# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The YDC Program</td>
<td>3</td>
</tr>
<tr>
<td>What We Offer</td>
<td>3</td>
</tr>
<tr>
<td>The Point and Level System</td>
<td>3</td>
</tr>
<tr>
<td>The Code of Conduct</td>
<td>4</td>
</tr>
<tr>
<td>Positive Behavior Model</td>
<td>6</td>
</tr>
<tr>
<td>YDC Level System</td>
<td>6</td>
</tr>
<tr>
<td>Level 1</td>
<td>7</td>
</tr>
<tr>
<td>Level 2</td>
<td>8</td>
</tr>
<tr>
<td>Level 3</td>
<td>8</td>
</tr>
<tr>
<td>Level 4</td>
<td>9</td>
</tr>
<tr>
<td>Additional Interventions to Increase Positive Behavior</td>
<td>10</td>
</tr>
<tr>
<td>Major Offenses Subject to Discipline</td>
<td>10</td>
</tr>
<tr>
<td>Enforcement Schedule for Discipline: Major Offenses</td>
<td>11</td>
</tr>
<tr>
<td>Modification of Standard Programming</td>
<td>11</td>
</tr>
</tbody>
</table>
THE YDC PROGRAM
We've worked with thousands of youth to find a different path for their lives, and we're committed to helping you find yours. We know that you might not be excited to be here. Even so, we want this to be a positive experience for you.

We'll spell out our expectations. We'll do everything we can to help you achieve them. It's going to be up to you, though, to make it work. You're probably going to face some real challenges here, but like the many, many before you, it is nothing you can't handle.

We'll teach job skills and independent living skills that will help you to be successful once you have completed your program. You will learn how to take better care of yourself and how to grow into confident young men.

Doing that requires taking responsibility for your actions. It means learning that future success relies on understanding the value of hard work and having the desire to change.

**What We Offer**
- High School Education
- High School Equivalency Test
- Tutoring
- Medical and dental services
- Counseling (We offer individual, family and group programs.)
- Medication management
- Substance abuse treatment
- Anger management courses
- Community service programs
- Independent living skills instruction
- Vocational training
- Job skills training
- Parenting classes
- Recreational activities

The Point and Level System
The program is based on achieving individualized objectives, completing indicated treatment groups, maintaining positive behavior and earning daily points in the program. The goal of your treatment program is to engage in positive relationships and opportunities to contribute, create, and lead, so that you may develop skills and become a successful adult.

You will be assigned a Case Manager. This person will be your Treatment Team Leader. Your Treatment Team consists of you, your guardian, your YDC case manager, your Family Service Worker (FSW), a teacher, a medical professional, a therapist, and a Youth Service Officer. This team oversees your Treatment Plan, monitors progress of your goals and objectives, and provides ongoing assessment of your strengths and needs.

If you progress quickly through your goals and levels, you may be able to re-enter the community sooner. Similarly, if you take a longer time to meet your goals, you may take longer to complete the program.

While you are in the YDC, you will receive individual therapy, family therapy, groups, recreation activities, an education, and independent living instruction.
THE CODE OF CONDUCT
I will respect my self and others.
I will respect my teachers and the school rules.
I will follow group protocols.
I will transport appropriately.
I will follow dining room etiquette.
I will follow dorm rules.
I will care for my appearance and myself.
I will act appropriately in my room.
I will maintain and care for my living environment.
I will practice cooperation & sportsmanship during activities.
I will do my homework and thought work.
I will care for and respect my property and the property of others.

To implement this code of conduct I will act in a responsible and self-directed manner by abiding by the following set of rules:

1. APPROPRIATE BEHAVIOR/RESPECTING SELF & OTHERS
   - I will maintain self-control, safe boundaries and manage my behavior in a positive and honest way.
   - I will follow staff instructions and ask them for guidance.
   - I will be respectful to others and myself.
   - I will speak in a positive manner, using appropriate language, correct tone and volume, and address staff by their title or “Mr.” or “Miss/Ms.”
   - I will follow all written handbook rules, guidelines and posted rules/schedules for the clinic and special areas or activities.

   Character Traits: Respect, Honesty, and Integrity

2. SCHOOL RULES FOR SUCCESSFUL YOUTH
   - I will pay attention and stay on task.
   - I will participate in classroom activities.
   - I will complete my classroom assignments to the best of my ability.
   - I will remain seated until given permission by staff to get up.
   - I will practice Appropriate Behavior (Rule 1).

