 - Sharing your phone access code with any other youth at the facility; you are responsible for any phone abuse that occurs with your pin
- Phone calls are recorded and may be monitored.

Misuse of phones may result in a violation and disciplinary action including a suspension of phone privileges upon discovery of phone abuse.

Visitation

You have the right to receive visits at our facility, and you have a responsibility to follow visitation rules. Approved family members may also participate in OJOR meetings, special events and the CLS/LHS Family Council. If your family does not speak English, a translator will be provided. Visitors with special needs may be required to complete a Visitor Requesting Accommodation form (DOC-2424)

You will work with your case manager to approve all visitors (see below). Only APPROVED visitors with a COMPLETE MAILING ADDRESS and DATE OF BIRTH on record at the facility may visit. No unauthorized visitors or items will be admitted into the facility. Your approved visitor(s) (up to 3 people at a time with at least one visitor being 18 years of age or older) must schedule their visit at least 72 hours in advance. Your visitors must have the visitation confirmation number available to start the visit.

Getting People on Your Approved Visitor List

If you wish to add someone to your approved visitor list you must first mail them a Visitor Questionnaire (Form DOC-21AA). This form is to be completed by the visitor and returned by postal MAIL to our facility. NOTE- Forms will not be accepted at the facility. Your case manager will then screen the visitor and determine if they are appropriate. All screening decisions are final.

Visitors must be approved 48 hours in advance for OJOR reviews or educational meetings outside of the regular visiting hours.

Note: All visitors must pass a background check.

Location and Schedule for Visits

- Visits will take place in the visiting center located in Tubman Hall (Main Building/Main Entrance).
- Buses are available, free of charge, and leave from the Milwaukee/Madison area every other Saturday and from Milwaukee/Appleton/Green Bay on the opposite Saturdays. Detailed information will be mailed out to your parent or guardian just after you arrive at CLS/LHS.

- Visits need to be scheduled at least 72 hours in advance by calling 715-536-8386 x0. Scheduled visits will receive a confirmation number which must be presented upon arrival.
- Visiting hours –
 - **Saturday-**
 - **12:00-3:00pm (Bus visit)**
 - **4:00-7:30pm (Scheduled, self-transported visit)**
 - **Sunday-**
 - **12:00-4:00pm (Scheduled, self-transported visit)**

Visitation Rules

- All items brought into the facility will be inspected and all visitors will be required to pass the metal detector.
- All unauthorized items will need to be returned to car/bus immediately
- Food items may NOT be brought into the facility.
 - Vending machines are available and only visitors are allowed to handle money to purchase items from the vending machines; visitors may bring a maximum of \$20 into the facility.
 - Food from vending machines must be consumed in the visiting area.
- No cell phones are allowed within the facility.
- No smoking is allowed on facility grounds.
- No items from your visit are allowed to be taken back to any of the living unit.
- Group visits –
 - You are limited to 3 approved, scheduled visitors per visit.
 - Exceptions may be requested by contacting your case manager or Unit Manager who will review and submit to the Superintendent/Designee.
- Visitors 18 years and older are required to provide photo identification (school id or government-issued identification) prior to entering the facility.
- One visitor must be 18 years of age or older if any visitors are under the age of 18.
- Parent/legal guardians are responsible for minor children while in the visiting room.
 - Children are not allowed to run throughout the visiting area.
 - Children may play in the designated child area; inappropriate behaviors may require the child to return to their guardian's assigned visiting table.
 - Parent/guardian will accompany minor children to the restroom.
- You must remain in the visiting area for the duration of your visit. If you leave the assigned area, your visit will be over.
- You and your visitors must sit at the same table in the visiting room. You must remain together. You will be assigned a seat at the table for the visit.
- Your visitors must remain separate from other visitors.
- Visitors are limited to the building and their immediate parking space area. They may not walk to other areas on the grounds or parking areas.
- Youth must wear their school uniform during a visit. Pants must be worn on the waist. Shirts must remain tucked in during the visit.

- All visitors must wear appropriate attire and footwear at all times. Clothing must be worn in the manner intended, and restrictions apply equally to all visitors. The following is considered unacceptable and will result in denial of your visitors' entrance into the facility:
 - Clothing that is not in good repair, or is not appropriately fitted and/or reveals the visitor's abdomen, buttocks, breasts, or chest area.
 - Transparent/translucent clothing.
 - Shorts shorter than fingertip length (visitor standing naturally with arms straight down the side of body and fingers extended).
 - Skirts or dresses shorter than fingertip length plus three (3) inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
 - Tops and dresses that are strapless, tube, or halter style.
 - Camisoles and tank tops are only permissible when worn under other attire.
 - Tops and dresses that expose the midriff (front and/or back).
 - Spandex or spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in the section.
 - Exposed undergarments.
 - Clothing with revealing holes, tears, or slits.
 - Clothing or accessories with obscene or profane writing, images, or pictures.
 - Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos, and footwear.
 - Any clothing that may have the potential to cause undue attention.
- When your visit is over, you should say goodbye to your visitors and then quietly take a seat on the chairs next to the Control Center window until checked by staff.

Termination of Visits

- Please follow all visiting rules above.
- Visitors who violate visiting rules may have their visit terminated and future visits suspended. Serious violations will be reported to outside law enforcement agencies.
- Visitors who appear to be under the influence of drugs or alcohol will not be admitted into the facility.
- Inappropriate physical contact will result in immediate termination of the visit.

Youth Visitor Information Change

- Youth may request a Visitor Information Change form (Form DOC-884).
- Visitors can obtain form DOC-884 in the lobby or visitation room.
- Completed forms must be submitted via postal MAIL. Forms will not be accepted at the facility.

Video Phone Calls

You will be provided the opportunity to make one video call each week between you and your approved contacts while at CLS/LHS. It requires use of a video phone kiosk (there is 1 on each unit and 3 in the visiting area) as well as a computer with internet connection for your approved contact(s) to use. Your BMS Behavior Grade will determine the length of the video call:

A+ 20minutes

A 20 minutes

B 20 minutes

C 15 minutes

D 10 minutes

Your approved visitors will need to set up an ICS account and schedule video calls at least 72 hours in advance. Video calls may be scheduled during the following times:

Monday- Friday

7:00pm-8:00pm

Saturday-Sunday

9:00am-12:00pm

1:00pm-5:00pm

7:00pm-8:00pm

Chapter 6 - Emergency Procedures

Staff Emergency Directives

When staff announce there is an emergency, they will also provide specific instructions on where to go and what to do. Staff may direct you to remain seated for further instruction, may direct you to a specific location, or instruct you to take shelter in specific areas. For your safety and the safety of others, it is important that you immediately follow staff directives during any emergency.

Because quick action is needed to ensure everyone's safety during emergencies, a high-level noncompliant behavior will be documented if you refuse to immediately follow staff directives during any emergency. Know that this is required by BMS and will result in an automatic drop to a D Behavior Grade limiting your access to incentives and privileges. Youth who are not complying during an emergency may be escorted by staff.

Weather Emergencies

We monitor the National Weather Service from our facility. If a thunderstorm or tornado watch is announced, staff will broadcast the watch throughout our facility. All outside movement will be suspended for the duration of the watch and unit staff will direct you to take shelter in a designated area. If the weather continues to worsen, a thunderstorm or tornado warning is announced, staff will broadcast the warning throughout the facility. Unit staff will direct you to take shelter in a designated area.

In living units, all youth are directed to their rooms, and directed to shelter by the wall nearest the hallway. Youth will be encouraged to use their mattress to cover themselves to provide themselves additional protection.

Tornado Drills

Tornado drills are conducted at CLS/LHS regularly. These drills will be conducted as if there is an actual tornado warning. An announcement will be made for each phase of the drill and will clearly state that it is a drill.

Fire Emergencies

In the event of a fire, youth will be directed to a safe area by staff. Fire drills are conducted on a regular basis. Each drill is conducted as if there were an actual fire. An announcement will be made for each phase of the drill. The announcement will clearly state it is a drill.

The primary evacuation route in the living units is out the front door. All other exits in the living unit are considered secondary evacuation routes. Please follow staff direction in case a secondary evacuation route is needed.

After youth evacuate the living unit, the safe area is outside the front door, across the inner facility roadway. There are fire evacuation maps posted in the living units and in all other locations/buildings around the facility.

Chapter 7 - Your Health and Wellness

Physical Health

The Health Services Unit (HSU) staff wants to see that your health needs are met during the time you are at CLS/LHS. Hopefully, you will learn good health habits while here that can be used to promote good health in your life. We believe you have a right and a responsibility for becoming actively involved in your health care. HSU offices are located in Tubman Hall for LHS and the O’Keeffe Activity Center for CLS. Medical, dental, psychiatric, and optometric services are provided on site to youth.

Requests for Doctor or Nurse

If you wish to see HSU, you must fill out a Health Service Request (DOC-3035 A) and let staff know if it is urgent. These forms are blue and are available in your living unit and within the school. Place the request in the locked box in your living unit. Your request is completely confidential; only nurses have access to your request. The nurse will call you to HSU (Health Service Unit) to be seen when it is your turn. All forms are reviewed by the nursing staff and date stamped. You will be seen within 24-48 hours of your request.

While you are here, we would like to update your immunizations. Immunizations give your body time to resist getting certain diseases. Many immunizations are required to attend school. We send a letter to your parents or legal guardian asking them for your immunization record, as many of you received your immunizations as babies. Many vaccines require a booster at this time. HSU will wait 1 month for immunization records before immunizations are started. HSU follows the recommendation of the CDC (Center for Disease Control) and the Wisconsin Division of Health Immunization Program. HSU enters all your immunization information on a web site called the “Wisconsin Immunization Registry”. That way you will be able to obtain all your information and make it available to medical professionals. You will receive a copy of your immunization record when you leave CLS/LHS.

Dental Services

You will be seen in our dental unit by the dentist for an exam. You will have x-rays taken of your teeth. The dental hygienist will schedule you for a cleaning within 30 days and every 6-9 months after. If you have a dental concern, you need to fill out a Dental Service Request (DOC-3392) and let staff know if it is urgent. It is the yellow form located in your living unit/school in the same area as the blue Health Service Requests. Place the request for dental care in the locked box in your living unit. It is confidential- the same as your Health Service Request. You will be seen when the dentist or hygienist can schedule you for a visit.

Dental Services Available at CLS/LHS

Eligibility for these dental services is determined by the Department dentist in accordance with Department policy.

