



**Harmony
Hill
School**

DAY STUDENTS' PROGRAM

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(1)

**DAY STUDENT PROGRAM
Statement of Objectives**

- 1.0 To establish a climate of equality and mutual respect.**
- 2.0 To provide encouragement. Focus on students assets and accentuate the positive.**
- 3.0 To develop student self-discipline by offering consistent, logical guidelines.**
- 4.0 To empower youths by allowing them input into the program.**
- 5.0 To establish cooperation.**
- 6.0 To develop responsibility.**
- 7.0 To provide academic enrichment.**
- 8.0 To build self-esteem.**
- 9.0 To develop inter-personal skills (life skills).**
- 10.0 To provide a therapeutic atmosphere in which students build trusting relationships with staff and peers.**

(2)

PHILOSOPHY

The Day Student Program is designed to provide a therapeutic and educational milieu for youths who cannot be treated within the local educational system.

Day Students are comprised of the following groups: 1) New admissions of youth whose needs are basically special education remediation and psychotherapy; 2) Potential resident - a youth whose problems are discovered to be more intense (including family disruption) and will eventually need residency; and 3) Former resident - a youth that was formerly a resident and is gradually being mainstreamed back to his home and community.

The Day Student Program works collectively with three disciplines- Education, Therapy, and Youth Care. Together the three disciplines assist the Day Students to positively work towards achieving their goals. Goals are established for each youth. These are established as a result of 60-day initial team meeting, Team Treatment meetings, IEP's and the menu (special behavioral contract) meetings focused on the individual needs of each youth.

Close Supervision and high staff/student ratio enable the students to work on difficulties they have had in their local communities and school systems, and to help them achieve goals set by the TEAM which will ultimately enable them to return to their community and local school systems.

Day Students work on behavioral and academic goals in the classroom and the Day Program that are designed to help them to return to a less restrictive educational setting. The Harmony Hill School Day Treatment Program is an extended program. It is in operation from 7:00 A.M. - 9:00 P.M., Monday through Friday (with the exception of weekends and holidays; emergency respite for the "off hours" of the program is provided on an emergency basis by the residential component of Harmony Hill School).

The Extended Day Treatment Program has several goals:

- 1. One goal is to offer short term emergency care for families in crisis. Families can call Harmony Hill on evenings and weekends when they are having problems with their sons in the home or community. This gives further resources to families when other resources may fail.**
- 2. A second goal is to have day staff visits homes. Day staff have scheduled times when they meet with families to discuss progress at school. It provides good communication and establishes trust and confidence with our staff and with the school in general.**
- 3. A third goal is to offer an extensive after school program. For example, students are allowed to stay with day staff after school hours to participate in activities both on and off campus. We also have a program in place that deals immediately with highly disruptive behaviors.**

The overall Philosophy of the Day Programs is to encourage positive behavior at Harmony Hill School and in the home and community. It is our long-term goal to assist the student in every way possible so that he return to public school and become a productive member of society.

DAY STUDENT PROGRAM COMPONENTS

Program Structure: The Day Student Program is similar to the residential program in all treatment systems except for the following:

- 1. The Day Students are SUPERVISED by four Day Counselors.**
 - (a) The Day Counselors provide counseling and supervision to the Day Students. Day Student staff hours alternate from 7:00am to 9:00pm Monday thru Friday. Staff monitor students' progress using the Day Students Level Program.**
 - (b) The Day Counselors provide the Day Students with structured activities and positive interactions from 3:00pm. to 3:45pm. The extended Day Program is in operation from 4:00 pm - 9:00 pm Monday through Friday. It provides positive activities, negative overnights when needed, home visits and emergency respite.**
- 2. Daily Routine starts at 7:00am. and ends at approximately 9:00pm. On half- school days, students participate in Life Skills training from 1:00 - 3:00pm. On Fridays, Day Students are released at 3:00pm. but may be kept until 3:45pm., depending on behavioral circumstances. During Summer Program hours, students are released at 3:00pm.**
- 3. Day staff are scheduled until 9:00pm.,every evening, Monday thru Friday. Students spending an overnight are supervised in a separate unit by day staff until 9:00pm. Day students are then brought to a designated residential unit where they spend the night. If there are several day students overnight, beds in day student unit are set up and extra night/awake staff are called in for supervision from 9:00pm. to 7:00am.**
- 4. There are three day student units:**
 - (a) The Cubs – the youngest youths who meet in the day room located next to Dolphin/Mustang unit recreation areas.**
 - (b) Elementary Bears - the middle aged youngsters meet in the Bear unit located below the Lion unit.**
 - (c) Secondary Bears – the oldest youths. Their meeting place is divided between 2 locations in the morning they report to the Bear unit located below the lion unit and in the afternoon the group meets in the Mustang recreation unit located in the Gregson Building.**
- 5. The Bear and Cub Level Systems are designed to meet the treatment needs specific to that age group. The 3 programs utilize various behavior management tools that encourage youths to continue good behavior. Students are rewarded with special treats, privileges and awards.**
- 6. A daily record of behavior is entered in an individual log and on a check sheet (see appendix). These records are written at the end of each shift and contain goals from IEP, TTM, and 60-day consults. This method enables the school to track the child's progress in behavioral achievement.**
- 7. Teachers provide information for the logs during daily discussions with counselors. A daily behavior checklist reflects the youth's success. Classroom behavior will account for 50 percent in determining a child's participation in privileges and maintaining or advancing a level.**

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**DAY STUDENT PROGRAM
DAILY ROUTINE**

7:00AM - 8:00AM Day Counselor scheduled at 7:00 AM will check residential dorms and provide help to residential counselor when and where needed. If there are day student(s) overnight, day staff will provide coverage in that dorm or gather day students out of residential units and bring to cafeteria for breakfast. Counselors attend to unit delegated responsibilities.

8:00AM - 8:40AM Arrival time for most Day Students. Some buses may arrive a few minutes prior to 8:00AM and others may arrive a few minutes after 8:30AM.

A Teacher Assistant is assigned along with a counselor to direct students off the bus and to their designated area.

All Day Students are to report to their designated area first.

Students are searched daily for contraband and/or items not allowed to be brought to Harmony Hill School.

Students receive a nutritious snack upon morning arrival if we suspect they have not had breakfast.

Group Meeting: Day students discuss daily schedules, upcoming events, off-grounds trips, etc.,. All medications are distributed. Students must be observed while taking medication. Students may ask to see the nurse at this time. The Nurse must be notified first before sending a youth to her office.