   Character Traits: Responsibility, Self-Control and Cooperation

3. GROUP PROTOCOLS
   - I will actively participate in all group meetings, including role plays and behavioral rehearsals.
   - I will communicate openly and honestly when recognized by staff.
   - I will be willing to accept and provide constructive feedback.
   - I will complete group assignments and bring them to group as instructed.
   - I will practice Appropriate Behavior in group and meetings (Rule #1).

   Character Traits: Self-Control, Cooperation, Goal Setting, Honesty and Courage

4. Walking Around Campus
   - I will listen and remain quiet until destination is reached.
   - I will depart and arrive on time.
   - I will walk in a single or double line as directed by staff.
   - I will line up as directed by staff.
   - I will practice Appropriate Behavior while walking around campus (Rule 1).

   Character Traits: Responsibility, Self-Control and Cooperation
5. DINING ROOM ETIQUETTE
- I will eat my own food within the allocated time frame.
- I will talk quietly and only to the people at my table.
- I will remain seated and ask staff for permission to get up.
- I will clean up after myself, and not remove anything from the dining room.
- I will practice Appropriate Behavior in the dining room (Rule 1).

Character Traits: Self-Control, Cooperation and Gratitude

6. DORM ROUTINE
- I will remain in the assigned area for each activity.
- I will complete my work/chores and cleaning as assigned and instructed.
- I will exit or enter my room at the assigned time or as instructed.
- I will do my laundry as scheduled and as instructed.
- I will practice Appropriate Behavior in the dorm (Rule 1).

Character Traits: Goal Setting, Perseverance and Responsibility

7. SELF CARE AND DRESS CODE
- I will wear the appropriate uniform for each activity.
- I will keep my clothing clean and wear it appropriately.
- I will be responsible and maintain all of my clothing and personal items in good condition.
- I will wash up, brush my teeth and groom my hair each morning and each night in a punctual manner.
- I will shower punctually and brush my teeth each evening.

Character Traits: Self Esteem, Caring and Responsibility

8. APPROPRIATE PERSONAL ROOM BEHAVIOR
- I will remain in my room during room placements.
- I will be quiet while in my room.
- I will quietly knock on the door when I need to gain staff attention.
- I will stay in bed after lights out unless using the toilet (lavatory).
- I will stay in proper uniform during the times I am in my room.

Character Traits: Conscience, Responsibility and Self-Control

9. MAINTAINING AND CARING FOR MY LIVING ENVIRONMENT
- I will keep my room orderly and free of dirt, dust, litter, graffiti and items not allowed per the posted dorm procedure for my level.
- I will organize and store my items according to the posted dorm procedure for my level.
- I will organize and post pictures, drawings and posters in the designated wall space and according to the posted dorm procedure for my level.
- I will make my bed and keep it made according to the posted dorm procedure.
- I will care for my personal health by cleaning my toilet, sink and floor daily.

Character Traits: Cooperation, Respect, and Self-Esteem

10. ACTIVITIES AND RECREATION
- I will fully participate in scheduled activities unless I have medical restrictions.
- I will learn the proper rules for each activity and follow them.
- I will cooperate with my group members and practice good sportsmanship.
- I will wear the appropriate clothing for each activity.
- I will practice Appropriate Behavior during each activity (Rule 1).
Character Traits: Cooperation, Respect, and Perseverance

11. HOMEWORK
- I will complete each school homework assignment completely and to the best of my ability.
- I will complete each therapeutic assignment completely and to the best of my ability.
- I will ask staff for help when I do not understand something in the assignment.
- I will complete all of my assignments on time.
- I will seek and accept constructive feedback from staff, upper level youths or assigned mentors.

Character Traits: Leadership, Integrity and Perseverance

12. RESPECT FOR PROPERTY
- I will have in my personal possession only the property that I am allowed for my program level and the activity area I am in.
- I will not borrow from, lend to, or trade items with any person.
- I will respect and maintain all property (mine, others and the programs).
- I will keep and leave all property in its appropriate place.
- I will use all property as it is meant to be used.

Character Traits: Integrity, Perseverance and Morals

Positive Behavior Model
Upon admission, you will participate in the Positive Behavior Model. You will be rewarded for positive behavior and this will be recorded on your Weekly Points Sheet. You will earn points for following the “Code of Conduct” and displaying positive behaviors.