- Periodic examination.
- Fillings: Fillings are done only on teeth that are decayed or on teeth with defective or missing fillings.
- Crowns: Composite or stainless-steel crowns only.
- Extractions or other medically necessary oral surgery procedures.
- Root Canals: Root Canals are done only on front teeth that meet certain policy requirements. Root canals are normally not done on back teeth.
- Fluoride treatments.

You are responsible to keep your teeth clean. Dental treatment will fail if your teeth are not kept clean every day. If there are services that you require and are not available onsite, we will coordinate with our community partners to provide care.

Vision Care

Upon admission, a nurse will complete a vision screen on you. Depending upon those results, you may be referred to an optometrist. When the optometrist comes to CLS/LHS, a full eye exam will be completed. If you need glasses, they will be provided, and you will be responsible for loss or intentional damage. (If you arrive with glasses, these will be secured in HSU until your release or transfer. CLS/LHS will not be responsible for personal eyewear while you are at the facility.) For all vision care concerns, complete the Health Services Request form and submit it to the locked box in the living unit.

Medications

All medications must be turned in to HSU upon intake. No medications, prescriptions or items such as braces or splints may be used without the approval of the medical professionals. Youth are not allowed to carry medications other than inhalers while at CLS/LHS.

During your stay at CLS/LHS, you may need medication. When the doctor/nurse practitioner orders medications for you, they will explain to you why they are prescribing the medication and any side effects that you need to be aware of. The medication will be kept in the living unit and given to you by HSU staff. If you have any questions, submit a Health Service Request to talk with HSU. You are responsible to know what medications you are taking and when.

Youth Responsibility for Taking Medications

- You are to take your medication as ordered by the doctor or nurse practitioner. *
- You are to take the amount prescribed.
- You are to take it the way it was prescribed.
- You may not misuse medication, which includes but is not limited to:
 - Not taking the medication in the way it was prescribed
 - Giving any medications (including over the counter) to any other youth.
 - Taking another youth's medication.
 - Buying, selling, or trading medication.

*Know- You may refuse your medication when offered to you; however, you must report to the booth to speak to the nurse once called, then state your name and J-Number, and indicate refusal

If you misuse your medication, it may be modified or discontinued. In addition, this high-level noncompliant behavior will be documented as required by BMS which will result in an automatic drop to a D Behavior Grade limiting your access to incentives and privileges. It is also important for you to know that there are specific Wisconsin State Laws that deal with the misuse of medications and in some cases, you may be referred to outside law enforcement.

Never share your medications, ointments, creams, inhalers, or nasal sprays with anyone!

Off-Ground Medical Appointments

Most of your care including x-rays can be done on site at CLS/LHS. CLS/LHS has arrangements with local hospitals for emergency care if needed. Sometimes your doctor may want to send you off-site for special tests or to consult with a specialist/doctor with a specific area of expertise. These appointments will be scheduled and you will be notified the day of your appointment and transported to the appointment. Safety measures, including handcuffs and ankle restraints, will be used at the time of an off-site appointment.

Medical Emergencies

Medical emergencies will receive immediate attention. If you have an emergency and/or have to be taken to a hospital, the Health Services Staff will notify your parents/legal guardians or call the number of your emergency contact if you are under the age of 18.

Keep us informed of any contact changes. *It is very important that we have a current and working contact number for your parents or legal guardians.*

Psychological Services

You will meet with a member of the Psychological Services Unit (PSU) when you first arrive at CLS/LHS. During intake, you will be assigned a PSU staff member, who will meet with you on a one-on-one based on your level of need. Psychologists are available to deal with treatment issues you may have as well as crisis situations.

Requesting Psychological Services

To request services from the Psychological Services Unit (PSU), complete the Psychological Services

Request Form (DOC-3035 D). These are the green forms located in the living unit or within the school. Place the form in the lock box. Your clinician will respond to you as soon as possible.

Spiritual Services

You are encouraged to and have the right to practice the religion of your choice and efforts will be made to provide you access to practice that religion. The Chaplain will work with you to support your religious practices and access to religious materials regardless of your faith. Participation in any religious service is not mandatory. Spiritual Services provided by staff or religious volunteers is intended to help you grow your ability to make decisions that honor you, your family, and the goodness of the world.

Chapter 8 – System of Care for Your Growth

Treatment Informed System of Care

Our System of Care (SoC) is informed by DBT best practices to provide you a treatment-based environment that supports your growth as you-

- 1) redefine your challenges as opportunities to grow stronger,
- 2) identify your potential, and
- 3) plot your direction for the next chapter of your life.

As referenced in an introductory chapter, there are four areas to the System of Care (SoC) at CLS/LHS: Behavior Motivation System (BMS), Treatment Response to Noncompliant Behavior, Growth-Oriented Supports, and Stage Progression which are highlighted below and throughout this handbook.

Behavior Motivation System (BMS) Overview

In Chapter 4, you learned that SoC has set basic behavior expectations, and the Behavior Motivation System (BMS) will give you credit for positive, prosocial behaviors observed while also requiring that staff document challenging, noncompliant behaviors. We want to give you credit for the good things you do. With skill practice and demonstration of prosocial behaviors, you will have the opportunity to earn higher Behavior Grades and gain greater access to incentives and privileges.

Prosocial Behaviors

BMS Incentives and Privileges

BASIC

- Appropriately Playing Games w/ Peers
- Appropriately Seeking Staff Contact
- Cleaning up After Yourself
- Completing Assigned Work / Tasks / Assignments
- Following Directions/Staff Directives
- Managing Time Effectively / Staying on Task
- Staying in Assigned Areas
- Using Good Manners
- Wearing Clothing as Intended and Assigned
- Working Quietly on Assignments / Tasks

PROFICIENT

- Accepting Constructive Feedback Gracefully
- Actively Engaging in Assigned Programs
- Appropriately Asking for Help from Staff
- Assisting with an Unpleasant/ Difficult Task
- Demonstrating Good Sportsmanship
- Engaging with Others in a Positive, Respectful Way
- Helping a Peer make a Positive Decision
- Respecting Boundaries with Staff and Peers
- Taking Initiative to Meet Room Expectations
- Taking Responsibility for Own Actions
- Working Directly with Staff to Resolve a Problem

ADVANCED

- Advocating for Self and Willing to Accept Decisions
- Assisting a Peer to Use a DBT Skill to Resolve Issue
- Demonstrating Positive Change in Target Behavior
- Initiating Positive Decision-making During an Emergency
- Using a DBT Skill to Resolve a Personal Issue
- Using Skills to Accept Changes to Programming

BMS is designed to support your skill practice and readiness for release while providing access to incentive items without any cost to you.

This ensures that you will not need to purchase items while at CLS/LHS, instead, you can save your money for future needs. With BMS, you are able to earn incentives and privileges based on a weekly Behavior Grade.

All youth, regardless of behavior documented in BMS, will retain access to all rights and basic services.

In referencing the chart below, you may notice that youth with a D “Needs Improvement” Behavior Grade are unable to access additional incentives and privileges.

Youth are encouraged to seek support, if needed, to better focus on using their skills to avoid noncompliant behaviors and practice prosocial behaviors that will improve their Behavior Grades and access to incentive items and privileges.

If you earn a C “Fair” Behavior Grade or higher, you will be able to order from a list of grade-specific consumables (food items) or hygiene items on Mondays. “Canteen” items ordered on Monday will be delivered to your unit Tuesday afternoons, and you will need to sign for these upon receipt.

IMPORTANT TO KNOW-

- BMS food items are intended for consumption prior to the start of the next BMS week.
- BMS food Items kept from prior a BMS week or any other incentive item held in quantities above your grade’s weekly amounts, may be removed/disposed of and marked as contraband (see Chapter 12).
- BMS Incentive items will be removed when/if you drop to a D grade:
 - All Incentive items will be disposed of with the exception of the BMS incentive items listed below which will be stored in your assigned Privilege bin:
 - Privilege electronics (radio and tv)
 - A+ level hair care specialty item (per direction of the Unit Manger)
 - For incentive items stored in your Privilege bin, you will be provided access to these items when your Behavior Grade improves to the level required for access
- BMS Privileged electronics (radio and tv) must be returned if/when you no longer qualify to use them according to your earned Behavior Grade.
 - Privileged electronics will be safely held in your assigned Privilege bin until you earn access
 - You are responsible for the condition of your assigned electronics
 - Do not share your electronics with others

During intake, all youth will be issued a tablet to use while at LHS/CLS. Each tablet is equipped with basic applications: Calculator, Webster Dictionary, Help Center, PREA Resources, Dominoes, Solitaire Suite, Chess Game, Law Library, Radio, and Religious Library.

Access to additional features (including the “Learn 2 Earn” application) are based on your Behavior Grade through BMS. With “Learn 2 Earn” access, youth can earn unlimited points in courses, educational/inspirations/ motivational videos, books, and audio materials. Each point earned equals 1 minute of entertainment time to be spent on movies, tv series, games, music streaming or additional fun activities. Note- points earned must be used within the BMS week as points reset to each new Behavior Grade.

Learn 2 Earn Points/Access Time by Behavior Grade:

- D- Points set to 0, disable learn-to-earn L2E option; tablet shall be turned in at 8:00pm daily*
- C- Points set to 0 and additional L2E points possible; tablet shall be turned in at 8:00pm daily*
- B- Points set to 750 and additional L2E points possible; youth can keep tablet overnight
- A Points set to 1500 and additional L2E points possible; youth can keep tablet overnight
- A+ Points set to 3000 and additional L2E points possible; youth can keep tablet overnight

*All collected tablets will be charged overnight and will be handed out the next morning after 8:00am.

Tablets may only be used in your room unless otherwise allowed by Unit Manager. All tablets must be returned to LHS/CLS upon release. You are responsible for the condition of your assigned tablet- do not share with others.

Your number of daily phone calls will be adjusted according to your Behavior Grade as will the amount of time you have allotted for a video visit.

With higher Behavior Grades, you may also earn the opportunity to participate in special activities, recreation programs/activities, or a paid unit job.

