

RITE OF PASSAGE | STUDENT HANDBOOK

Arkansas Juvenile Assessment and Treatment Center





Welcome to Rite of Passage

The Arkansas Juvenile Assessment and Treatment Center is a 24-hour secure residential facility that provides a safe environment for juveniles who cannot be released in their communities. It is required that you follow the rules and routines and that you cooperate with the staff so that your stay in the facility will be a positive, helpful, and a comfortable experience.

Arkansas Juvenile Assessment and Treatment Center (AJATC) is modeled after an academic academy because we believe that you will reach your full potential in an academic environment. You are here because you have been detained by the juvenile authorities. Like all academies, students at AJATC are expected to graduate and graduation comes through achievement. Your achievements are based on the goals and objectives that are developed with your Therapeutic Manager, Division of Youth Services, your parents and you. Progress toward these goals is reviewed monthly. If you choose to join the thousands of ROP graduates who took advantage of the opportunity to be successful, you must develop the following habits:

1. Focus on completing your goals, not the time it takes to complete them.
2. Be honest with yourself, set realistic goals you can accomplish.
3. See yourself as a student; grow out of any negative self-image.
4. Take full advantage of the opportunities that are offered here.
5. Take part in developing and completing a graduation plan that you believe in.

A copy of this “Student Handbook” is made available to you at the time of admission. A copy is also available on your living unit if you would like to review it with staff. You are responsible for reading the information within this handbook. You will find that the handbook explains how the program runs and the rules you are expected to follow.

Students of Arkansas Juvenile Assessment and Treatment Center Youth Services are expected to follow the program rules and exhibit positive behavior: This includes, but is not limited to:

- Respect for yourself, others, and the program
- Appropriate care for all property
- Active participation in all aspects of the program
- Following the directions of staff

If you have trouble reading or understanding any part of this handbook, it is your responsibility to ask for the necessary assistance. Group Living Counselors will review and answer questions regarding the handbook with all new students within 24 hours of admission.

Your goals at Arkansas Juvenile Assessment and Treatment Center will be organized within your individual Treatment Plan. You will be expected to participate in a wide variety of academy experiences such as educational, treatment, athletic, and vocational activities.

Arkansas Juvenile Assessment and Treatment Center includes a fully functioning school. Many students enter the program behind educationally. However, because we are a year round school with an extended school day, you can earn credits faster than at most schools.

You will be assigned to a living unit. Group Living Counselors (GLCs) will supervise your activities in the unit. These staff members will guide you through each program element from morning to night.

While in the program, you will be assigned a Therapeutic Manager (TM) who will provide individual therapy, group counseling, and family support services. You will also be afforded a Case Manager, who will support your treatment by assisting the Therapeutic Managers, providing supportive services, and assisting with ensuring treatment plans are followed. Your Therapeutic Manager will assist you in developing your own Individualized Treatment Plan. The Treatment Plan provides a means for tracking your treatment goals and progress. Your TM will also assign you to specific groups to meet your specific needs. These groups may be treatment oriented, educational or skill-based. Participation in Family Therapy sessions are mandatory, unless otherwise indicated by Division of Youth Services or Department of Family and Children Services.

Although students have varying length of stays, the average student graduates in six months. It is important to remember that failing a class or losing your status can prolong your program stay. Plan for a minimum of 6 months in the program starting from Orientation to graduation.

In this Student Handbook you will find information about our program designed to answer your questions. If you need help in understanding this information, ask your Therapeutic Manager or any member of the Group Living Staff.

Please familiarize yourself with this handbook so that you will know the rules and procedures of the facility. Keep in mind that your behavior and your willingness to participate in the AJATC program can affect the quality of your stay, so make an effort to become involved in the program and make your stay an educational and rewarding experience.

Remember: "If it is to be it is up to me!"
Take responsibility for your progress and growth while in ROP

Admission, Orientation and Assessment

You will participate in an admission and orientation process that will include the following:

Youth Records/Commitment Packet Review

DYS and AJATC employees will work to ensure the appropriate paperwork is in order (for example, court orders, medical papers, etc.). Your picture will be taken for our records and will be utilized on your Admission Card. This card includes important names and addresses of your parents/guardians, Probation Officer (if you have one), aftercare worker, and committing Judge.

Admission Classification: All youth are classified upon admission to determine the most appropriate dorm/unit placement and sleeping arrangements.