8:40AM - 8:45AM Students line up and report to their classroom.
Elementary and Secondary Bears walk in a group unless structure is needed. If a line is required they assemble from shortest to tallest.
Cubs always line up in alphabetical order.

8:45AM Late students are to report to the Spring Administration Building. A Day Program counselor will be called to search the student and escort him to class.

8:45AM - 10:15AM Class. Counselor attends to unit delegated responsibilities.

Day Student Counselor report late buses to Education Director or Day Program Supervisor. An attendance/transportation checklist is completed and copies are distributed as noted on the sheet.

10:15AM - 10:30AM Recess: Return to Day Student room or designated area.
For Cubs and Elementary Bears only

10:30AM - 12:00PM Class. Counselor attends to unit delegated responsibilities.

DAILY ROUTINE: continued:

**12:00PM - 1:00PM Lunch. Medication distributed. (If any)
First lunch, 12:00 -12:30 Secondary Bears
Second lunch 12:30-1:00 Elementary Bears and Cubs.**

12:45PM - 3:00PM Class: On half school days life skills group will be conducted during this time. Hygiene supplies, pajamas, and overnight check sheets should be completed by 3:00 P.M.

3:00PM - 3:15PM Group Meeting: Students meet in the Day Student room to get ready for afternoon activity.

3:15PM - 3:45PM Conduct activity with remaining youths or all Day Students. Students may integrate with other units per discretion of staff and students Level.

NOTE: Fridays, Visiting Weekends/Vacation, Summer Program, buses leave at 3:00 PM.

3:45PM - 4:00PM Counselors Complete all paperwork; Check sheets, write restrictions, incident/restraint reports. An evening memo is to be filled out by the 3-9 P.M. counselor. If a substitute worker is scheduled the AM counselor will complete the memo.

EXTENDED DAY PROGRAM

**4:00PM - 9:00PM Supervision of overnight day students:
Positive program/trips
Home visits or day staff work in residential units
Negative Overnights**

3:45PM - 4:30PM A reminder call to units for a negative overnight is optional. Youth completes homework, writing assignments, apology notes, restrictions are begun at this time.

4:30PM - 5:00PM Dinner in the cafeteria

**5:00PM - 5:30PM Shower in Dolphin or Mustang unit
Check shower area before and after each youth.**

5:30PM Laundry. Wash clothes (personal clothes that are being worn that day for use the next, along with any laundry the Day Program might have in laundry bins)

6:00PM - 7:00PM Dorm cleaning. Sweep floor, wash table tops, shake and /or vacuum rugs.

7:00PM - 8:30PM Retrieve laundry, fold and sort. Finish any loose ends.

8:30PM - 9:00PM Escort youth to dormitory. Remain in dorm with youth until 9P.M. If more than one overnight, remain in dorm that needs extra

assistance or with most volatile youth.

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CUB DAY STUDENT PROGRAM

PHILOSOPHY – The Cub group was created to meet the needs of the youngest boys in our care. We promote honesty, and provide nurturing and structure to these boys.

DAY STUDENT CUBS - Daily Schedule

8:00 AM **Students begin to arrive.** Morning routine includes:

- A) Search
- B) Check Homework
- C) Put Feelings Face on Board
- D) Choose Snack (1 only)
- E) Watch Cartoons
- F) Sega (optional) Level II and up only
- H) No Pool Playing in the Morning

*Students off privileges cannot watch TV. They may read or play a board game. It

*Give AM Medications

*Prepare Day Cards - Green record book located on desk. Cards are located in pink bin on desk. Card color matches recording sheet color. Write name, date, level began, present date and goal.

8:40 AM **Line up in line order (alphabetical).** Make sure everyone has their shirts tucked in and is dressed appropriately for school. Boys receive a bonus gold coin for being all ready without reminders. Put a check in the bonus spot on the youths card and give coin at end of day. (See Gold Coin Program at end of daily routine) Gold coins are located in the top of the desk drawer and containers for storage are on the window sill.

8:45 AM **Escort boys to the cafeteria for school.** All boys should be in their classrooms by 8:45 AM. Check schedule to see if you are covering In House Suspension.

10:15 AM **Recess.** Can be held in:
A) Dorm
B) Cafeteria (if pouring rain)
C) Playground (no jumping off swings)
D) School Yard (outside cafeteria)
E) Nature Walk as a whole group (watch time!)

*Boys off PRIV's stand or sit at recess.

10:30 AM Mark cards. Line up boys and escort them to the cafeteria for school.

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12:30 PM **Lunch.** Boys have assigned seats at the table. Waiter selection is done on a weekly basis and rotates around the table clockwise. A soda is given on Friday afternoon for the waiter that week. Distribute lunch medications.

1:00 PM **Mark cards.** Boys are escorted to their classrooms in the cafeteria.

3:00 PM Enter dorm and sit quietly until directions are given for afternoon activities. Pool and Sega are allowed for Level II and above youth that are on Priv's. Distribute Meds. All boys do their homework.
Jobs are done according to the job chart. (located on the white dry erase board behind the desk) The trash job is done on a buddy system. Both boys receive a gold coin. (See Gold Coin Program - Gold coins are distributed during the 3-3:45 time period according to a coin chart located on the wall in the unit)
Snacks are given to those who receive all checks on the behavior side of the card.
Clean up begins at 3:35 and boys should be lined up at 3:40. No one walks to the bus alone. Cubs walk in a group.(exception might be on Friday's as students are dismissed at 3:00) **Record** checks and restrictions in log book.

ELEMENTARY BEARS DAY STUDENT PROGRAM

PHILOSOPHY-The Elementary Bears group was created to meet the needs of the pre-adolescent to the adolescent aged student. We promote pro-social behavior, honesty and respect toward ones self as well as others.

DAILY ROUTINES

- 8:00 AM** Students begin to arrive by bus or/ are transported by family members.
Morning routine includes:
- 1. Physical search for contraband**
 - 2. Receive a nutritional snack**
 - 3. Watch television**
 - 4. Play video games**
 - 5. Complete writing assignments or homework**
- Morning medications are distributed.
Level cards are prepared.
- 8:40 AM** Students end their mornings unit activities. Their point cards are marked and distributed.
Students are escorted to school. Boys are seated in the cafeteria at the day students assigned lunch tables and wait being called to class by their teachers.
- 8:45 AM** School begins
- 10:15 AM** Recess begins, Boys are escorted to the Bear unit by their teachers.
- 10:30 AM** Recess ends counselors mark the cards and escort boys to school.
- 12:30 PM** Students are dismissed from class for a one half-hour lunch period. They report to their assigned lunch tables and turn in level cards. They may then line up and receive their meal. Each week an assigned waiter will clean the table by no later than 12:55 PM.
Medication is distributed.
Points are marked on level cards that reflect the students meal time behavior and returned to the students at he end of he meal.
- 1:00 PM** Students are dismissed by education staff and return to their classrooms.
- 3:00 PM** Students are dismissed from school and escorted by education staff to the Bear room to engage in afternoon activities.
- 3:40 PM** All activities end and students are escorted to the front field and board their assigned bus for transportation home.