Behavior Grade Incentives

A+	A	B	C	D
<p>Everything in A-D grade, plus:</p> <ul style="list-style-type: none"> Achievement Certificate 	<p>Everything in B-D grade, plus:</p> <ul style="list-style-type: none"> MPC Beat Box Paid Unit Job Personal TV 	<p>Everything in C-D grade, plus:</p> <ul style="list-style-type: none"> Music/ Art Room O'Keefe Rec Building Video Games Eligible for Weekend Pizza Light Cover/Sleep Mask Radio 	<p>Everything in D grade, plus:</p> <ul style="list-style-type: none"> Rec - Gym / Field Selection of One- Activity Book or Greeting Card 	<p>Basics are provided</p> <p>DOC issued hygiene products</p> <ul style="list-style-type: none"> 0 additional canteen items Rec - Behind Unit/On Unit Playing Cards, Books, Arts/ Crafts TV on Lower Day Spiritual Services/ITW Unit Chores Menu/Snack Items 1 (15m) call / day 1 (10m) video visit / week In person visits (as approved) 1 postage paid letter / day Personal Fan Tablet w/Basics
<p>Access Specific to A+</p> <ul style="list-style-type: none"> Unlimited phone calls 1 (20m) video visit / week Pick 4 items from the categories below: <ul style="list-style-type: none"> Toothpaste Deodorant Body wash Skin care Shampoo/conditioner Hair styling product 	<p>Access Specific to A</p> <ul style="list-style-type: none"> 4 (15m) calls / day 1 (20m) video visit / week Pick 3 items from the categories below: <ul style="list-style-type: none"> Toothpaste Deodorant Body wash Skin care Shampoo/conditioner 	<p>Access Specific to B</p> <ul style="list-style-type: none"> 3 (15m) calls / day 1 (20m) video visit / week Pick 2 items from the categories below: <ul style="list-style-type: none"> Toothpaste Deodorant Body wash Skin care 	<p>Access Specific to C</p> <ul style="list-style-type: none"> 2 (15m) calls / day 1 (15m) video visit / week Pick 1 item from the categories below: <ul style="list-style-type: none"> Toothpaste Deodorant 	
<p>7 small consumables/week</p>	<p>5 small consumables/week</p>	<p>3 small consumables/week</p>	<p>1 small consumable/week</p>	
<p>Store/Charge Tablet in Room</p> <p>3000 set in L2E + Points Earned</p>	<p>Store/Charge Tablet in Room</p> <p>1500 set in L2E + Points Earned</p>	<p>Store/Charge Tablet in Room</p> <p>750 set in L2E + Points Earned</p>	<p>Turn in Tablet at 8pm</p> <p>0 set in L2E + Points Earned</p>	<p>Turn in Tablet at 8pm</p> <p>No Learn to Earn (L2E)</p>

BMS Behavior Grades

You have the opportunity of earning the following Behavior Grades:

D= "Needs Improvement"

C= "Fair"

B= "Good"

A= "Excellent"

A+ = "Achievement Status" is recognized on the third consecutive week of earning an A "Excellent"

- All youth start at a B "Good" Behavior Grade when first arriving at CLS/LHS.
- You may drop by 1 or more Behavior Grade pending behaviors observed across the facility.
- You are only able to move up 1 Behavior Grade per week.

BMS will calculate your weekly Behavior Grade each Monday based on the past week's prosocial and noncompliant behaviors (Mon- Sun). It is a weighted ratio of prosocial to noncompliant behaviors which is then applied to established ranges for the grades above.

Note: Just like a job, someone may not be able to catch every good thing you do, but the more you choose positive behavior, the more likely someone will have a chance to observe the good stuff.

Daily Behavior Report (DBR)

Each day at breakfast, you will receive a Daily Behavior Report listing documented prosocial and non-compliant behavior which will be included in your next weekly Behavior Grade calculation.

Your Daily Behavior Report can be your reminder of what behaviors were documented and discussed the prior day. It may help you identify patterns in your noncompliant behavior so that you can more quickly modify your behavior and/or focus on positive changes to reach your Behavior Grade goals.

The DBR does **not include the number of times a specific behavior was observed and documented**. Practice self-reflection to consider what you need to work on and seek behavioral support from your Growth Team.

THINGS TO CONSIDER-

- Multiple Challenging Behaviors (Low and Medium-level) over the course of a week may affect your grade
- Repeated acts of the same noncompliant behavior in a single day will impact grade calculation
- Numerous occurrences of noncompliant behavior on any given day may result in a Program Pause*
- A pattern of noncompliant behavior (same or similar mediums over the course of 3 days) may result in a Pause*
- Serious Behaviors (High-level) will result in a Program Pause*

*A Program Pause means you will automatically drop to a D Behavior Grade and will remain a D for the duration of the Pause. During this time, you must complete all Treatment Response assignments to be reviewed with your Growth Team before your Pause may be closed. Once closed, you may move up to a C Behavior Grade if behaviors warrant. Note, your behaviors during the Pause and behaviors moving forward determine your next Behavior Grade. See additional Pause information below.

Behavior Grade Report

On Mondays after 3:15, you will receive your Behavior Grade Report. You are encouraged to review both the prosocial as well as the noncompliant behaviors documented over the past 7 days (Monday-Sunday).

You will notice the number of days (in parentheses) specific noncompliant behaviors were observed by staff during the past week. Staff documenting behaviors include PSU, education, safety, treatment, job coaches etc. If there is no number in parentheses after a specific noncompliant behavior, it was documented on just one day during the past week.

These counts do not show the number of times a behavior was documented but show day-to-day repetition of noncompliant behavior over the course of the week. The counts indicate a need for you to work with your Growth Team to support changes that can improve your Behavior Grade.

Behavior Grade Report example:

Challenging Behaviors Staff Observed Me Doing Last Week

I need to work on using my skills and correcting these things:

Dishonesty, Disrespectful comments, Horseplay (2), Inappropriate forms of communication, Leaving assigned area/entry into unauthorized location (2), Refusal to comply with directives/rules, Refusal to participate in assigned task/activity (4), Sharing of phone access, Time Management/Tardiness/Off-task (2), Violating boundaries

The youth in the example above was observed with Challenging Behaviors (Low and Medium-level) more than once during the week: Horseplay (2 days), Leaving assigned area/entry into unauthorized location (2 days), Refusal to participate (4 days), Time Management (2 days).

You may also notice that the youth has another 6 noncompliant behaviors (low and medium-level). Know that the medium-levels carry more negative weight within the calculation and more greatly affect the Behavior Grade. Therefore, the youth could benefit even more by using skills to avoid disrespectful comments, which is a medium-level noncompliant behavior.

Behavior Grade Grievance

You are able to submit a Behavior Grade Grievance to your Unit Manager by Tuesday morning if you have concerns or questions regarding your Behavior Grade/report. The Unit Manager will review your concern as well as additional documentation to determine follow-up. The Grievance will be referred to the Treatment Program Director by Wednesday morning for further review of data/details related to your concern. A final decision will be shared through your Unit Manager on Thursday. If a change is warranted and your Behavior Grade changes, your access to earn items will be restored.

Behavior Grade Tips

- Avoid noncompliant behaviors to greatest extent possible
- Learn from your mistakes; avoid repeating noncompliant behavior which will impact your grade.
- You receive credit for prosocial behavior in BMS even if you slip up with noncompliant behavior
- Focus on daily basic and proficient behaviors to help these become habits and more likely to be recognized by others across the facility
- Advanced prosocial behaviors are the most helpful; consider how you can engage in these
- One medium level noncompliant behavior may or may not affect your grade; it depends on your demonstration of prosocial behaviors as well
- Multiple medium level noncompliant behaviors will negatively affect your Behavior Grade calculation
- It is important to practice your skills, ask for help, and avoid acting on urges

Clarification: A drop from A+ to B is not a two-grade drop, it simply means you did not continue to earn another week of A “Excellent” (which is required to maintain A+ Achievement Status)

Automatic Drop to D “Needs Improvement”

The following reasons will result in an automatic drop to a D “Needs Improvement” Behavior Grade. Unless otherwise noted, you must complete a full week at D before stepping up to a C Behavior Grade.

- Program Pause*
- High-level noncompliant behavior
- AC (Administrative Confinement) placement

*If your behavior warrants and your Growth Team has ended/closed the Pause, you may move up a grade the following Monday.

Treatment Response to Noncompliance

With a system-wide focus on treatment and your growth, you already learned in chapter 4 about Violation Reports and Treatment Response assignments that may be required for noncompliant behavior. Recall that you may be required to complete special repair projects/activities, demonstrate skill practice with staff, review your responses on assigned worksheets/packets or receive other specific assignments based on behaviors observed.

If you fail to complete your required Treatment Response assignments, your behavior will be documented as Refusal to Comply with Directives. Additional SoC Treatment Responses, including a Program Pause, may be applied and/or your choices may affect your Behavior Grade and Stage Progression.

To help you have the all the information you need to make choices that are right for you, it is important that you also understand what is involved in two specific SoC Treatment Responses- Pause and Skills Development Unit (SDU) placement. This will provide you context as you work to use your skills to avoid noncompliant behaviors.

Just like a coach having you sit on the bench when you are struggling on the court, the System of Care has two options that may be used for serious behaviors or patterns of behaviors to help you re-group so you can move forward with more effective, successful behaviors.

Program Pause as a Treatment Response

A Program Pause is a Treatment Response for serious or patterns of noncompliant behavior. A Pause means you are temporarily unable to progress within your current Stage or promote to the next Stage within the five Stages at CLS/LHS (see Chapter 9 for more information) until you successfully complete targeted Treatment Requirements.

Know that Program Points (explained in Chapter 9 below) will not count towards your weekly Stage Progression requirement during a Pause. If you are on Program Pause for 3 out of 5 weekday/nights, you will be unable to meet that week's Stage Progression requirements; however, you are still expected to earn all Program Points to show readiness to move forward.

The Pause and its Treatment Requirements will be facilitated by your Growth Team. Upon its start and during your Pause, you will automatically be moved to D "Needs Improvement" Behavior Grade.

Your Growth Team will work with you to determine what specifically must be completed to meet the minimum Pause Requirements below:

- Behavior Chain Analysis and review with Case Manager (prior to skill assignment(s))
- Active Participation in Treatment Programming (Earning 2 Program Points for Tx)
- Daily Skill Practice (minimum of 5 to 7 days of documented practice)
- Youth-led Presentation/Discussion with your Growth Team

Your Growth Team will review behavior(s) leading to your Program Pause and related past behaviors when setting Pause Requirements. Additional Treatment Response assignments may include but are not limited to: a writing assignment, correct/over-correct assignment, requirement to avoid a specific noncompliant behavior or a requirement to demonstrate a specific prosocial behavior for a defined period. A Pause may be extended to meet treatment expectations. Your Violation Report will outline the specific requirements you will need to complete in order for the Pause to be lifted.