Each week, you will begin with zero points and have the opportunity to earn up to 150 points by displaying specific behaviors. The Treatment Team will record your points on your Point Sheet and review these behaviors with you each week. Your points will be totaled at the end of the week and you will be given a copy. Points earn you privileges and help you advance in the level program. Every week is a new opportunity to earn points.

The Commissary
The purpose of The Commissary is to provide you with personal items or food that you may buy with the money you earn for positive and responsible conduct. The Commissary may be used during scheduled times only. You can earn up to $5 a week in your account, and this money may be used at the Commissary.

The Activity Room
The Activity Room has snacks, television, and games. You can earn access depending on your progress in your treatment program.

Youth Development Center Level System

Explanation of the Level System
As you earn points, you can earn the things such as going to bed later on the weekends, having a personal radio, movie time, or free weights. As you will see below, as you advance through the levels, you gain additional privileges and responsibilities.

You will see that there are three major areas on the weekly point sheet in which you need to progress to advance in the Level System. For each of the 15 items below you can earn a weekly score of 0 (Never), 5 (Sometimes), or 10 (Always). These include:
Education:
1. Cooperation (follow school/teacher rules)
2. Perseverance (complete work, give best effort)
3. Respect (use appropriate language, observe personal space)
4. Responsibility (be in class on time, ownership of choices/actions, focus on learning)
5. Self-Control (Patience, stay in assigned area, monitor own behavior)

Social Skills:
1. No verbal or physical aggression.
2. Follow all rules of the facility.
3. Engage in positive, pro-social activities.
4. Act in a behaviorally appropriate manner.
5. Maintain appropriate personal hygiene and room cleanliness.

Treatment:
1. Make positive progress towards IPP completion.
2. Demonstrate positive and active participation, understanding and utilization of ART.
3. Demonstrate the ability to process disruptive behavior (including aggression) and express more appropriate actions and emotions.
4. Develop and maintain appropriate interpersonal skills with peers and staff.
5. Actively participate in family reunification efforts, including telecommunication, passes, counseling, etc.

The following several pages are your guide to the Level System. They will show you what the purpose of each level is and what privileges you will receive when you are on each level.

**Expectations for All Youth**
- Follow staff directions
- Direct any questions you have regarding the rules or guidelines to the staff
- Attend school daily and actively participate if you are in school
- Participate in all activities
- Participate in all group meetings
- Adhere to guidelines in the Youth Handbook

**All Youth Will Receive**
- Phone calls
- Paper, envelopes, and postage for at least 3 letters per week. You may write as many letters as you wish.

**Level 1**

**Purpose:** To provide you with opportunities to:
- Identify and accept responsibility for your offenses.
- Learn to express your thoughts and feelings in healthy ways and manage your behavior in a positive way.
- Develop personal short and long term goals to work on while in the program and after your release.
- Participate in all group meetings.

**When you are on Level 1 you will have the following privilege:**
Bedtime – 9:00 pm (weekdays and weekends)
**Level 2**

**Purpose:** To provide you with opportunities to:
- Consistently use new and appropriate patterns of thinking and behavior.
- Demonstrate pro-social behaviors within the program.
- Continue to make progress on expressing thoughts and feelings in healthy ways.
- Continue to make progress on managing behaviors in positive ways.
- Identify the impact of your offenses on your victims, community, and family.

When you are on Level 2 you will have the following privileges:
1. **Bedtime** – 9:00 pm (Sunday-Thursday); 9:30pm (Friday and Saturday).
2. **Work Detail** – Allowed to work in areas such as the dorm, school, cafeteria, facility grounds, or other areas. Work details will be after school. Must be recommended to participate by the treatment team.
3. **Extra Phone Call** – Allowed an extra phone call. Phone calls will occur in the dormitory and will be monitored by the assigned case manager.
4. **Intramural Sports Participation** – Allowed to actively participate in intramural tournaments.
5. **Youth Council** – Eligible to serve on the youth council. Have to be nominated and elected by the youth in the dorm. Two staff members will serve as youth council sponsors.
6. **Black Bag Special** – Allowed to get 1 large item and 1 small item from a bag. Items in the bag may include: Snack Cracker, candy bar, bag of chips, toaster pastries, granola bar, Ramen Noodles, Pork Rinds, hard candy (5 or 8 pieces). Can only get 1 large item: candy bar, potato chips, and cookies. The small item would consist of 8 or fewer hard candy or snack bar. Bags will be stocked by warehouse and distribution of items will be done by the case manager.
7. **Personal Radio** – Can purchase a radio through the catalog ordering system. No personal radios can be brought in from home.