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SECONDARY BEARS DAY STUDENT PROGRAM

PHILOSOPHY-The Secondary Bears group was created to meet the needs of the older, more mature community oriented adolescent. We promote pro-social behavior, responsibility, and foster independence.

SECONDARY BEARS DAILY ROUTINES

- 8:00 AM** Students begin to arrive by bus or are transported by family members.
Morning routine includes:
- 1. Physical search for contraband**
 - 2. Receive a nutritional snack**
 - 3. Watch television**
 - 4. Play video games**
 - 5. Complete writing assignments or homework**
- Morning medications are distributed.
Level cards are prepared.
- 8:40 AM** Students end their mornings unit activities. Their point cards are marked and distributed. Students are escorted to school. Boys are seated in the cafeteria at the day students assigned lunch tables and await being called to class by their teachers.
- 8:45 AM** School beings
- 12:00 PM** Students are dismissed from class for a one half-hour lunch period. They report to their assigned lunch tables and turn in level cards. They may then line up and receive their meal. Each week an assigned waiter will clean the table by no later than 12:25 PM.
Medication is distributed.
Points are marked on level cards that reflect the students meal time behavior and returned to the students at the end of the meal.
- 12:30 PM** Students are dismissed by education staff and return to their classrooms. Work Study students are transported to their job sites.
- 3:00 PM** Students are dismissed form school and escorted by education staff to the Bear room to engage in afternoon activities.
- 3:40 PM** All activities end and students are escorted to the front field and board their

assigned bus for transportation home.

*Friday – boys depart at 3:00 PM

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DAY STUDENT PROGRAM
WORK STUDY
DAILY ROUTINE

- | | |
|----------------------|--|
| 8:00-8:45 AM | Secondary Work-Study Students report to the Bear Unit in the morning before school. |
| 8:45-9:00 AM | Students report to homeroom. |
| 9:00-10:30 AM | Students are transported to the Career Education Center for all educational class time. |
| 12:00 PM | Students are transported back to the main campus and report to the cafeteria for lunch. |
| 12:30 PM | Students are transported to their job sites by the Career Educational Instructor. |
| 3:00-3:15 PM | Students return to the main campus and report to the Mustang Recreation Area located in the Gregson Building. |
| 3:15-3:45 PM | Students participation in the after school activities |
| 3:40-3:45 PM | Students board their buses. |
| * | Fridays - buses depart at 3:00 PM |

DAY PROGRAM STAFF SCHEDULE/RESPONSIBILITIES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00AM-4:00PM					
8:00AM-4:00PM					
8:00AM-4:00PM					
3:00PM-9:00PM					

DAY COUNSELOR HOURS ARE 37.5-40 HOURS PER WEEK.

MEETING DAYS WILL BE FROM 1:00PM - 3:00PM, ON Wednesdays and 2-3 P.M. on Thursdays during the Summer Program.

- * ONE COUNSELOR AND OR/TEACHER AIDE WILL GREET BUSES, TAKE ATTENDANCE, INFORM DAY STAFF OF ANY LATE BUSES AND DIRECT STUDENTS TO PROPER LOCATION. COMPLETED TRANSPORTATION CHECKLIST IS DISTRIBUTED ACCORDING TO DIRECTIONS ON FORM.**

- * THE UNIT CASELOAD WILL BE DIVIDED BETWEEN FOUR COUNSELORS.**

(12)

LEVELS SYSTEM PURPOSE

1.

The purpose of the Day Student Levels System is to provide and utilize the various Harmony Hill School behavioral management and treatment systems during the daily routines of group care, therapy, and class room experiences. The Day Student Level System is a major component of the behavioral management system.

A. The Level System is implemented through a positive approach. Students begin on privileges unless they are former residents. Prior status as a resident may apply in some cases. During the first few weeks of school students attempt to learn all rules and expectations. Each level has a school and unit goal. Youths remain on a level for a specified amount of days, (# of days depends on level); exceptions:

(1) Extreme Negative Behaviors: Students will begin entire process over and begin on Level I, Day 1.

(2) Moderate Negative Behavior: Students will restart same level.

B. Extreme Negative Behaviors: (AUTOMATIC) OFF PRIVILEGES STATUS

1.0 Aggressive behaviors, violent aggression;

2.0 Runaway (continuous);

3.0 Fire Setting;

4.0 Need for Alternative Programming;

5.0 Destruction of property.

6.0 Major disruption;

7.0

C. Moderate Negative Behaviors:

1.0 Student does not make specified amount of "points";

2.0 Three zero's in a row;

3.0 Five restrictions in one day;

4.0 Five zero's in one day.

Students who are returned to day one will be off privileges for minimum of two days. They will also be under close supervision.

D. A Decision Committee meets to determine major aspects of the Level System, i.e. consequence for major disruption, menu contacts, Honor Roll Level, etc. The Decision

Committee consists of the TREATMENT TEAM staff: psychotherapist, teacher and counselor. Night/Awake staff, youth care assistants, and teacher assistants make recommendations to the counselor or teacher to represent them at the Decision Committee Meeting when appropriate.

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- E. Major disruptions result in a meeting of the Decision Committee, which determines the loss of privileges for a period of two days. During the loss of privileges a youth has to earn a percentage of "points" (stipulated for advancing to the next Level) to regain privileges. In the event that the Decision Committee cannot meet immediately the youth must be notified that he will lose privileges until the meeting is held. "points" which are earned in the meantime will be retroactive.**
- F. All students start on Privileges. (Includes new students or unit transfer students)**
- G. There will be a "points" card and a "point" sheet.**
- H. Each student will receive a "point" card. The point card will be color coded to match level.**
 - (1) Students are responsible for their card for the entire school day. Youths pick their card up each morning from Day Student Counselor and turn it in at the end of the day. A "check" will be received for each period.**
 - (2) If student loses or destroys his card: Cubs receive a restriction, loss of points and do not earn coins. Bears make a card on their own and are responsible to have teacher fill in blanks or they receive zeros.**
 - (3) Checks are initialed in ink by each teacher and /or counselor.**
 - (4) Students show their card to counselor during recess and lunch and cards are turned in at 3:00 P.M.**
- I. Staff issue 1 to 10 points if a student successfully achieves all behavioral or educational expectations for each period.**
- J. Counselors transfer information from the student on a daily basis "point" card to the "point" sheet. Completion of the point sheet is accompanied by a brief verbal interaction in which the staff member praises and reinforces appropriate behavior or offers feedback and alternatives to inappropriate behavior. Rewards are given to each student if he earns all his points/checks.**
- K. As students earn and accumulate "points" they are entitled to advance to higher levels after fulfilling the minimum required amount of received "points". Each level consists of a set of privileges. The higher levels have more independent privileges. (See privilege/level section)**
- L. Staff use note section on point sheets to log behaviors, incidents, etc.**
- M. Current preliminary individual behavioral and academic IBO will be written on each level point sheet and level point cards. These IBO's will be met by utilizing the Day Program**

Behavioral Management System.