Be prepared to talk through your Pause experience with your Growth Team. You will need to demonstrate an understanding of what led to your behavior, the skill(s) you have worked on to avoid the behavior in the future, and how you are ready to work on repairing harm caused by the noncompliant behavior. Once your Growth Team determines your Pause requirements have been met, the Pause will be closed.

Skill Development Unit (SDU)

If you engage in a serious behavior which affects the safety of yourself or others, you may be moved to the Skills Development Unit (SDU). Here, structured programming is designed to help you learn and practice skills to engage in more effective behavior.

SDU provides youth both space and skills to calm down and ensure safety. You will receive increased mental health contacts and enhanced treatment services. The SDU team will also create an individualized plan to support you. During your time in SDU, you will remain on Pause.

The Skills Development Unit team will review your progress in meeting SDU program goals. To help you progress, you will receive guidance and support from the Unit Manager/supervisor, case manager, Treatment Specialist and PSU clinician(s) on a regular basis.

Chapter 9 – Group and Individual Growth Programs

Diary Cards and Personal Goals

We believe that everyone has the ability to change and grow. Awareness, knowledge, and skills increase with experience and practice. Our System of Care focuses on this growth. Effortful choices today empower you to be the author of your life’s next chapter.

You will meet one-on-one with your case manager and PSU clinician who will get to know you and help you identify goals and areas for improvement. Your case manager and PSU clinician aim to be your advocate; they will each be a key resource for you and will serve as coaches helping you focus on your growth, wellbeing, and readiness for release or more desirable classification/opportunities within DAI (Division of Adult Institutions).

Youth Name:		Monday's Date:						
Behaviors to DECREASE					Behavior to INCREASE			
Action (Y/N)		Urge (0-5)	Action (Y/N)		Urge (0-5)	Action (Y/N)		Urge (0-5)
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								

Rating Scale for Emotions & Urges: 0=Not at all 1=A bit 2=Somewhat 3=Rather Strong 4=Very Strong 5=Extremely Strong

Emotions (0-5)										Notes about the Day / Skill Notes
Angry	Sad	Guilt	Shame	Happy	Motivated	Frustrated	Bored			
Mon										
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										

Staff will ask to review your Diary Card with you. You will be expected to discuss what you have been working on, and you will earn Program Points for your effort during meetings with your Growth Team. You will also need to turn in your written work on Monday morning to earn final Program Points for the week’s Diary Card.

Growth Team Reviews

You will also have a support team behind you. At least every two weeks, you will be offered team meetings called Growth Team Reviews (GTR) which may include your case manager, unit manager, PSU clinician,

Your coach will set weekly goals to help you become the best version of yourself. These growth goals will be documented on a Diary Card.

You will receive a new Diary Card on Monday mornings to carry with you.

You will be expected to keep your Diary Card with you during the week so you can fill it in as you go and be ready to share your progress with staff.

You are expected to review your Diary Card with your assigned Care Team member each week day.

education staff, care team, and safety staff. During GTRs, you have important insight to share about what is working effectively for you. The team will revisit your values and goals each week while discussing your progress, documenting strengths and skill development while making recommendations for change.

“There is no elevator to change, you have to take the stairs.”

Change can be hard. Your Growth Team is here to support you along the way.

You and your Growth Team will identify barriers and problems to be solved. You are not expected to be perfect. Staff understand that you may have some situations or days in which it is difficult to make good choices and use prosocial skills. Just like a coach may have you sit on the bench during a game if you keep struggling on the court, you may be placed on Program Pause to work with your team to build skill and practice skillful problem solving to help you be ready to progress through the Stages and return to the community.

Program Stages – Tracking your Progress

There are five Stages in the System of Care. The higher your Stage, the closer you are to release from the facility. You may experience a Program Pause, but you cannot move backwards in your Stage Progression.

You move across the Stages by:

- A) Demonstrating commitment and active engagement in required treatment programs. Your Weekly Percentage will be determined through weighted Program Points as described below:
 1. For each session of treatment that you are assigned, you can earn up to 2 Program Points-
 - 1 Point for attending and demonstrating behavior that does not impact others
 - 1 Point for demonstrating effort to use skill(s) (engaged participation and effortful completion of skill practice assignment/homework)
 2. The Program Points earned will be weighted as follows:
 - a. Base Weight- Diary Cards, Growth Team Reviews, Meetings with your Case Manager
 - b. 3.5 Weight- Groups (DBT Skill Groups, AODA, SOT) and individual treatment
 - c. Half Weight- Mindfulness
 3. Your Weekly Percentage is calculated by the number of weighted points earned divided by the number of weighted points possible

AND

- B) Meeting Stage Expectations as determined by your Case Manager
 1. **Stage 1 Focus on Facility Adjustment-** meet basic behavioral expectations and follow rules
 2. **Stage 2 Focus on Strengthening/Stability-** work on goals to address behavioral targets, track related urges, and gauge progress
 3. **Stage 3 Focus on Proficiency-** complete a Behavior Chain Analysis (BCA) of your committing offense/behavior that resulted in your placement at the facility AND actively work on goals to address highest priority needs. Meaningful engagement must be demonstrated.
 4. **Stage 4 Focus on Transition-** continue to work on remaining goals identified during Stage 3 AND demonstrate skill application and Behavior Grades that indicate meaningful engagement in addressing risk factors**
 5. **Stage 5 Focus on Reintegration/Independence-** actively engage with your team to enhance awareness/independent living skills and work on your transition plan for your release

To provide each youth an appropriate amount of time for treatment at the facility based on their personal needs/reasons for being placed at CLS/LHS, there are two tracks for Stage Progression (Track 1 and Track 2). During the first few weeks of Stage 1, the Treatment Director will review your committing offense(s) along with aggravating or mitigating factors to determine which track is appropriate. You will receive your track assignment prior to your initial JPRC (Joint Planning and Review Committee) meeting.

Aggravating Factors	Mitigating Factors
Prior commitments to Type 1 facilities	Delinquency History
Previous or current SJO order	Mental Health History
Serious injury/death/victim trauma – the youth possessed a dangerous weapon/firearm/knife at the time of the offense.	Youth’s trauma/victimization history
Vulnerability of the victim due to age, infirmity, reduced physical or mental capacity	Youth placed at the facility as a non- SJO
The offense was premeditated	
Multiple victims or adjudications at the time of commitment.	

Track 1 Stage Progression

Minimum Weeks- approximately 26 weeks

Stage 1: 3 weeks 60%

Stage 2: 5 weeks 70% - Two Consecutive Weeks to progress

Stage 3: 6 weeks 80% - Two Consecutive Weeks to progress

Stage 4: (Consideration for Transition) 8 weeks 90% - Two Consecutive Weeks to progress

Stage 5: (Consideration for Release) 4 weeks 90% - after two Consecutive weeks, Release date may be identified

Track 2 Stage Progression

Minimum Weeks- approximately 50 weeks

Stage 1: 6 weeks 60%

Stage 2: 8 weeks 70% - Two Consecutive Weeks to progress

Stage 3: 12 weeks 80% - Two Consecutive Weeks to progress

Stage 4: 16 weeks 90% - Two Consecutive Weeks to progress (Consideration for Transition on week 8)

Stage 5: 8 weeks 90% - Two Consecutive Weeks and consideration for release after week 4 (Then, during week 6, a release date may be identified)

It is important to note that the timelines above are the minimum number of weeks.

The time that a youth spends in each stage is determined by their behavior, engagement in their treatment programming, and their successful completion of Stage expectations explained above.

Per state statute. 1st Degree Intentional Homicide shall have a minimum of one-year placement in a Type 1 juvenile correctional facility.

**Chapter 980 youth cannot be placed in transition unless they have been cleared by SVPC committee

Treatment Programming

You will have the opportunity to participate in treatment programming regardless of your unit placement and commitment to change. This programming will give you the option to work toward your change process as early as intake and throughout your stay. Staff members from all areas support treatment programming and your skill practice.

Individual treatment (one-on-ones) will take place with you and your PSU clinician. Your clinician will let you know when and how often you will meet with them to work on your goals and personal needs.

Mindfulness

When offered, you will be expected to participate in a 5 to 15-minute mindfulness exercise and discussion designed to increase your awareness of the present moment while acknowledging and accepting your thoughts, feelings, and emotions. Mindfulness is a core element of DBT as it is key in identifying and applying other skills.

Dialectical Behavioral Therapy (DBT)

DBT is the primary treatment group offered at the facility. DBT Skills group helps you learn coping skills to deal with emotions and problem situations. The program helps you to replace inappropriate behaviors with new, appropriate ones that are more effective in problem solving and daily interactions.

There are five (5) Modules in DBT:

1. **mindfulness** - will teach you to focus on the present moment
2. **distress tolerance** - will help you to experience pain skillfully with **crisis survival or reality acceptance skills**
3. **emotion regulation** - will help you manage intense negative emotions in a healthier way
4. **interpersonal effectiveness** - will help you effectively advocate for yourself or others, set boundaries, and cope with interpersonal conflict
5. **walking the middle path** - will help you effectively work through challenges with others when your perspectives, experiences, and feelings are different from one another

DBT treatment groups will take place multiple times a week and may be co-facilitated by a variety of trained staff. Your group facilitators will partner to teach, coach, mentor, and support you as you work on your individual needs.

DBT Homework / Practice Requirements

You will be given assignments at the end of group sessions. Assignments should be given serious thought and guide your practice during non-group days so that you can grow your skills and provide meaningful answers describing how you practiced on your living unit, in classes, or interacting with other staff.

Assignments are due on the day of homework review groups. Failure to complete these assignments will result in not receiving all Program Points for Stage Progression. No “passes” are allowed on homework days; all youth will be required to share their homework practice or complete a Missing Links assessment to better determine what got in the way and how to move forward.

Substance Abuse Treatment Group

The Substance Use Disorder (SUD) treatment groups help youth to learn coping skills without the use of substances and helps you to identify positive supports. Reach out to your case manager if you have further questions about SUD Treatment.

Sex Offender Treatment Group (SOT)

There are two sections to SOT. Core A helps youth to understand consent, healthy relationships and thinking errors that led to sexually offending. Core B looks at a youth’s specific offense and the harm it caused victims. Reach out to your case manager if you have further questions about SOT.