**Level 3**

**Purpose:** To provide you with opportunities to:
- Successfully maintain appropriate behaviors and ways of thinking.
- Demonstrate an understanding of role modeling.
- Show remorse for your past crimes and victims.
- Demonstrate ability to express thoughts and feeling in healthy ways.
- Demonstrate ability to manage behaviors in positive ways.
- Participate in all group meetings.
- Take a leadership role in your group and make daily efforts to model appropriate thinking and behavior for your peers; demonstrate care and concern towards your peers, staff, and family.
- Demonstrate daily progress in your school work and begin showing leadership in the classroom.

When you are on Level 3 you will have the following privileges in addition to Level 2 privileges:
1. **Bedtime** – 9:00 pm (Sunday – Thursday); 10:00pm (Friday and Saturday)
2. **ART Youth Champion** – Eligible to be youth representatives to the ART Champion meetings. Will be selected by the Treatment Team for each dorm. Limit one (1) youth per dorm.
3. **Certificate of Notification to Advancement to Level 3** – You will be awarded a certificate recognizing your advancement to Level 3
4. **Movie Time** – Will have opportunity to enjoy a movie and food. The times for this activity will be determined based on staff availability.
Congratulations on being promoted to Level 4. Those on Level 4 model rational thinking, problem solving and appropriate behavior to the other youth in his group. They demonstrate leadership, respect toward others and motivation to successfully complete the final treatment stage and move successfully to the community. A Senior Resident accepts the group’s constructive criticism and teaches others within his group the skills that he has learned during his program. A Senior Resident can explain how he has progressed during his program and should be a role model for his peers, assisting the staff, and displaying empathy toward family, peers and staff on a daily basis.

Youth on this level will demonstrate the following 7 qualities:

- **Leadership**: You will show leadership in all aspects of program expectations. You will be helping your group members in ART, schoolwork, group meetings, recreation, conducting tours. You will be teaching social skills and confronting inappropriate behavior and the irrational thinking of your group members.
- **Rationality**: You will be demonstrating rational and non-criminal thinking patterns. You will be fair and help others to be fair.
- **Self-Control and Self-Directed Behavior**: You will be able to demonstrate on a daily basis that you have your personal behavior under control. You will be able to demonstrate rational thinking. You will be demonstrating daily progress in your own schoolwork. You will be demonstrating helpfulness to staff and peers.
- **Planning**: You will be consistently working with your case manager and your FSW on your plans and skills for community re-entry. You will be working with your family, FSW or next placement when possible to finalize your actual community re-entry.
- **Commitment to a Non-Criminal Adulthood**: You will admit your past mistakes and a make a commitment to a future life of fairness, honesty, good family relationships and a non-criminal future.
- **Success**: You will endeavor to commit yourself to a successful future life, continue your successful changes, involve yourself in positive community activities, and to live your life as a successful, productive, and happy person.

When you are on Level 4 you will have the following privileges in addition to Level 3 privileges:

1. **Pizza & Hot Wing Party** – You are encouraged to work cooperatively as a team by creating a special party for yourselves. You can pool money with other youth from your own accounts and have your own party.

   **OR**

   **Youth Cook Off** – You are allowed to help plan your own meal or menu and cook it for yourself one (1) time per quarter. This will occur under staff supervision. Food items are limited to those available from the cafeteria/warehouse or those brought in by staff volunteers. Cooking will occur in the vocational food service kitchen. You are responsible for clean-up.

2. **Induction & Recognition Ceremony** – You will be recognized for your hard work and dedication in achieving this level by participating in an Induction and Recognition Ceremony. This ceremony is facilitated by current Level 4 youth under the supervision of facility staff.

3. **Free Weights** – Access to recreational weight area in gym.

4. **Off-Campus Trips** – Community service and youth enrichment in off campus field experiences

5. **Fishing** – You will be permitted to fish at the lake.

6. **Video Game System** – Access to game systems.
7. **Extra Carpet Time** – Carpet time will start on 2\textsuperscript{nd} shift depending on the time set by individual dorms. Youth with the privilege will come out 30 minutes before regular carpet time.

