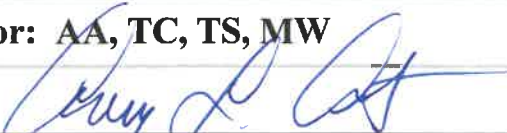


**Arkansas Juvenile Assessment and Treatment Center
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Policy Number:	300.201	
Policy Name:	Minor and Major Rule Violations-Secure Programs	
Standard:	4-JCF-3B-01, 04, 07, 10; 4-JCF-3C-01	
Creation Date: 08.01.2016	Author: MM	
Revision Date: 12.07.2018	Author: AA, TC, TS, MW	
Approval Date: 03.20.2019	ROP: 	

POLICY

It is the policy of the Arkansas Juvenile Assessment and Treatment Center to establish rules of student conduct, specifying acts prohibited within the facility. The written rules shall be reviewed and updated as necessary and shall be provided to each student in the form of a handbook. Signed acknowledgement of receipt of the handbook shall be placed in the student's file. When literacy or language problem exists, a staff member or interpreter shall assist the student in understanding the rules. Rule violations shall be posted on all cottages.

A student shall be subject to disciplinary sanctions pursuant to a Disciplinary Hearing following an administrative finding that the student engaged in a Class A rule violation. All criminal violations are reported to the Arkansas State Police.

DEFINITIONS

Class A Rule Violation: Rule violations that are major in nature, which threaten the safety and security of the facility. Class A Rule Violations are subject to formal resolution through a Disciplinary Hearing.

Class B Rule Violation: Rule violations that are minor in nature but require informal resolution and documentation of the behavior.

Refocus: An intervention process to resolve misbehavior that is individualized for the student.

PROCEDURE

A. Class A and Class B Rule Violations shall be distributed to students upon admission to the facility.

1. The rules shall be in a Student Handbook.
2. The Intake Coordinator or designee shall review the Class A and Class B violations with the student at their initial meeting during orientation. This shall occur within 24 hours of admission.
3. If the Intake Coordinator or designee determine that a literacy or language problem prevents a student from understanding the rule violations, a staff member or interpreter shall be assigned to assist the student in understanding the rules. These efforts shall be documented and placed in the student's file.

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B. Each facility shall include training on the Class A and Class B Rule Violations as part of the orientation for new employees and as part of each employee's annual training.

C. Rule violations are subject to interventions. The primary objective of an intervention shall be to avoid rule violations and enhance the rehabilitation process while preserving the safety and security of students and staff.

D. Class A Rule Violations

1. **WILLFUL DESTRUCTION OF PROPERTY (WITH MONITARY DAMAGE)** - This includes the property of the students, staff, and the facility.
2. **TAMPERING WITH OR HAVING POSSESSION OF SECURITY EQUIPMENT** – Purposely damaging or trying to defeat security equipment (e.g. radios, locks, keys, fence, etc.) or having any security equipment in your possession.
3. **HARMFUL CONTRABAND** – Weapons, drugs, cell phone, money, tattoo equipment, or any item that is determined to be a threat to the security of the facility, the staff, and the students.
4. **ATTEMPTING/ASSISTING/OR PLANING AN ESCAPE** – An action or plan that would have happened if not discovered. This includes the discussion of escape, tampering with any security devices such as but not limited to, locks, doors, restraints, windows, or fencing.
5. **ESCAPE** – Any action or plan that results in one's physical departure from or failure to return to the facility without proper authorization. from a facility or outside custody (e.g. transport vehicle, agency transport officer, other court officer or law enforcement officer outside work crew, etc.) As used in this rule, crossed a secure facility perimeter; or walked away from or broken away from custody while outside the facility.
6. **FIGHTING** – Mutual aggressive physical contact between students with the intent to cause harm.
7. **ASSAULT** – A physical action whose intent or result is to cause bodily harm to another student or staff member. Also included is a plan to assault or to encourage another to assault a person.
8. **SEXUAL HARASSMENT** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment can include an offensive statement or remarks with intent to mock, put down or degrade someone about a person's sex or sexual orientation.
9. **SEXUAL MISCONDUCT** – The intentional touching of another's intimate body parts or sexual acts with another that is forced or unforced, or seductive or obscene acts, including but not necessarily limited to: indecent exposure, masturbation, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
10. **MISUSE OF MEDICATION** – The intentional effort to avoid taking medication as prescribed or providing medication to someone other than who it was prescribed for.

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11. SELF-MUTILATION – Engaging in the act of tattooing or piercing the body, this does not include self-harm.
12. GAMBLING – Engaging in an activity or practice that is risky but with a desired hope; may include money or the use of a material item to bet.

E. Class B Rule Violations

1. WILLFUL DESTRUCTION OF PROPERTY (NO MONITARY DAMAGE) – This includes the property of the students, staff, and the facility.
2. INTIMIDATING OR THREATENING BEHAVIOR – Any action, aggressive gesture or verbal comment that if carried out would jeopardize the safety or security of students or staff. Also any comment made to staff or peers that is grossly derogatory.
3. GANG RELATED ACTIVITY/AFFILIATION – Any overt or covert statements or action that promotes or encourages gang affiliation.
4. INSUBORDINATION/DISRUPTIVE BEHAVIOR – Physical resistance of a staff member’s request or directive either by statement or action that may or may not result in use of force/restraint. Actions are defined as those that are non-compliant by either passive or defensive resistance.
5. CONTRABAND (NON-HARMFUL) – Possession of any item, including any article knowingly possessed which has been altered or for which permission has not been given, to include excessive items that are above designated property limits.
6. STEALING/THEFT – Unauthorized possession of nay item that belongs to a student, staff member or the facility. An additional consequence for stealing may be monetary restitution to the victim in the event the item is not returned, damaged, or is destroyed.
7. HORSEPLAY (NON-CONGRATULATORY HANDS ON) – The rough or boisterous play between students or between students and staff.
8. OUT OF AREA – The act of being out of place.