Chapter 10 - Educational Programs

Education Programming

Knowledge is power, and you deserve to have the power to write your life’s story. You will want to have opportunities to choose from when deciding how you will support yourself and keep you and your loved ones safe and healthy. Education gives you options and the ability to chart this path. We want to help you with your educational goals. Redefine yourself and refocus on future opportunities while at CLS/LHS.

Various assessments, career interest surveys, and review of your educational records help our education team determine your best educational pathway for you to earn your high school diploma and/or expand your future opportunities.

In compliance with state law and as part of your daily program expectations, you will be attending school or engaged in educational programming while at CLS/LHS. Most youth work towards earning high school credits in English, Math, Science, Social Studies, and Gym. Special Education as well as High School Equivalency Diploma (HSED) classes are also available based on educational needs. Career and Technical courses, as well as work experiences are first offered to HSED students and may be offered to graduates and general education students interested (if/as available and according to need) to assist in your growth and preparation for future career options.

Earning Credits and Graduation

School is scheduled throughout the year and separated into blocks of time in which you may earn credits. All high school credits earned at CLS/LHS go toward your High School diploma. We host high school graduation ceremonies for all graduates where families are invited and a reception is held to celebrate our graduates’ accomplishments!

Special Education

If you are a student with a disability, our specialized education department will review your file, continue with your Individualized Educational Plan (IEP) or Section 504 plan, and provide you with educational services per your plan. Additionally, eligible students may have the opportunity to take preparation courses to obtain their High School Equivalency Diploma (HSED) or complete an IEP-Based Portfolio as an alternative path to graduation.

Gardening Program

The CLS/LHS greenhouse and large outdoor garden affords youth a level of hands-on experiential learning across all aspects of agricultural occupations and horticultural fields. Our gardening program also teaches a level of business operations to include supply and demand along with developing and maintaining a budget to monitor expenses and income.

Welding and Woodworking

Youth may take welding and/or woodworking classes while at CLS/LHS which will introduce students to high demand / high wage (pay) manufacturing skills and technologies required to become successful in the field. Our programs focus on developing industry-driven skill sets and allowing youth to explore possible career pathways that are open to young adults entering the workforce.

Work Experience – Facility Jobs

Youth may be assigned, during the school day, to team up with job coaches who facilitate paid work experiences across the facility. Youth develop soft skills for workforce readiness through custodial tasks, grounds maintenance and other support duties serving the school, kitchen, and administrative buildings.

Youth Leadership Council (YLC)

The Youth Leadership Council provides an opportunity for up to two youth from each living unit to represent their peers while providing a line of communication with facility administration. The YLC staff advisor serves as the lead staff advisor for YLC, and facility Administrators may also attend the YLC lunch meetings (held about once a month) in the Administration building. YLC members are responsible for bringing the concerns, ideas, and feedback of their living unit peers to each meeting to discuss and engage in positive problem solving. The goal is to improve CLS/LHS for all who live and work at the facility.

YLC teaches useful workplace soft skills: from working with people from diverse backgrounds to find common ground; understanding how to interact with peers and adults in appropriate ways; learning what a “working lunch” means; to recognizing the importance of “presentation” to improve outcomes. Outcomes for the Youth Leadership Council have included: chocolate milk on Tuesdays, Thursdays, and Sundays; color selection for new clothing; suggestions for canteen items and general feedback on BMS.

Expectations and School Supports

You and other youth have a right to an education and a safe environment. System of Care behavior expectations apply in school. Specifically, non-negotiable school expectations include:

- Youth must be dressed appropriately for school- polo shirt (collar outside of sweatshirt, if worn), black pants or black sweatpants, and shoes. Note- during summer heat, you may be allowed to you wear a t-shirt without your polo during the class period directly following gym class to assist in cooling down.
- Coats, hats, gloves must be kept in lockers before entering classrooms. Youth will not be allowed to carry these items around school or put items in their pants. Coats, hats, gloves must be brought back to your living unit as no items are allowed in lockers overnight.
- Youth are expected to help keep the classroom clean. Youth may be directed to: pick up garbage off floor and other areas, put Chromebooks back on charging stand and plug them in, sweep the floor, put desks back to where they belong, wipe down surfaces, and bring clothing items, folders, or handouts back to the unit.
- Youth should not be bringing anything to school that is not school related. Contraband includes, but is not limited to: food, pens, markers, playing cards.

- Youth are not allowed to sit at, stand behind, lay or sit on, or go through the teach desk. Youth are also not allowed to sit on teacher/staff chairs or lay on student desks.
- Youth should not be doing each other's hair or their own hair in school (this should take place on the unit during their free time).
- Only teachers/group facilitators are allowed to move youth around during the class period; youth are expected to help put chairs/desks back to original seating chart.
- Random pat searches will be completed in the school for the AM and PM movements to/from school.
- Pat searches will also be conducted when youth use the restroom during school hours.
- Youth are expected to sit where directed and move to a new location if directed.
- Youth should not be touching each other or the staff. Horseplay is not permitted.

Youth may be documented for Failure to Follow Rules if not meeting expectations above, and youth will be expected to comply with directives given by staff. Youth who are noncompliant, will receive at least a Medium Refusal to Comply and may receive other violations pending the nature, duration, and effects of the behavior.

If directed to STAR, youth will meet with a staff member that can assist in identifying skills or ways to successfully reengage. As soon as it is possible, youth will return back to your regularly scheduled classroom/group. If unable to regulate, youth may go to the "green room" where they will meet with staff. The goal continues to have youth to return to class and educational work as soon as possible.

Know that natural consequences (e.g., missing a class incentive) as well as SoC follow-up will occur. This may include, but is not limited to:

- BMS Documentation of observed behaviors
- Violation Report with Treatment Response assignments
- Pause recommendations to your Growth Team for repetitive, escalating noncompliant behaviors
- Automatic drop to D "Needs Improvement" Behavior Grade for high-level noncompliant behaviors

If you are having difficulty regulating your behavior or are having problems managing your emotions,

1. You may use a use a "Calm Space" at your seat in your classroom. At this time, you can take a break from academic expectations to engage in non-disruptive coping skills, such as meditation, journaling, or using a classroom-approved fidget.
2. If you have attempted the use of "Calm Space" but still feel dysregulated (during a normal class period- excluding movement times, assessments, and groups), you may request up to 5 minutes in the "STAR/Break Room" for a Self-Regulated Break. Staff will attempt to provide a Self-Regulated Break as time and space allow. A Self-Regulated Break is limited to one time per week unless greater intervention services have been granted by the School Psychologist or School Counselor.

Chapter 11 – Personal Care

Dress Code and Appearance

All clothing items will be worn as intended and in an appropriate manner, including appropriate undergarments (including socks). The school dress code requires pants, polo shirt, and tennis shoes. School clothes and shoes must be worn on all school days during school hours unless you are working and the job requires a different uniform. School clothes will be worn during visits, off-ground activities, and any scheduled groups.

When you are in the living unit during other times, at recreation, or at physical education class, you can wear sweatpants, sweatshirts, and t-shirts (shorts weather permitting). Shoes must be worn any time you exit the living unit (which includes recreation area behind the living unit). Shoes are not worn in the living unit except when you are doing living unit jobs.

Your pants are intended to be worn above your hips and without your hands inside of them. Youth with their hands in their pants will be reminded of this clothing policy and of good cleanliness practices and might not earn prosocial credit for wearing clothing as intended.

When the temperature outside is 32 degrees or lower, you will be expected to have a jacket to go outdoors. Hats and gloves will also be provided to you and you are encouraged to wear them. Jackets, hats, and gloves are not to be worn inside unless you are just coming in and/or preparing to go outside.

Hygiene Tips for Teens

(Source- Johns Hopkins Children's Hospital)

Teens go through many changes including hormone level changes leading to oily skin, acne, increased sweating, facial hair, leg hair and other changes. As a teen, you will experience very active sweat glands. Practice the basics of good self-care in order to feel fresh, clean, and confident. Helpful tips include-

1. **Showering-** focus on areas of increased sweat (feet, armpits) and wash hair at least every other day to help prevent build up and acne breakouts
2. **Deodorant use-** use deodorant or antiperspirant daily (or more when needed)
3. **Brushing and Flossing-** brush at least twice a day (morning/bed) to prevent gingivitis, cavities, and ever noticeable bad breath. Be sure to floss at least daily (before bed) to remove stuck food particles.
4. **Washing the "T-zone"**- use a mild cleanser to wash the parts of the face that tend to get oily (forehead, chin, nose) on a twice daily basis (morning/bed) to help keep your skin clear. Remember to wash your hands first to prevent spreading germs/bacteria to your face/eyes
5. **Shave correctly-** Prevent infection and skin irritation by using a mild shaving cream, body soap, or conditioner and not sharing your shaver with others
6. **Fingernail and toenail care-** ingrown nails can be painful and frustrating. Use a clean nail clipper using the "straight-across" technique. Remember not to bite your nails which may spread bacteria and germs and cause illness.

If you feel you are doing the best you can with the tips above and are still struggling, you may consult with HSU by submitting a confidential blue Health Service Request (DOC-3035 A).

Hygiene Items Provided at CLS/LHS

You have the right to keep and use hygiene items. As part of a community and for your own wellbeing, you are expected to maintain personal hygiene habits. However, you will not be able to have items that endanger the safety of yourself or others, disrupt programs and/or activities, or are misused.

You can receive the following items** from CLS/LHS free of charge:

- Toothbrush, Tooth Paste, and Dental Floss

- Deodorant
- Shampoo and Soap
- Shower Cap
- Hair Ties, Hair Pick, and Comb
- Feminine supplies (as applicable)

**You will also be assigned a nail clipper, emery board, and razor that will be stored in the staff booth in a container with your name on it. You can request to use them and staff will check them out to you. You will be provided access to shaving cream when using a razor.

The items provided are non-branded, generic versions intended for facility use. Free access to more specific items can be earned through the Behavior Motivation System (See Chapter 8).

Allowable Hygiene Items

Basic hygiene items will be provided to you by the facility. A one-for-one exchange of toothbrush, toothpaste, comb, pick, deodorant will be required during “Supply Time” on Mondays at 3:15. This means that you must bring the used/old item to “Supply Time” if you want to receive a new item to replace the used/old item. Not exchanging an old/used item for a replacement and/or requests for supplies outside of “Supply Time” will result in you receiving a Medium- Supply Exchange Violation in BMS.

The following are maximum allowable number of each item type.