### Additional Interventions to Influence Positive Behavior

From time to time, you may engage in behaviors that are not helpful to you or others. These negative behaviors may have been acceptable or made sense in your previous environment, but are not helpful in the YDC and the larger community. This may serve as a barrier to you reaching your goals. It will be important for you to learn to reflect on how your negative behaviors affect not only yourself and others, but the community as a whole. Engaging in these types of behaviors can impact how many Appropriate Behavior or Respecting Others points and other points you earn, how many Good Days you earn, and therefore how quickly you progress through the program levels. The program provides several interventions to assist you in reflecting upon these actions. During your stay here, your Treatment Team will work with you to help you better understand how your thoughts, feelings, and behavior are related to each other.

**Self-Evaluation Time-Out**

Staff may ask you to remove yourself from the group for a short period of time in order for you to re-evaluate your behavior, attitude, or interactions with others. During this time:

- You will be asked to remain quiet and calm. This is a time for you to reflect upon thoughts, feelings, and behaviors.
- You may not be allowed to communicate with others in the group for a period of time.
- You may be given a written assignment as described above.

### Major Offenses Subject to Discipline

Major Offenses constitute the most serious category of offense behavior and are subject to the highest level of disciplinary action. If you violate a major rule you will be written up and receive a copy of a major discipline report.

A disciplinary hearing will be held within seven working days, excluding weekends and holidays, from the date of the rule violation. You have a choice to have the hearing held by a Hearing Officer or you may waive your right to the hearing and proceed to the second level, which is to appear before a three member discipline committee. You will attend the hearing, unless your behavior becomes uncontrollable during the hearing. You are allowed to have a staff advocate, who is a person you pick to be present at the discipline hearing to help you understand what is happening. You may also bring witnesses to assist you.
## Enforcement Schedule for Discipline: Major Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Loss of Privileges for up to:</th>
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<tbody>
<tr>
<td>Aggravated Battery*</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Assault &amp; Battery*</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Arson</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Riot (participation in)*</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Rape*</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Escape or attempted escape*</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Selling Drugs</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Possession Weapon</td>
<td>6 weeks</td>
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<tr>
<td>Possession/Use of Drugs</td>
<td>6 weeks</td>
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<tr>
<td>Possession of Inhalants/Intoxicants</td>
<td>6 weeks</td>
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<tr>
<td>Extortion</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Assault*</td>
<td>3 weeks</td>
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<tr>
<td>Fighting</td>
<td>3 weeks</td>
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<tr>
<td>Sexual Misconduct</td>
<td>3 weeks</td>
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<tr>
<td>Interfering with Staff</td>
<td>3 weeks</td>
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<tr>
<td>Threatening Staff</td>
<td>3 weeks</td>
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<tr>
<td>Threatening Youth</td>
<td>3 weeks</td>
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<tr>
<td>Destroying State Property</td>
<td>3 weeks</td>
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<tr>
<td>Possession of (Major) Contraband i.e., Electronics, Pornography, Money, Cell Phones</td>
<td>3 weeks</td>
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<tr>
<td>Stealing</td>
<td>3 weeks</td>
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<tr>
<td>Receiving &amp; Concealing</td>
<td>3 weeks</td>
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<tr>
<td>Burglary</td>
<td>3 weeks</td>
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<tr>
<td>Forgery</td>
<td>3 weeks</td>
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<tr>
<td>Gambling</td>
<td>2 weeks</td>
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<tr>
<td>Conspiracy</td>
<td>2 weeks</td>
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<tr>
<td>Other Felonies</td>
<td>2 weeks</td>
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* Possible referral to Alternative Programming  
* Possible prosecution

### Modification of Standard Programming

**Alternative programming:** An alternative program may be substituted if you have exhibited continual disregard for the "Code of Conduct" or the safety and welfare of yourself, your staff or your group members. Alternative programming allows for modifications in your daily treatment plan, program and schedule to address your ongoing behavioral problems. Alternative programming may also mean that your privileges and incentives are modified to address your ongoing behavioral problems. The alternative program option is not a consequence for a specific rule violation; instead it is a modification of the Individual Program Plan (IPP) if you choose not to self-regulate. Being assigned to Alternative Programming will result in a longer stay in the program.

**Alternative programming plans must be in written form and reviewed by your Child and Family Team.**