(14)

LEVELS SYSTEM PURPOSE-continued:

- N. After 60 days from admission there will be a special team consultation meeting. Students will begin working on individual goals. Goals are determined by the TEAM during staff consults. Goal(s) are set and students are expected to comply and work towards achievement. It is clearly explained to them and they are required to work toward goals during each period of the day. (See goal and IBO section) These goals are charted on individual point sheets and points cards.**
- O. Levels are established so that a youth will learn behavioral expectations and program rules and procedures.**
- P. Students are required to successfully meet goals as they advance to next level. Development of goal's will be determined by TEAM. Team will decide if student has achieved goal.**
- Q. The Day Student Level System is designed so that a youth may pass through all phases in approximately a one year period, but may take longer depending on home/family issues, education and/or psychotherapy.**

(15)

**ELEMENTARY AND SECONDARY BEARS BEHAVIORAL
LEVEL SYSTEM**

Students on privileges, and on the Honor Level Status will be issued a level card each morning. Independence Level Status will be monitored by written correspondence in a daily log sheet. Elementary cards consist of 9 divided periods, Secondary cards consist of 7 divided periods. Students have the opportunity to earn 10 points per period for a total of 90 points (elementary) and 70 points (secondary). Students need to earn a minimum percentage of points in order to advance to the next highest level. Earning less than a minimum daily percentage will cause the student to drop the off privileged status.

ELEMENTARY BEAR LEVEL SYSTEM

Based on 90 points

Off Privileges

- A. Earn less than 70 points a day
- B. Major Bus Problems
- C. Any negative overnight results in off privileged status

On Privileges

2 days of 80+ points in a row level

to Drop – less than 70 points a day 2 or more days in a row

Honors

1 week of 85+ points 7 consecutive days in row (665pts. Totaled)

to Drop – less than 80 points 2 days in a row

INDEPENDENCE (off card)

One month on Honors

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SECONDARY BEAR LEVEL SYSTEM

Based on 70 points

Off Privileges

- A. less than 50 points
a day = negative overnight
- B. Major Bus Problems
- C. Any negative overnight
results in off privileged
status

On Privileges

- 2 days of 60+ points
- to Drop – less than
50 points a day 2 or more
days in a row

Honors

- 1 week of 65+ points
consecutive days in a row
(515pts. Totaled)
to maintain level
64-59 points
- to Drop – less than
60 points 2 days in a row

INDEPENDENCE (off card)

One month on Honors

Off Privileges 50 points or less

On Privileges 60-65 points

Honors 65+ for 7 days in a row

Independence = Honors for one month

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BEAR PRIVILEGES

OFF PRIVILEGED BOYS MAY:

- watch television
- read books
- play board games

ON PRIVILEGED BOYS MAY:

- play pool
- use foosball table
- go fishing
- go biking
- may request (+) overnights
- monthly privilege lunch
- get paid for doing dormitory tasks

HONORS BOY MAY:

Have all the privileges above plus:

- use of the play station/sega machine
- special monthly honors lunch (kids choose lunch)
- weekly soda and snack
- may play outside without staff (depending on safety status)
- sit with other honor boys at mealtime

INDEPENDENCE have all the above privileges plus:

- weekly lunch on campus
- may bring in lunch from home

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CUB LEVEL SYSTEM

The Cub Level System consists of “ Off Privileges, “On Privileges”, and “Honors”, with boys earning a total of 90 points on their daily level cards.

Off Privileges

Boys on this level:

1. A major disruption (bus problem, negative overnight, etc...)
2. Received less than 70 points on their daily card.

Boys remain off privileges for one day. This means that a boy can earn privileges back by 3:00pm the following day (if he adheres to making 80 points or above on his daily card). The boys need to have immediate consequences, to reduce the negative “snowball effect”

Boys on this status:

- a. receive a morning snack
- b. sit for a.m. and lunch recess
- c. complete homework after school
- d. may read, and play board games only

On Privileges

Boys on this level:

1. Exhibit pr-social behavior
2. Receive 70 points or more on their daily card.

Privileged Boys:

- a. receive a morning and afternoon snack
- b. may watch television
- c. may use the pool and foosball tables
- d. play at a.m. and lunch recess
- e. complete homework after school
- f. participate in off campus trips
- g. participate in unit contests

Honors:

Boys on this level:

1. Are highly motivated youngsters, who exhibit 80 points or more, (on their daily card), for five consecutive days.

Honor Boys:

- a. receive a morning, afternoon, and special daily snack
- b. may watch television
- c. may use the pool and foosball tables
- d. may use the Sega Genesis machine

- e. no longer have to waiter the lunch table
- f. complete homework at home
- g. participates in off campus trips, including special monthly Honor level lunches
- h. participates in all unit contests
- i. may earn a positive overnight

Level drops from the Honor level result from

1. Major Disruptions

(19)

Day Level System at a Glance

CUBS

Based on 90 pts

ELM. BEARS

Based on 90 pts

SEC. BEARS

Based on 70 pts

Off Privileges

Less than 70 points
50 points or less
= negative overnight

Less than 70 points
50 points or less
= negative overnight

Less than 50 points
30 points or less
= negative overnight

Privileges

70 points for 2
days in a row

70 points for 2
days in a row

50 points 2
days in a row

Honors

5 consecutive days
of 80+ points

7 consecutive days
of 85+ points

7 consecutive days
of 65+ points

Independent

1 month of Honors = Independent
(off card status)

(20)
LEVEL PROFILES

OFF PRIVILEGES

This Level is designed for those youth who exhibit extreme negative behaviors. Those youths who have exhibited extreme behavior will be provided with constant supervision and redirection in order to motivate them to begin working on the issues which led to their extreme negative behaviors. (Note: close watch status and remain on campus for an initial two week period or until an advanced level is made). In order to advance privileged status Cubs and Elementary Bears earn 70 points for 2 days in a row, Secondary Bears earn 50 points for 2 days in a row.