Allowable Hygiene Items	
<ul style="list-style-type: none"> ▪ 2 Toothpastes 	<ul style="list-style-type: none"> ▪ 1 toothbrush/ toothbrush cover
<ul style="list-style-type: none"> ▪ 2 shampoos (regular or medicated) ▪ 2 lip balm ▪ 2 lotion ▪ 2 liquid soap ▪ 1 hair pick ▪ 4 hair ties/ 2 headbands 	<ul style="list-style-type: none"> ▪ 2 conditioners ▪ 2 deodorant ▪ 2 hair grease ▪ 2 face cream ▪ 1 comb ▪ 1 hairbrush

While you may earn additional hygiene items through BMS with higher Behavior Grades, you are responsible for ensuring that you do not have more than the amounts allowed above. Excess items will be removed from youths’ rooms during any room searches, and may also result in Possession/Transfer of Contraband being recorded in BMS.

Haircare

Haircuts are provided regularly (about every 4-6 weeks). You will be asked if you want to be placed on the list when the barber is available for your living unit. You are encouraged to keep your hair clean and neat. With staff approval, hair-braiding may take place in the lower day only, and you must clean up after yourself when done.

Daytime Use of Bathroom and Showers

You can use the bathroom when needed during the day. If you are in the living unit, make sure a youth counselor is aware that you need to enter the bathroom. If you want to take a shower and you are not scheduled for another activity, you can take a shower with staff permission.

In order to accommodate everyone's needs, ensure safety, and safeguard privacy, a maximum of 4 youth are permitted in the living unit bathroom at a time unless otherwise directed by Unit Manager. Each person should be in the bathroom only for the time needed to use the facilities.

You are advised to use the bathroom before movement to school. In the school, you will need to notify a teacher to be escorted to the bathroom; recall that pat searches occur in the school before/after the use of the bathroom as a standard security practice.

Use of Bathroom During the Night

Youth are secured in their rooms during the night. When secured in your room overnight, you can request to use the bathroom by turning on your "call light." (Ask staff to show you where it is, and how to use it.) The light notifies staff you are waiting by creating a visual notice in the hall and in the control booth. Staff may "click" or "key" youth out for bathroom calls overnight. Youth are allowed out during this time only for bathroom and/or water. Staff may check a door is secure by lightly shaking it as part of their job duties.

Clothing

Youth are expected to wear clean clothing and undergarments (including socks) at all times to support hygiene and infection prevention/control practices. All basic clothing resources are provided.

IMPORTANT- Clothing may not be marked or modified at any time. Clothing will be replaced at the youth's expense when it has been damaged, altered, lost or destroyed intentionally.

CLS youth will be assigned 7 sets of undergarments (including socks) and are responsible for maintaining/washing items for daily use. Worn out items must be collected by staff to avoid charge for replacement. When undergarments are not in use, they should be folded and stored on the shelving unit.

CLS youth will be issued a clean "clothing roll" each day to include the following items in a mesh bag:

- (1) Pants
- (1) Polo
- (1) T-shirt
- (1) Shorts
- (1) Sweatshirt
- (1) Sweatpants
- (1) Hand towel
- (1) Face towel

LHS youth will be issued a clean "clothing roll" each day to include the following items in a mesh bag:

- (1) Pants
- (1) Polo
- (1) T-shirt
- (1) Shorts
- (1) Sweatshirt

- (1) Sweatpants
- (1) Underwear
- (1) Pair of Socks
- (1) Hand towel
- (1) Face towel

Additional Standard Clothing Items

You will also be issued 1 pair of tennis shoes (to be worn when outside of your living unit) and 1 pair of sandals (to be worn when inside of your living unit).

As the weather changes, 1 winter coat and 1 hat/pair of gloves will be provided. As noted above, when it is 32 degrees or colder, you will be expected to have a jacket to go outdoors; hat and gloves are encouraged. Jackets, hats, and gloves are not to be worn inside unless you are just coming in and/or preparing to go outside.

Care of Clothing and Bedding

When/if not in use, clothing should be folded and stored in your room on your shelf unit.

Place your dirty or unused clothes from your “clothing roll” in the mesh laundry bag. Keep the mesh bag in the room until directed to turn in dirty clothes in exchange for a new clothing roll. All items, regardless if used or not, should be placed in the mesh bag to make a complete *dirty roll*. Staff check that all items are turned in.

Youth will exchange out blankets and sheets for clean bedding on their assigned day. Staff will ensure all dirty blankets and sheets are removed from all youth rooms and anywhere else on the living unit.

Chapter 12 - Life on the Living Unit

Day to Day Highlights

When you first arrive to your assigned unit, you will meet with the Youth Counselors. They will explain expectations, and staff will assign a Privilege Bin for electronics (see BMS Chapter 9) and an individual room. Within your own room, you will have a desk, bed, and shelf for your clothing, bedding, and basic hygiene items. For safety reasons, youth are not allowed to be in another youth’s room for any reason at any time.

You will eat your meals in the lower day area at the dining tables with the other youth in your living unit. The kitchen area of the living unit is behind a secured gate. Youth may only be in the kitchen area to complete staff assigned job. Each living unit is equipped with restrooms and shower areas. For safety reasons, youth must have staff permission to enter these areas. At no time can more than 4 youth be in the restroom and shower area; this may be further restricted by your Unit Manager.

You will follow the daily schedule that is posted in the unit which will include school or work, treatment groups, cleaning tasks, recreation, and time to meet with different staff. Generally, you will be out of your room and engaged in structured educational, treatment, and recreational activities from 8:00 am – 8:00 pm. At times, based on staffing, you may be placed on a modified program schedule where you will be provided out-of-room activities/programs in smaller groups. You will be assigned cleaning chores regularly and are expected to help keep shared areas clean. During the week, you will spend most of your time in school or at work, and on the weekends, staff will plan several activities for you to take part in.

Outside of times dedicated to school, work or treatment, on-unit recreational time may include a staff directed group activity or leisure time spent on lower day with other youth. There are televisions, cards, and board games in every living unit; you may request access to a deck of cards during unstructured times, the cards must be returned to the booth before the day room closes. The video game room is also available to those youth with good Behavior Grades (B or higher). You will be allowed plenty of time to be outside playing basketball, football, or other activities each week.

The living unit is your home while you are at CLS/LHS. It is also home to others. You are encouraged to participate positively in your community. Take pride in your living unit.

Resources for Problem Solving

Your case manager will help you adjust to your surroundings and wants to help you succeed while at CLS/LHS. Your case manager is an advocate for you and an important resource. You will also meet with your Growth Team at least once every two weeks, and they can help you with any problem areas you might have. You are strongly encouraged to open up about what you value and the goals you have for your life so that the Growth Team can best guide you.

You are advised to “dial direct” - meaning speak directly with the person with whom you have a concern-to resolve the problem. Start with your living unit YC/YCA when things bubble up. These are great opportunities to practice DBT skills. Think through which skills may help across the five categories below:

- distress tolerance-crisis survival and reality acceptance
- emotional regulation
- middle path
- interpersonal
- mindfulness

Your effort to use your skills and work things out with unit staff may be recognized as positive, prosocial behavior that contributes to a higher Behavior Grade.

If the situation is aggravated or escalating without resolution, unit staff may request support from Care Team and/or RRT staff. Staff may involve a supervisor and will do so if the issue remains unresolved.

When you have a concern that you wish to address with a supervisor, you have the option to:

- a. use your skills and wait for a shift supervisor to make their rounds
 - i. you may then inquire if the supervisor has a moment to talk but
 - ii. if the supervisor is unavailable to talk, you are expected to use the option below
- or
- b. you may make a written request (DOC-643a) to discuss a specific matter with a supervisor.

Use your skills and resources to work with staff; this way they can help as you advocate for yourself.

Basic Community Guidelines

You have a right to be safe. To protect everyone’s rights, we must uphold community expectations.

Youth are encouraged to practice the Golden Rule: Treat others as you want to be treated.

Please follow all staff requests or directives as quickly as possible. Staff want the community in the living unit to be safe and peaceful. You deserve that too.

When staff of the opposite gender are in the living unit, you will see a Blue Light on above the control booth. Youth are expected to uphold their privacy during personal care needs. Nudity/changing should only occur in assigned rooms, and bodies must be covered in the presence of others.

You have a right to live in a clean environment so you and others stay healthy. Just like sharing an apartment or being at college, you are expected to help keep the common (shared) areas clean. This means picking up after yourself and being involved in cleaning during scheduled times. You may be assigned unit chore(s).

Refrain from running or throwing items indoors (unless you are in the gym); these actions create safety concerns as each increase chances for accidents and injury (especially if areas are not free of debris).

When in the living unit, youth remain on the lower day area unless permission is given to go to the upper day.

Youth must walk up and down the day area steps; youth may not jump over the railing.

If youth need to talk with staff currently within the Control Booth, they post at the railing on upper day and wait to be signaled by staff to approach the Control Booth. Staff shall enforce the boundary line located outside the staff booth. At no time, shall youth have any part of their body inside the staff booth or try to move the door of the Control Booth.

Youth are allowed to disagree with other youth and even with staff; we are all humans with different opinions. Practice skills and be respectful in that disagreement.

- Talk *with* and not *at* others.
- If tempers are rising, walk away politely and discuss it later.

Fighting or physically inappropriate behaviors are not allowed. Not only can youth lose access to incentives and privileges, but youth may be required to participate in additional Treatment Response assignments, and/or be moved to the Skills Development Unit. Actions may be referred to outside law enforcement.

Horseplay is a common behavior among teenagers. Unfortunately, horseplay can result in injury or may turn into misunderstanding between acquaintances. Please avoid all horseplay. Instead, if you have ideas for fun, safe unit activities, share with the Youth Council, your Unit Manager, or staff.

Avoid yelling. It is important for youth to be heard- this is easier with all youth using normal volume levels. Youth need to be able to hear directives for safety needs, and yelling interferes with effective communication. It creates misunderstanding and heighten response levels. Finally, yelling makes it more challenging for youth to use skills if/when needed.

When youth are in the hallway, within rooms (potentially resting), or someone is in a meeting in a space off of the common areas, youth are asked to be respectful of others by keeping the volume of voices down.

Youth are only allowed to enter their room or assigned hallway. When approved by staff, youth may enter the game room, sensory room, video call room, or a defined location to complete youth jobs.

Issued electronics must remain in the youth's room unless approved by staff.

Room Expectations

Youth are expected to keep your assigned room clean and in good repair. When assigned a room, notify staff if you notice any room damage. It is also your responsibility to keep your room free of contraband. You must make sure that nothing is covering your door window or the room camera.