F. Refocus

1. Refocus consists of problem solving, individual treatment, education and de-escalation techniques that support and assist students who demonstrate behaviors and/or actions that require intervention.
2. Refocus interventions are to identify specific areas of need and provide specific treatment in the lease restrictive manner possible.
3. Refocus is a process – not a place.
4. Therapeutic Managers and Unit Managers are responsible for meeting with every student that is assigned to the process, assigning the appropriate treatment intervention, acting as liaison with the therapy and education staff, and ensuring the appropriate follow up documentation is completed (Problem Resolution Process, progress notes, treatment plan modification, etc.).

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5. Staff assigned to Refocus shall complete the Refocus Log and submit it to the school at the end of each school day.
6. Staff assigned to Refocus are responsible for collecting all completed academic work and submitting it to the school office at the end of each school day.
7. Staff assigned to Refocus are responsible for collecting all therapeutic work and submitting it to the school office at the end of each school day.
8. All students in Refocus shall eat together unless they have demonstrated disruptive behaviors that would be detrimental to the group.

Refocus Status Guidelines for Minor Rule Violations:

1. Students who commit minor rule violations outside of school hours complete Re-Focus intervention assignments after school.
2. If a student commits a minor rule violation during school, the teacher and Shift Supervisor determine whether the student may remain in school and complete his or her minor Re-Focus treatment intervention after school. The priority is to resolve minor violations immediately, informally and to support the student in remaining in school. If it is determined that a student may not continue in school, the teacher(s) shall provide individualized education assignments so that the student does not miss content covered in class. Individualized education assignments shall be developed in accordance with the student's education plan.
3. Minor Re-Focus Interventions shall include, but are not limited to:
 - a. Individualized counseling or therapy
 - b. Individualized educational and treatment assignments
 - c. Journaling related to the minor rule infraction and how it is related to one's identified criminogenic risk factors
4. Intervention assignments are completed under staff supervision and can be completed in the designated Re-Focus area (i.e. unused classroom) or on the residential living unit.

Refocus Status Guidelines for Major Rule Violations:

1. Major Refocus is utilized when students are found, through the disciplinary hearing process, to have committed a Major Rule violation, demonstrating the need for intervention to refocus their behaviors, to maintain program safety, limit program disruption or to regain focus of their program goals.
2. Students may be moved to the refocus area by the DGL/SS when they are charged with a Major Rule violation or present an immediate danger or disruption to the program. Within one hour of placement, the students Unit Manager, DGL or Site Supervisor, in collaboration with a representative from the treatment team, shall determine whether the student can safely be returned to regular programming or needs to remain on Refocus status pending a disciplinary hearing.
3. If a student is placed in Refocus as a sanction of a disciplinary hearing, the hearing officer shall

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notify the Shift Supervisor who shall ensure the information is incorporated into the daily shift report.

4. Major Re-Focus Interventions shall include, but are not limited to:
 - a. Individualized counseling or therapy
 - b. Two Individualized educational and treatment assignments
 - c. Two daily journaling related to the major rule infraction and how it is related to one's identified criminogenic risk factors
 - d. Two hours of work details that include: productive chores, grounds keeping, etc.

When Students Have a Security Call in the Classroom

1. If a teacher determines a student may not immediately return to class, he/she may request Refocus for the student. Refocus placement must be approved by the Principal, Director of Group Living, or Senior Coach Counselor.
2. The student must be escorted to Refocus and staff must communicate the time period that student shall be in Refocus. For a disruption or non-compliance issue, the staff member assigned to Refocus shall assist the student in returning to the classroom as soon as possible but not to exceed a half school day. The student must be able to demonstrate compliance and be willing to process with the teacher appropriately.

Refocus Refusal:

1. Students who refuse to participate in Refocus are directed to sit in a designated space within the Refocus area.
2. Students shall be provided educational services and encouragement through a team approach with clinicians, education and group living staff.
3. When a student commits to engage in Refocus and has demonstrated appropriate behavior, he/she shall begin to work on assigned Refocus interventions.
4. The Multi-Disciplinary Team shall meet between three and seven days of the refusal to review the student's progress.

G. Individualized Program Plan

1. For students who engage in repeated major rule violations or self-harm, a staffing to discuss the student's behavior shall be scheduled. The Unit Manager is responsible for scheduling the staffing.
2. Those invited to the staffing shall include the:
 - a. Unit Manager
 - b. Assigned Therapist
 - c. Assigned Case Manager
 - d. Education Representative
 - e. Clinical Director

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- f. Director of Group Living or designee
 - g. DYS Tracker
3. The purpose of the staffing shall be to develop a constructive plan of behavior management. The plan shall have a beginning and end time with weekly updates on the student's progress provided by the assigned Case Manager, weekly.

Process Indicator: (Reference to supporting documentation that demonstrates compliance to standard)

- **Student Handbook Acknowledgement Form**
- **Refocus Assignments**
- **Staff Training Form**