ON PRIVILEGES

This Level is designed for a new students first experience a youth on this level begins to work on areas in his life that need to be changed. He is now ready to take action to make those changes. The youth, along with the TEAM, will develop goals and target behaviors that will encourage the youth to continue taking action to change negative behaviors. A Cub needs to earn 80 points for 7 consecutive days, Elementary Bears earn 85+points for 7 consecutive days.

HONORS

Honors Level youth will continue to explore issues, and work on goals set for him by the TEAM. It is expected, that on this level, youths will be positive role models for their peers. They will be given more independence and be eligible for more privileges. Students must remain on Honors for 1 month to advance to Independent Level

INDEPENDENT

In order to maintain Independent status, he must do the following: After completing 4 weeks of the Honors Level a student advances to Independent status.

- a. be a positive role model for other students**
- b. complete all school work as scheduled**
- c. achieve individualized expectations**
- d. exhibit honesty and trust worthiness**
- e. be supportive of and encourage others to abide by our program**
- f. always demonstrate self respect**

- g. always respect others personal space and property**
- h. be proud of who they are and what they have achieved.**

(21)

DAY STUDENTS RESTRICTIONS

RESTRICTIONS WILL BE SERVED AS FOLLOWS:

**Restrictions = 1 double sided writing assignment for each offensive action for Bear students.
1 sided writing assignments for each offensive action for Cub students.**

Any writing assignment not completed when given is doubled and results in the loss of all recess and privileges until completed.

Any student who fails to complete a doubled writing assignment will receive an Automatic Overnight.

(22)

HOMEWORK POLICY OBJECTIVES:

- 1. To provide a consistent program of homework which reinforces the classroom learning process;**
- 2. To develop responsibility and a sense of self-esteem.**
 - a. Students will receive homework each night Monday thru Thursday. Homeroom teacher will assign homework.**
 - b. Homework is due each morning, Monday thru Friday.**
 - c. Teachers will check off completed homework assignments. Day staff may also check homework at their discretion.**
 - d. Any homework not completed will result in and double homework.**
 - e. Student(s) will not participate in any activity until overdue homework is completed. Students may not be allowed to go home on the bus until work is completed.**
 - f. Cub students are expected to complete homework from 3:00 - 3:45, but not during CDP.**
 - g. All students will be off privileges if work is not completed when due and will remain off-privileges until work is completed.**

CDP PROCEDURE

- 1. CDP's are given by teachers at their discretion for disruptive behavior.**
- 2. Three behavioral CDP's in one week will result in an automatic negative overnight.**

MISSED SCHOOL BUS

It is not policy to send staff to a student's home when a youth has missed his bus. However, day students who miss their bus may be picked up at home by Harmony Hill staff, depending on staff availability.

A student who misses their bus for behavior related issues and has to be picked up by Harmony Hill School staff will almost always receive negative overnight.

(23)

BUS POLICY

Students are to adhere to all rules when riding on the bus to and from Harmony Hill School.

- (1) Day Students will board bus quietly and sit down in a seat where they are to remain for the duration of the ride with their seat belts on. Getting out of seat could result in an automatic overnight.**
- (2) Talking disrespectful to bus drivers will not be tolerated.**
- (3) Day Students are not to get involved in verbal disputes with other students riding on the bus.**
- (4) Day Students are not to get involved in physical confrontations with other students while riding on the bus.**
- (5) First warning from bus driver will be verbal; second warning will be a restriction (Bus Rules) and a third warning may result in an overnight or time spent after school as per determined by TEAM. Any major disruption or infraction of rules may result in an automatic overnight.**

In order for us to rectify serious behavioral problems, bus drivers are asked to fill out a form and give to Harmony Hill counselors. This method will be used when serious problems arise. Bus drivers will turn in form on a daily basis until problems are diminished.

Student will be aware of contract. They will be asked to sign it along with bus staff and staff from Harmony Hill School. If the student does not comply with contract he will serve consequences(s) which will be decided by treatment team at Harmony Hill School. See Appendix for contract example.

CLASSROOM POLICY

Students are to adhere to all rules when in a classroom. The following is a guide to help students.

- (1) **Students will enter classrooms quietly and in an orderly fashion. Students are expected to transition to each area, whether it be class or to another building in a proper manner. Youths are expected to attend each class prepared. This means a student has all necessary materials (paper, pen pencil, books, etc.). The student is expected to satisfactorily complete all the work assigned during each period. Student behavior is expected to remain appropriate during the entire period of each class.**
- (2) **Students will be respectful to others (no name-calling).**
- (3) **Students will use appropriate language (no swearing or obscene gestures).**
- (4) **Students will keep hands to themselves.**
- (5) **Students are to stay in their seat.**
- (6) **Hands off other peoples projects, papers, etc.,.**
- (7) **Students must ask permission to use COOL-Off - or use COOL-OFF as directed. NO EXCEPTIONS. More than one student at same cool-off bench is not allowed.**
- (8) **Follow directions at all times.**
- (9) **Students are to clean their work area at the end of each class.**
- (10) **After class is finished, students are to line up and leave when requested, in an orderly fashion.**
- (11) **Students are not allowed to wear hats or earrings to class. They must wear a belt and have their shirts tucked in their pants. (See dress code policy)**

PERSONAL ITEMS AND CONTRABAND POLICY

Day Students are encouraged not to bring in personal items from home.

Day Students must turn in all items upon arrival to school. Radio's headphones, hand video games are to be locked in youth's lockers during school.

If a youth does not turn in items when requested and items are discovered at a later time, the youth will have items confiscated and disciplinary action will be taken.

Day Students are forbidden to bring alcohol, drugs, cigarettes, matches., and/or anything that can be considered a weapon to Harmony Hill School. Anything discovered which is considered dangerous and /or inappropriate will be taken away permanently and serious consequences will follow. If the item is illegal, police action may be taken.

Students are also searched on a daily basis for contraband, and duffel bags are prohibited on campus.

DAY STUDENT ABSENCES

Parents of Day Students who are absent from school must call the Education Secretary to report their child's absence. Parent should call between 8:00 A.M. - 8:30 A.M. - In addition to calling, it is required that parent/guardian send a note with student when he returns to school.

If a parent calls to report their child absent before 8:00 A.M. and the Education Secretary is not here, the answering service will take the message. All calls after 8:00 A.M. should go directly to Education Secretary. Teachers should report all other absences to Education Secretary by 9:00 A.M. If a student arrives late (after 9:00 A.M.) the teacher needs to report this to secretary. If secretary is unavailable a Day Counselor should be notified in person.