Staff will check your room for cleanliness and make sure don't have anything in your room that would be considered unsafe or not allowed.

You are responsible for maintaining room cleanliness.

Rooms must be in good order according to Daily Cleaning Expectations below. Staff are required to document in BMS when you do not meet room expectations, and this may affect your Behavior Grade.

Daily cleaning (expectations below) will also help you with the major cleaning you must complete each week. Cleaning supplies will be passed from room to room during room cleaning periods each week. During this time, you are expected to:

- Clean your desk with a damp rag.
- Clean your door window on both sides.
- Sweep and mop your floor and baseboards. (Work to keep scuff marks off your floor.)

Daily Cleaning Expectations; use the guidelines below.

- Make sure your bedding is lying flat across your bed *
- Empty your garbage can every day
- Fold and place your clothing on your shelf or keep in mesh bag
- Keep your canteen items on your shelf (items should not leave your room)
- Keep mesh bags in your room except for shower time and in order to do laundry**
- Make sure your room window & camera are not partially or fully covered/blocked by any item***
- Place dirty clothes in mesh bag

*You are allowed a pillow, pillow case, mattress, mattress cover, one sheet, a blanket, and a comforter in your room.

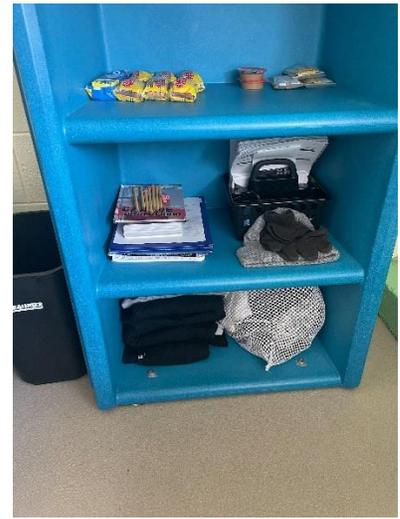
**You will be asked to return your mesh bag to your room if you have it in the lower dayroom area.

Door windows must be free of any items. Room cameras must not have any items blocking/covering any portion of the camera. Room lights shall not be covered except with approved light covers earned through BMS.

You may only hang appropriate pictures and drawings on the inside of your door (do not cover any part of the door window) and above your desk (do not to exceed the width of the desk).

Do not tamper with any light fixtures, switches, cable outlets, electrical outlets, or windows. This includes the radio speaker and call light switch.

You will be held responsible (and will be charged) for any and all damages to/in your room.



Your room should look similar to pictures above when you are not in your room:

List of Items Allowed in your Room

The following is allowable personal property that you can have in your room

- Treatment materials
- PSU issued materials
- Education related materials
- 2 pencils
- Basic Hygiene items
- Earned BMS items (for the current BMS week)
- 6 total books from the school or living unit library
- Personal Fan
- 1 large envelope containing personal mail/pictures
- 1 approved book of religious material (and other religious property approved by staff)
- medication approved by HSU for you to have in your room

Chapter 11 provides a List of Hygiene items and Clothing items that are allowed in your room.

Chapter 8 outlines which items you may earn/access through your weekly Behavior Grade.

Property Damage

It is important that we keep all property at our facility in good repair. If you damage the property of others or property that has been issued to you, you will be required to pay for its repair or replacement.

Contraband

Contraband is anything you are not allowed to have. For example, contraband includes items **not** on the approved list above or listed as Hygiene or Clothing provided (Chapter 10) or items accessible specifically to you for the BMS week (Chapter 8). Contraband may also include having too many items or having something that belongs to someone else.

Any contraband found or excess items will be collected by staff. Know that BMS requires staff to document contraband as a medium or high-level noncompliant behavior pending the type of contraband found. If you have questions, please ask staff.

Searches

To maintain safety for all within the facility, staff are required to complete safety practices including searches on a regular basis. A staff member will occasionally search you or your possessions (jackets, shoes, folders, books etc.) to look for contraband as a security practice or to protect others.

Pat searches will be completed randomly by staff or may be required (for example, you will be pat searched before/after school restroom breaks). Pat searches, as well as searches of any belongings, may be done in the living unit, school, before and after visits, following off-grounds trips, or in cases of suspected contraband on your person. You are subject to random or targeted urinalysis at any time.

Staff will search rooms regularly with or without notice. They should explain the reason for the search and use care when searching personal belongings. Searches will never be conducted as a form of discipline. Staff are required to perform random room searches every day; the goal is to maintain your safety and the safety of others.

Living Unit Schedules

Below is a general description of the CLS/LHS schedule. Each living unit has a more detailed schedule.

Monday - Friday

6:30am-8:30am Medication Pass

8:00am Day Room Opens/Breakfast

9:00am-12:20pm School/Jobs/Treatment Group/Educational activities

12:20pm-1:10pm Lunch in living units/Clean-up/Medication pass

12:30pm Count Time

1:10pm-3:10pm School/Jobs/Treatment Group/Educational activities

3:10pm-4:30pm Growth Team Reviews/Recreation/Structured activities

4:45pm Count time

4:30pm-5:30pm Dinner/Clean-up/Medication pass

5:30pm-7:00pm Recreation/Structured activities

7:00pm-7:45pm Leisure/Unstructured time/Snack/Prepare for night

7:45pm Youth are Directed to Report to their Rooms

8:00pm Day Room Closed / All Youth are Expected to be in Their Rooms*

*7:00pm-9:00pm Medication pass

Weekend/Non-School Day Schedule

6:30am-8:30am Medication Pass

8:00am Day Room Opens/Breakfast

9:15am- 12:00pm Room cleaning/Structured activities**

11:30am-1:15pm Lunch in living units/Clean-up/Medication pass

12:30pm Count time

1:15pm- 4:30pm Recreation/Structured activities

4:45pm Count time

4:30pm-5:30pm Dinner and Clean up/Medication pass

5:30pm-7:00pm Recreation/Structured activities

7:00pm-7:45pm Leisure/Unstructured time/Snack/Prepare for night

7:45pm Youth are Directed to Report to their Rooms

8:00pm Day Room Closed / All Youth are Expected to be in Their Rooms*

*7:00pm-9:00pm Medication pass

**Structured Activities may include: Majors, Physical Rec, Music, Spiritual Services etc.

Distribution of Medications (Med Pass)

If you take medication, nurses will come to the living unit up to 4 times per day and dispense medication to you as prescribed. You must post at the upper day railing until the nurse or youth counselor asks you to approach the booth. Do not enter the booth for any reason. Failure to report to the nurse may result in noncompliant behavior documentation. If refusing medication, you must report to the nurse at the booth when you are called and state your name, J-Number, and indicate refusal.

Meals and Snack

You will have 3 meals and a snack provided to you each day. You will be called from the lower day area when it is time to eat. You must report/go to the bathroom (no more than 4 at a time unless otherwise directed by Unit Manager) to wash your hands and then get your food from the staff in the unit kitchen. Only staff may serve food to youth. You may be asked to assist staff with meal set up. That is the only time you are permitted in the kitchen and only with staff supervision. When on the lower day area, only 1 youth may sit at each bench or table seat.

Formal Count Times

At 12:30pm and 4:45pm, an announcement will be made that it is count time and that you need to be seated on the lower day area. During this time, you are not allowed to participate in activities. Staff will be doing a count of each youth; allow staff to scan your identification wristband for count to be completed quickly. Please stay seated until it is announced that count has been cleared. Once cleared, you can resume normal activities.

Unit Based Outdoor Recreation

Each living unit has an outdoor recreation area that is paved with basketball hoops; more outside activity resources may be coordinated with staff. You are encouraged to share ideas with the Youth Council or write to your Unit Manager with your questions or ideas.

If you wish to use the grass area extending beyond the pavement, be sure to check in with staff to ensure this can be accommodated. It is important that you keep your distance from any fencing and comply as directed by staff. If you need to get a stray ball close to the fencing, be sure to obtain permission from staff first.

You must be dressed appropriately for outdoor recreation- shoes must be worn at all times and you must have a jacket if the temperature is 32 or below. The outdoor recreation time is limited based on unit schedules and movement curfew.

Movement Curfew Time

Curfew is adjusted to align with the reduction of sunlight (and daylight savings time) as seasons change.

MOVEMENT CURFEW TIMES		June	8:00pm
January	5:00pm	July	8:00pm
February	5:00pm	August 1 st – 14 th	8:00pm
March 1-13 th	6:00pm	August 15 th – 31 st	8:00pm
March 14 th – 31 st	7:00pm	September	7:00om
April 1 st - 14 th	7:00pm	October	6:00pm
April 15 th - 30 th	7:30pm	November	4:30pm
May	8:00pm	December	4:30pm

Movement Rules

- Make sure you are properly dressed for the activity (If going to school, wear school clothes)
- Make sure you have materials needed for the activity (school work, group folders, shoes, coats, hats, etc.)
- Always wear shoes outside. (No sandals)
- Leave all personal items in your room- this includes:
 1. Any item issued to you through BMS- snacks, electronics, care products
 2. Other items not needed for the activity you are assigned to attend
- Use the bathroom beforehand if necessary.
- Line up in the vestibule/outside door entrance.
- Stay together as a group. (Do not run ahead, lag behind, or leave the group for any reason).
- Walk in pairs (two by two), in line, along the interior of the road (side closest to streetlights)
- Do not yell or talk to youth in other buildings or other youth who may be walking as well.
- When you arrive, be courteous of others in the building. (Be calm. Be cool. Don't yell or make excessive noise).
- When you arrive at school, wait for school staff to tell you when to report to your classroom or activity.
- *Always follow staff's directions.*

When staff announce that it is time to go:

- Follow staff's directions.
- Staff will count each youth.
- Allow staff to scan your wristband prior to leaving the unit.
- Be patient. Stay quiet. Remain calm.

When Moving Without an Escort:

- Report out of your room, and staff will tell you where you need to report to.
- Walk directly to that location using the road, you will have 5 minutes to get there.
- You may not cut across the large field at any time.
- Let the staff member at that location know when you get there.

Walking to School Without an Escort:

In most cases you will be escorted to the school by a staff member. If you are called to the school, without a staff member, enter door A and report to the school office. The school monitor will ask you to take a seat or will tell you where you are to report to. Go directly to the location you are called to.