Parental Notification: Your parents/guardians/DCFS (if applicable) will be notified that you have arrived at the Program.

Strip Search/Body Chart: Strip searches are required for each youth upon admission to ensure weapons and contraband are not introduced into the program. Two (2) staff members of the same sex will be present during strip searches. We recognize that this may make you feel uncomfortable; however, it is necessary to ensure the continued safety and security of the program. A body chart is also completed at this time to identify and marks (i.e. scars, tattoos, etc) you have upon admission.

Shower/Haircut: You will shower and have your hair cut for hygiene purposes upon admission.

Uniform/Hygiene Items: The program provides your uniform (shirts, underwear, socks, pants, shoes, etc), linen, and all hygiene items. You are responsible for taking care of your clothing and bed linen. When the weather changes, you will be given the appropriate clothing. DO NOT mark-up or write on your clothing in any way, unless told to do so by your dorm/unit Staff.

Personal Property: You are allowed to keep appropriate pictures, letters, and a Bible (if you bring or ask for one). All your other personal belongings are inventoried, and are either securely stored or sent back to your home.

Orientation Process: During intake you and Program Staff will review the Orientation Packet. The Orientation Process covers many areas of interest to you, such as Program

rules and your rights, the daily and weekend schedule, how you can ask for services like medical (sick call) and help if you are feeling sad, the Program's dress code, what to do in an emergency, and how to fill out a grievance, if you have a complaint.

Assessment Process: You will be asked to answer some questions about yourself and take some tests. These are not like school tests that have right or wrong answers. It is essential that you are truthful during these assessments. They are used to identify specific problems and issues you may have and better help the Staff to help you.

In addition you may be asked to furnish urine specimens to screen for chemical substances. This may take place during orientation, when you return from off-grounds activities, or if a reasonable suspicion has been raised that you have had access to such contraband.

Medical Availability and Sick Call

You will receive a medical screening from the nurse during admission. The nurse will check for any medical problems, injuries, or applicable medical issues.

You must tell Staff any time you become ill or injured. On-site medical care is provided at the Program. If you require outside medical attention, arrangements will be made to transport you to the local hospital or doctor's office.

If your illness or injury is not an emergency, but requires medical attention, you need to ask Staff for a **sick call** slip or take one from the "Sick Call Boxes" located on your assigned unit/dorm. Once you complete the Sick Call form, drop it off in the Sick Call Box located in your unit/dorm. This allows us to schedule a visit for you during regular Sick Call hours.

If you require medication, you will be directed to the med window in the medical department. A supervisory Staff member will be present during med pass to ensure you take your medication, as prescribed. You will step up to the "Red Line" in front of the med pass window and tell the nurse what medication or medications you are taking and the side effects of those medications. You will then step up the med pass window to receive your medication. After swallowing your medication you will open your mouth to allow supervisory Staff to complete a visual search of your mouth to ensure you have properly taken your medication. Any attempt to "cheek" your medication or disrupt any medical procedure will result in immediate disciplinary action by the Program.

In addition, the program has an Exposure Control Plan to control infectious and communicable diseases and blood borne pathogens. You will be required to receive current immunizations, as needed, according to the available medical records. Also, you will be required to participate in health education classes that are aimed at preventing diseases such as AIDS/HIV, STD's, and other communicable diseases and health issues/problems.

Evacuation and Emergency Procedures

The purpose of the Emergency Evacuation Plan is to establish procedures and guidelines for the safe and orderly evacuation of people from the Program in the event of a natural or man-made disaster. It is very important that you are aware of what you should do in the case of an emergency. This is for your protection, so make sure you listen to Staff and ask questions, if you are not sure about what you are supposed to do during an emergency.

The Shift Supervisor will instruct you in the case of an emergency evacuation. Emergency evacuation plans are posted in each unit/dorm. They are also posted throughout the facility. Practice evacuation drills (fire drills, medical emergency drills, etc.) are conducted at unannounced times. Again, it is important that you take these seriously, cooperate with Staff, and follow all instructions given.

Living Environment

Program Cleanliness: You will be expected to assist with daily cleaning and general up-keep. This includes your room, living unit/dorm, class/group rooms, outside areas, and the dining hall. Before exiting an area, make sure the area is in order (for example, tables and chairs are put up) and cleaned up.