An unexcused absence will result in one automatic overnight,etc.

In If a Day Student is absent, it is the parent's responsibility to call the school the day of the absence as soon as possible and to send a written excuse upon the student's return.

If your son is absent more than two consecutive days, a doctor's note is required upon his return to school. Failure to do so will the event of a family vacation, a written notice to the Education Director is required two weeks prior to the planned vacation.

(26)

TRANSPORTATION CHECKLIST

Used in the AM to monitor bus arrival times and to obtain and initial attendance list.

COOL-OFF

Youths are encouraged to use COOL-OFF if they feel they need time out. Youths may also be asked to go COOL-OFF by staff.

- (1) Youths may request COOL-OFF if they are feeling anxious, upset, or feel loss of self-control.**
- (2) Staff may direct student to COOL-OFF if they are becoming disruptive.**
- (3) Youths should be given a reasonable time limit for remaining in the COOL-OFF area. No longer than fifteen minutes at a time.**
- (4) If a youth refuses to go to COOL-OFF when staff has asked them to, he may be escorted there by staff. If he refuses escort and becomes aggressive towards staff, he may have to be physically restrained.**
- (5) If the youth is not in the designated COOL-OFF area he will be considered in an off-limits area and other disciplinary measures will follow.**
- (6) Students will not occupy the same bench at the same time.**
- (7) Students are to discuss reasons for using COOL-OFF. A written account may be requested by staff for student to explain why COOL-OFF was necessary.**

(27)

RULES APPLICABLE TO DAY STUDENTS

The following rules will especially apply to the Day Student population.

- (1) Day Students are to come to school each morning dressed appropriately and prepared for school. Clothes should be clean and appropriate, offensive language, pictures, holes, and ripped clothing will not be acceptable.**
- (2) Day Students are to report to the designated areas upon arrival. If a Day Student bus is late, the student is to report to Spring Administration Building and a Day Student Counselor is to be called.**
- (3) Day Students are to line up before proceeding to classroom or activity.**
- (4) At no time are students allowed in the Day Student room unsupervised.**
- (5) Fighting will not be tolerated.**
- (6) School (check) cards are to be turned in at recess, lunch, and after school. Teachers and counselors are to write initials in pen. Cards will be color coded to match their level status.**
- (7) Birthday student may have lunch out with staff of their choice or receive a gift.**
- (8) No candy or food is allowed to be brought in from home/without permission.**
- (9) Contraband such as cigarettes and matches or other unapproved items are not to be brought into school.**
- (10) Duffel bags, backpacks, etc., are not allowed on campus.**

GENERAL RULES APPLICABLE TO ALL YOUTHS

1. Chewing gum is not permitted.
2. Youth are not allowed in the area of, or physically upon, agency or staff vehicles.
3. Youth are not allowed to ring the bell (unless permission is given to signal the end/start of recess), or be on the center island, in the front circular driveway in front of the Spring Administration Building.
4. Youth are not allowed in the Laundry room.
5. Youth are not allowed to use any power tools.
6. Youth are not allowed to enter the Spring Administration Building without permission.
7. Youths are not allowed to be near, or talk through the windows of any building.
8. Youths are not allowed to use vulgar language or make obscene gestures.
9. Physical aggression toward others is not permitted.
10. A youth must have permission to be anywhere on campus aside from that place he is scheduled or expected to be.
11. All youths are to use walkways rather than cut across the lawn.
12. Youths on medication are expected to make it on time. Any problems are to be reported to the nurse and consequences may follow.
13. Youth will respect the property, and the belongings of staff and other youths. If a student intentionally destroys, tampers with, steals or otherwise damages property or belongings. He will be expected to reimburse that party from his savings and /or allowance. Day students parent(s) will be notified and asked to pay for damages and/or student will be assigned jobs to work off debt. This includes their own property.
14. Alcohol, drugs, and dangerous contraband (i.e. matches, knives, etc.) are not permitted on grounds.
15. Units are to be kept clean and neat at all times. If a room is found unacceptable, the youth(s) will be removed from whatever activity they are in to rectify the situation.
16. Youth's are not to have any keys to school building, vehicles or lockers.
17. Climbing on embankment in back of school building is not permitted.
18. Youth's are not allowed in the school kitchen (unless it is an assigned job). They are also not allowed to walk through the kitchen to get to the dining room.
19. Audio-visual equipment, computer, video equipment, etc., are to be operated by staff. Staff may permit students under their supervision to use equipment.
20. Students are not allowed to tamper or touch the air conditioners, intercom systems, thermostats, telephones, fire alarms, or extinguishes.
21. Students are not allowed in building unsupervised.

22. **Name-calling, racial slurs, and/or insults, etc. will not be tolerated.**
23. **Youths are not to have access to the refrigerator in the Spring Administration Building Kitchen. If the youth does have food, the counselor can get it for them. (EXCEPTION: TU)**
24. **All off privileged youth are to be closely supervised.**
25. **Youths who take out library books must return them on time and keep them in good condition.**
26. **Students are not allowed near staff mailboxes.**
27. **Wrestling and/or horseplay are not permitted.**
28. **Youths are not allowed to play tackle football.**
29. **Piercing ears or wearing jewelry is not permitted on campus.**
30. **Students are not allowed to drink soda during mealtime unless on the appropriate level or when soda is served with lunch.**
31. **Students are not allowed to trade, borrow, loan, sell, etc. personal items without permission of designated adult trade monitor.**
32. **Youths are not allowed to listen to any music condoning violence, sex and/or drugs or which contain vulgar inappropriate language.**

YOUTH WHO GO A.W.O.L. FROM GROUP THERAPY

If a youth leaves group therapy without permission or if the youth is asked to leave group because of inappropriate behavior:

- a. Therapist is to alert staff**
- b. Youth is off privileges for 24 hours.**
This policy does not apply to individual therapy.

STUDENT DRESS CODE

Students are expected to dress appropriately for class, activities and according to the weather.

Examples of inappropriate school dress are:

- 1. Clothing that identifies with drugs, cults, gangs, etc.**
- 2. Pants and tee shirts that are torn, ripped, or in poor condition.**
- 3. Sweat pants**
- 4. Shorts (only for Summer Program)**
- 5. Tank tops**
- 6. Hats**
- 7. Jewelry - earrings, chains, bracelets, and rings**

Day students who are not dressed appropriately will be sent to Support Services with a Counselor to change and a not will be sent home to their parents. If inappropriate dress continues there will be further attention directed to the matter

HOMEVISIT POLICY

Home visits are an essential element in the Day Student Program. The Goal is to open the lines of communication between the staff and boys families, in their familiar surroundings building trust, understanding and a team approach. Staff also gets a better understanding of “where the boy is coming from” by visiting their home. We transport the boys to their homes after the school day ends, meeting with both the boy and his family. Discussions occur regarding the youth’s behavior both at school and at home.