Chapter 13 – Recreation Programs

Recreational Activities

You are encouraged to get involved in recreational activities. There is a recreation schedule for every general population living unit for physical recreation. There are also enrichment options such as the music studio that can be accessed based on Behavior Grade. CLS/LHS has recreation staff who are available after school and on the weekends. Youth are given opportunities to get involved in structured recreation activities as well as activities outside of the living unit.

The school has a large gym for basketball, a weight room, a small gym for volleyball / racquetball and it maintains various other recreational equipment. The recreation field allows for seasonal games including, but not limited to kickball, football, ultimate frisbee, and softball. Biking around the trail can also provide healthy outdoor recreation.

CLS/LHS also provides off-unit indoor recreation options such as board games, air hockey, video games, puzzles, art projects, movies and foosball which may be accessible when earning the appropriate Behavior grade. Space may be limited, pending staffing, and in these cases youth with an A+ and then A Behavior Grade are given first priority to participate in off-unit indoor recreation options.

Music Program

There is a large music room with many musical instruments and state-of-the-art recording equipment. Highly experienced staff engage youth in music programming to support self-expression and positive identity development. During music programming, you could have the opportunity to write and produce music. You must earn a B “Good” Behavior Grade or above to access the music room in the school. Space may be limited, so youth with A+ and then A Behavior Grades are given the first opportunity to go.

Therapy Dog Program

Periodically registered therapy dogs and their handlers visit- usually one Friday a month for a few hours to rotate through each unit. These dogs provide love, nurturing, and care for the youth.

Movie Nights and Video Presentations

Movies are shown throughout the weekend. Feature films are shown on Friday, Saturday and Sunday evenings, starting at 6:00 pm. All movies and videos are available on the living unit televisions and on your BMS earned televisions - channel 40.

Chapter 14 - Financial Accounts and Obligations

Your Personal Account

A “youth account” will be created for every youth. This is maintained by the CLS/LHS business office. Your account is similar to a bank account. It is a place for your money. The account allows you to receive money, save money, and pay your financial obligations. You can also earn funds by performing a facility or unit job and by receiving an allowance paid by State of Wisconsin DJC CLS/LHS on a weekly basis. Family and friends can also send money to be applied to your youth account.

Money in – How is Money Deposited

Money is put into your account in one of three ways:

1. Funds sent by your family.

- CLS/LHS accepts Money Orders, Cashier Checks, or Personal Checks.
- We will not accept starter checks.
- We will not accept cash.
- Checks must be complete and signed. All other will be returned.

Send checks to this specific address for financial business. (Note: This is not our typical mailing address)

**CLS/LHS
P.O. Box 23
Irma, WI 54442**

2. CLS/LHS Allowance

- Youth receive an allowance of \$.80 a day while at CLS/LHS. These funds are deposited in your account on Mondays.
- 50% of your allowance (if serving a juvenile commitment) or 25% of your allowance (if an adult commit) is used toward restitution if you have such obligations. (CRST, VWS & IRST)

3. Paid Work Experience

- HSED students or Graduates may be assigned a work experience during regular school hours.
- Youth with an excellent Behavior Grade (A or A+) may be provided the opportunity to work paid jobs.

Note: While here you will never handle actual “money.” All funds in your account are directly added by the business office.

Money out – How and When Money is Transferred Out

Youth are encouraged to save their money for future needs, obligations, and educational or career goals so there are minimal needs and reasons to spend money while at CLS/LHS. Spending of the funds in your CLS/LHS account typically falls into two categories:

1. You mail more than 1 paid postage envelop per day; your account is charged for any additional mail (not including legal mail) above your daily allotment.
2. Money used to cover financial obligations such as restitution.
 - This occurs as required by automatic deductions performed by the business office.

How to Check your Balance

A monthly statement is delivered by your living unit staff. You can request your account balance from any of your normal unit staff who will use a computer to look it up and tell you. You can also request a report (on paper) that you can hold and read.

The report can be created to show the detail of transactions (each money in or out event) over a period of time. A typical report shows all transactions over the last week. Longer periods of time are also available. It shows all transactions for the period, plus your current balance.

Restitution and Court Ordered Obligations

In some cases, you will be responsible for paying for fines, court costs and other items based on court orders. CLS/LHS is mandated by law to pay these from your balance as required.

The order in which your fees will be collected from your account will be:

1. **Victim Witness Surcharge:** When you went to court before coming to CLS/LHS, the judge ordered you to pay the victim/witness surcharge. The money goes into a fund to assist victims.
2. **Court Ordered Restitution:** The court may order you to pay your victim for financial losses (property/personal) from your crime or to pay some costs of the court proceedings / fees.
3. **LHS Ordered Restitution:** You will pay for any damages you are responsible for creating to property at CLS/LHS.

CLS/LHS is required to deduct money to pay your obligations. These are paid in small amounts until satisfied.

Closing of your Account

If determined necessary for your release needs, your case manager may request that a portion of your account be given to you and your county worker or aftercare agent at the time you leave CLS/LHS. Final case manager or supervisory approval is confirmed.

In all cases, a minimum of \$25 will be held on the account until final close out. Funds will be applied to any remaining balance owed for restitution- except for youth transferring to DOC or MJTC. The Business Office will close your account one week following your release from CLS/LHS. Upon close, you will be mailed a check to the address listed on your release paperwork (including to DOC/other facilities if transferred).

Chapter 15 - The Release Planning Process

How do I Earn a Release?

Treatment begins the day you arrive at CLS/LHS, and your involvement in all activities will help as you plan for your release back into the community. It is important to participate in treatment groups, school, counseling with case managers/treatment specialists and clinicians, recreation, and focus on meeting all goals that are set for you at your OJOR reviews.

Upon reaching Stage 4, your case manager will recommend OJOR consider placing you on “Transition”. With continued good behaviors and a focus on your treatment-based skills and goals, it may take additional months to progress through the last stages and meet final release requirements set by OJOR.

A summary of how you are doing on all goals will be reviewed to determine when you are ready to transition out of CLS/LHS. Careful planning between you, your family, your agent or county workers, and other involved people or facilities will help you prepare for returning to the community.

Office of Juvenile Offender Review (OJOR)

The Office of Juvenile Offender Review (OJOR) is the release and legal decision-making authority for youth placed at the juvenile correctional facility. OJOR makes short-term and long-term planning recommendations. The goal is for us to help you to make positive changes so you can be successful when you return to the community. We want to assist you in this process.

Upon placement at the facility, OJOR will schedule you for an initial review to be held within 21-35 days following your admission to the facility. Your case manager, after getting to know you, will submit a report for this meeting. Participating members in the “OJOR reviews” are known as the JPRC (Joint Planning and Review Committee) may include a county representative, your case manager, state agent (if assigned), and an OJOR reviewer.

You and your parent/legal guardian will be invited to participate in the review(s) to share your perception of needs and strengths. Decisions will be made regarding what programs you will be involved in and goals you need to meet to be eligible for release. The OJOR reviewer facilitates discussion and agreement among the participants regarding broad goals, general timelines for accomplishment of the goals, and a tentative length of stay at the facility. If consensus cannot be reached, the OJOR reviewer makes the final decision on behalf of the OJOR Director.

A timeframe (30 to 90 days) will be set for your next review. The focus of your follow-up reviews includes discussion regarding your engagement in treatment, school, and clinical services, your behaviors and ability to demonstrate skills. Goals may be adjusted as needed. Plans for when you leave and where you will go will also be discussed during your reviews.

Your review team will take into consideration your Behavior Grades and your level of meaningful engagement in meeting Stage Progression Expectations in determining appropriateness for release, transfer, discharge, or extension of your order.

OJOR makes decisions regarding your release from a Type 1 juvenile correctional facility, administrative transfer, any special conditions of release, a placement category for youth on community supervision or aftercare, and requests to the court for an extension of supervision. The Department of Corrections (DOC) Department Order will be issued in writing and forwarded to you, your parent/guardian and all members of the review within seven days following a review. If you have further questions, contact your case manager.

Chapter 16 - How to Request Help

Unit Manager Mailbox

You are able to submit any required Treatment Responses, Questions/Feedback, or Requests for Communication directly into the Unit Manager's Mailbox which is located next to the drop boxes. All forms listed below are available on each living unit and at the school; you may request pencil, paper, or the following forms directly from staff if additional resources are needed.

Formal Requests to Meet with Staff Members

You are always encouraged to speak with staff about your needs directly. To speak with some staff formally, you will need to complete a form. All forms are available in the living units by the water fountain and clock or may be requested from the booth.

DOC-3035A, Youth Request for Health Services (Blue Slip)

Use this form to request medical attention for non-emergency medical issues from the Health Services Unit (HSU). *Place in the top locked box by the water fountain and clock in the living unit.*

DOC-3392A, Youth Request for Dental Services (Yellow Slip)

Use this form to request dental services. *Place in the top locked box by the water fountain and clock in the living unit.*

DOC-3035D, Youth Request for Psychological Services (Green Slip)

Use this form to request non-emergency assistance from the Psychological Services Unit (PSU). *Place in the top locked box by the water fountain and clock in the living unit.*

DOC-2051, Youth Complaint Form

Use this form if you feel you cannot resolve an issue, solve a problem, or feel you have been wronged; you may complete a Youth Complaint form. You should always first attempt to resolve any problem with the staff on shift. *Youth Complaint Forms should be placed in the bottom locked box by the water fountain and clock in the living unit.*

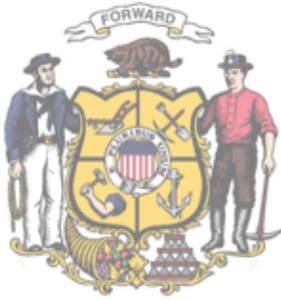
DOC-2648, Request to See the Chaplain

Use this form to request the Chaplain come speak with you. *Turn into staff in the living unit who will ensure it gets to the right person.*

DOC-643A, Youth Request for Communication

Use this form to request communication with any staff member. *Turn into staff in the living unit who will ensure it gets to the right person.*

**Copper Lake/Lincoln Hills School
W4380 Copper Lake Ave.
Irma, WI 54442
(715) 536-8386**



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Lincoln Hills/Copper Lake Schools Youth Handbook Acknowledgement

I have been provided a copy of the LHS/CLS Youth Handbook and a chance to review it with staff.

Name of Youth

Signature of Youth

Date

I certify that the above youth was offered the chance to review the LHS/CLS Youth Handbook with staff.
If the youth refused to sign, I have indicated below.

____ Youth refused to sign the acknowledgement

Name of Youth

Signature of Youth

Date