DAY PROGRAM HOME VISIT PROCEDURE

Pre Visit Planning

- 1. Send a note home to the family or placements requesting a home visit (use form letter).**
- 2. Initiate a brief meeting with the following staff members before the home visit.**

Therapist - to discuss any issues that need to be reviewed before the visit.

Teacher(s) – to obtain some data for a brief school update (homework and CDP’s).

- 3. Gather documentation:**

IEP Goals – review unit related goals and discuss progress.

Incident Reports – discuss nature of problems at school and bring copies if needed.

Attendance and Dress Code – review policy and answer any questions parents may have.

- 4. Make a phone call to the home or placement to confirm the visit if plans have not been confirmed in writing or by return phone call from the parent or caretaker.**

Evening of Home Visits:

- 5. Attend to responsibilities before leaving campus:**

- Complete an evening memo**
- Provide verbal communication of your plans with the campus supervisor if necessary**
- Staff should be in place to cover any negative overnights before leaving campus**
- Obtain money if needed for dinner or activity with youth**
- Meet with parent or caretaker after the activity**

Home Visit Policy(continued)

Post Visit:

- 6. A Home Visit Report should be completed within twenty four to forty eight hours after the visit.**
- 7. Additional communication with Day staff, Teachers, and Therapists should occur in a timely manner as well.**

Youth Care Treatment Goals and Objectives will be determined at the 60-day team treatment staff consult. Several individual goals will be selected from a list of 15 goal types (see goal type sheet). Three or four of the most pressing goals will be included in the youth care section of the IEP and Team Treatment reports. Once initial goals have been successfully achieved new goals will take its place.

Individual behavioral objectives (IBO's) will be written to be connected with and meet each established goal type:

Example: Goal - Student will successfully complete assigned homework and behave appropriately during homework period.

- Objectives -**
- 1. To provide student time, place and homework expectation.**
 - 2. To review homework instructions with student.**
 - 4. To receive no restriction or behavioral consequences during homework times.**
 - 4. To satisfactorily complete homework instruction.**

Of the four objectives listed above item #3 would be selected and used on the level card as a targeted behavior.

All other IBO's from the several established goals will be presented and addressed through group meetings and or individual counseling as specified by the therapeutic group living process of each particular unit.

To write Goals and IBO's you must become familiar with primary, secondary, and any new primary treatment documents. (see Goal Type IBO sheet).

Before 60 days unit staff must develop preliminary Goals and IBO's. This can be done through review of pre-admission material and direct observations/unit staff consults.

These preliminary IBO's may be used as 60 day targeted behaviors or might change after the consult meeting.

BEHAVIORAL EXPECTATIONS

- 1. Cooperate.**
- 2. Follow Directions: If you disagree with something ask to discuss it appropriately and at a convenient time.**
- 3. Demonstrate respect to people and property.**
 - a. Use appropriate communication. (verbal and nonverbal) language which is insulting or vulgar will not be tolerated.**
 - b. Use appropriate tone of voice.**
 - c. Use property appropriately. Rooms are to be kept clean and neat, putting feet on the furniture or walls is not allowed.**
 - d. Stay out of off limits areas unless you are with staff or you have received permission which has been communicated to other staff.**
- 4. Stay on task.**
 - a. Follow your schedule.**
 - b. Stay in your assigned area. Ask permission to leave an area or to change your schedule.**
 - c. Complete all assignments and tasks.**
- 5. Take lap running or cool-off immediately when asked to, or after asking permission.**
 - a. Stay in the defined area.**
 - b. Remain non-disruptive.**
 - c. Discuss the situation when it is convenient for both you and the staff person, and only after you have used cool-off.**
- 6. Keep your hands and feet to yourself. Physical aggression towards others will not be tolerated.**

BEHAVIORAL EXPECTATIONS - continued:

- 7. Bring to school only those items that are relevant to the activities. When in doubt, ask staff.**
- 8. Dress appropriately for classes, activities, and according to the weather. If you are not dressed appropriately you will be sent back to the dormitory to change. Examples of inappropriate attire: Athletic shorts in the classroom.**
- 9. Be involved in the program, including unit activities, school, therapy, and other projects.**
- 10. Maintain positive, on-going interpersonal relationships with staff and peers. Be cooperative and helpful.**
- 11. Deal with your personal problems. Try to deal effectively and realistically with problems in unit, school, and therapy.**

OVERNIGHT POLICY

1. REASONS:

Day Students may stay overnight for positive, negative, or emergency reasons.

a. Positive Overnight

This may be earned by the student via a successful level achievement through the day program or a team decision. Ample notice must be given to residential staff and the Youth Care Supervisory Staff/Director so that preparation can be completed.

b. Negative Overnight

A negative overnight may be automatic or a team recommendation. An overnight for a negative reason may not be the initial discipline. Alternatives may be used for first time offenses such as stated in column for Team Recommendation. See section in Alternatives.

c. Automatic

OR

Team Recommendation

Fire setters

Major assaults

Runaway

Theft/Vandalism

Placed in Alternative Program

Contraband - major

(drugs, lighters, cigarettes,
matches, weapons, etc.)

Major disruption on bus

Three CDP's in one week

Truancy

Major Disruption

Minor Assaults (push/shove,etc)

Found in off limits area

Incomplete homework or writing
assignments.

Contraband - minor (magazines,
stolen family items,etc.)

Continuous problems on bus

Five restrictions or five zero's one day.

d. Emergency Overnight - (Automatic)

1. Family Crisis (Day Student brought to Harmony Hill by family, Monday through Sunday, 24 hours per day).
2. Home issue
3. Emergency shelter
4. Depression/suicidal ideation
5. Other clinical issue

2. **Overnight Process**

A decision committee (teacher/counselor/therapist) should always meet to review a positive or negative overnight situation. This team needs to process all needs/circumstance of the involved Day Student, such as home scheduled Dr. appointments, family visiting Harmony Hill, home situations, jobs, etc. This may require the team to recommend another day for the overnight. A team may also recommend more than one overnight for the incident.

All overnights will be reviewed daily by the Day Student Supervisor or Coordinator for final approval. A Unit assessment is necessary to ensure that a Day Student can safely be kept overnight, ie. sleeping cots, staffing, extra staffing, multiple overnights, check of residential youth conditions, etc. A negative overnight may be postponed to another day. Multiple overnights may be staggered. (A Friday overnight may be served on Monday if a youth can not be brought home on Saturday, or stay the entire weekend).

If timing is good it may be possible to bring in one or two substitute staff (3 PM - 11 PM & 11 PM - 7AM) to group four or more Day Students serving positive or negative overnights. This can be accomplished more easily for planned positive overnights, such as a dance.

For a Day Student to stay overnight the family must be notified. If the student is the only one on the bus, the bus company must be notified by 2:30 PM. The staff person initiating the overnight will make the telephone calls. Calling the bus after 2:30 PM may be waived if the acting out is extreme. If the family can not be contacted, the overnight may be served the next day. If this occurs, look for alternatives, which may be more effective.

Day Counselor or other staff may stay with Day Student Youth (negative overnight) until 9:00 P.M. (bedtime) so not to over burden Residential Units during activity and meal time.

Day Staff are to consult with Unit Supervisor, coordinator or staff to give pertinent information on youth who are overnight. I.E. Student steals, smokes etc.

Notify Nurse when student will stay over-night (at the same time the buses are notified.) If student stays overnight, pull envelopes from Day Student medical box and put on unit shelf.

An overnight checklist (located in Main House file cabinet) must be completed by staff initiating overnight or after school stay. Checklist is then given to residential staff monitoring student after 9:00 P.M. Checklist is turned in to assistant Youth Care

Supervisor upon completion of overnight and then is filed in Student Unit file.

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3. **Rules Effective for Overnight**

A youth who is overnight for positive reasons may participate in all level approved activities and receive level privileges. Day staff scheduled 9 PM may have separate activity(s) from residential units.

Day Students serving a negative overnight will serve his negative overnight out of the program. Day students will remain with day staff until 8:45 P.M. At 8:45 P.M. they will be escorted to designated residential unit for the remainder of the evening.

A youth here for emergency overnights would need a special contingency plan developed by the team and a Director.

A youth who does not serve a successful negative overnight should serve another overnight - unit/team recommendation.

Program Note

A Day Student spending an overnight due to negative acting out behavior may cause a major disruption in the dormitory. If this occurs, that Day Student will earn another overnight.

Day Students still present after 4:00 P.M. due to late buses, overdue writing assignment and/or homework will remain with the day staff who are scheduled to 9p.m.. Day Program staff are to report late buses to the Education Secretary who will notify the specific city or town.

A Day Student may also spend positive time with staff after regular school program ends. Day staff may transport youths home between 4:00 P.M. and 9:00 P.M.

(39)

**NEGATIVE OVERNIGHT
PROTOCOL**

- 4:00-4:30** All boys have left campus except those staying for a negative overnight. Boys may complete homework, and writing assignments in the Cub unit.
- 4:30-5:00** Dinner in the cafeteria with the day staff. Quiet conversation with staff discretion is permissible.
- 5:00-5:30** Return to unit to gather items for a shower and clothes to wear to bed. Located in unit dresser. Boys shower in a unit, while the group is at dinner. Boys also wash their own their own clothes in the washing machine on campus.
- 5:30-6:30** Boys return to the Cub unit and complete homework, writing assignments or sit quietly when the above is finished.
- 6:30-6:40** Boys put their clothes into the dryer.
- 6:40-8:00** Boys continue with their written tasks or sit quietly. For boys on medication they are distributed at 8:00pm.
- 8:00-8:20** Continue with the above. Boys doing well may ask to clean out dorm.
- 8:20-8:30** Boys get clothes out of dryer and may keep them in unit.
- 8:30-8:45** Boys go to designated dormitories for bedtime. Rollaway beds are available.
- 8:45-9:00** Counselors check on boys in the unit to make sure their settled.

ALTERNATIVE PROGRAMMING

Occasionally it may be necessary to discontinue a youth's participation in Harmony Hill School's Levels Program. That decision is made by the team with the authorization of a Director and is based on the fact that the controls and support built into the behavioral management system are not sufficient to control a youth's disruptive behavior. When this decision is made by the TEAM, and authorized, Alternative Programming immediately goes into effect. The purpose of this programming is to incorporate those controls, which may be necessary to show the youth that his behaviors, which are disruptive to the other students and the entire program, will not be tolerated.

During Alternative Programming the following restrictions will be in effect:

- 1. Constant supervision**
- 2. Use of personal possessions restricted**
- 3. No dormitory treats**
- 4. No television time**
- 5. No visits**
- 6. No phone calls**
- 7. No participation in regular group activities/jobs**
- 8. No allowance**
- 9. Schoolwork is supervised/completed outside of the classroom**

When a youth is in Alternative Programming the following practices should still be in effect:

- 1. Keep a continuous Incident Report/Log**
 - (a) Youth dates: in/out**
 - (b) Staff supervising: name/date/time**
 - (c) List incidents/disruptions: while in Alternative Programming**
 - (d) Keep on-going commentary on behavior**
- 2. Youth is to shower and exercise regularly**
- 3. Youth may earn reading books (counselor discretion)**

The youth will be given a Level I card when his behavior is deemed acceptable and appropriate by the TEAM and he is considered ready to resume his participation in the Levels Program and in Harmony Hill school's regular programming.

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DAY STUDENT LIFE SKILLS PROGRAM

Life Skills lessons will be taught throughout the calendar school year. These lessons will be administered on educational professional days in which students attend school for half a day. Life Skills lesson plans will be age appropriate which target 10 specific areas. They include, hygiene, legal issues, human rights, peer culture, drugs (health, legal and moral issues) assertiveness training, leadership's skills.

(42)

MENU OR SPECIAL CONTRACT

YOUTH: _____ **ATTEMPTING LEVEL** _____

DATE: _____ **FROM LEVEL** _____

Purpose:

Youth will do the following:

Youth will receive the following:

**COMMITTEE SIGNATURE:
SUPERVISORY APPROVALS:**

Author: _____ **Date** _____ **_____ Date**

_____ **Date** _____ **_____ Date**

_____ **Date** _____ **_____ Date**

Effective Date: _____

Termination Date: _____

Renegotiated Date: _____

Achieved Goal

Yes _____

No

Reasons Why Renegotiated:

CC:

Terry Leary

Mike Klein

Authors (as listed above)

Unit clipboard

Gene Cavaliere
Deborah Deb DeKeulenaere
Unit Supervisor

File: Youth Care Unit #5

Submit to Receptionist for copying