Unit/Sleeping Room: You have been assigned to a specific “unit” or “dorm” based on your admission classification screening that was conducted upon your admission. You will be placed in a room, either by yourself or with a roommate, depending on your classification. You are encouraged to “personalize” your room with approved pictures, certificates and other approved personal items. Items that are sexually provocative, gang related, depict illegal activities, violence, profanity and or nudity are prohibited. DO NOT place any items, such as clothing or paper, over your windows, light, vents and/or the sprinkler. In addition to random “contraband” searches, weekly cleanliness inspections are conducted. You are expected to keep your room clean and in order. DO NOT mark up the unit/dorm, your room or any area(s) within the Program with GRAFITTI.

Master Schedule: The program has a master schedule posted on the unit/dorm. The schedule includes school times, specialized treatment services, groups, leisure activities, recreation, religious services, and other planned activities that teach life/social skills, responsibility, and sportsmanship.

Linen/Laundry/Hygiene: Clean linen is provided on a weekly basis. Blankets are provided seasonally. Clean towels are distributed daily, and hygiene items (toothpaste, soap, deodorant, etc.) are provided, as needed. You will be required to shower daily

unless medically excused, keep fingernails clean and clipped so as not to extend beyond the tips of your fingers, maintain proper dental hygiene, be clean shaven, and keep hair cut and/or groomed.

Line Movement: Movement from one area to another shall be:

- ❖ In a straight single-file, at arms length apart.
- ❖ No talking.

Telephone Use: You will be allowed one weekly phone call (for 10 minutes) to your family at the Program's expense, regardless of your Level. Our phone call procedure has been designed to allow you to have regular contact with your family because we want to encourage their involvement in your progress. Phone calls may be made to anyone on your approved phone call list. The day and time you make this call is determined by your Case Manager. If you refuse and/or are unable to make contact within the week, it will be documented by your Case Manager. All telephone calls are made to pre-approved persons only. Phone numbers will be dialed by your Case Manager. The Case Manager will remain on the line until the recipient of the call is verified, as an approved person. You will be given reasonable privacy during your call. Case Managers are required to supervise and monitor your behavior. Obscene, loud, inappropriate or threatening language will result in your call being terminated. Three-way phone calls are not allowed.

Calling your victim(s) and or any persons not identified on your phone call list is **PROHIBITED!**

Your Case Manager will assist you with making calls to your Lawyer, Probation Officer if you have one), DCFS worker (if you have one), and clergy during normal working hours. Calls from your attorney, DYS and other government officials, clergy and emergency calls from your family are accepted. We will try to get you to the telephone, but, if this is not possible, we will take a message and give it to you at the earliest opportunity.

Correspondence: You are encouraged to write and receive letters while in the Program. The program maintains a "correspondence (mailing) list." See your Case Manager for an explanation of this process. All incoming letters and packages are inspected for contraband and to detect information, which could present a threat to the security or safety of the Program. *You are prohibited from writing your victim(s) and any persons identified on your Court Order.* Outgoing letters and envelopes are monitored to detect information that may lead to a breach in security of the Program and to ensure obscene writing, illegal activities, or gang related slogans and signs are not present.

The Program provides postage and writing materials, so that you can mail at least two (2) letters per week. There is no restriction on legal correspondence (mail). You may

correspond with your Lawyer, the Juvenile Court, your Probation Officer (if you have one), DYS officials, any Government officials, and Clergy at any time without restriction.

Dress Code: The program provides your uniform. You are expected to wear your uniform appropriately. Pants must be pulled up to waist level, as not to reveal your underwear. Shirts tucked in. Socks and shoes (slides when applicable) are to be worn at all times during waking hours. Pictures, logos, emblems or writing that is sexually provocative or depict illegal activities, violence, gang affiliation, and or profanity is prohibited. In other words, do not write on or destroy your uniform. Your ability to maintain your dress code is a daily expectation.

Food Services: The program provides at least three (3) well balanced meals, two of which are hot, per day. At least one nutritional snack is provided per day, usually at night. Our menus are planned by a nutritionist, and are balanced to provide you with proper nutrients. The menus are posted on your unit/dorm. You will be given the opportunity to make suggestions toward the menu items. Periodically, we will survey the student population to see what is good on the menu and what the students would like to see added. We also have “theme/cultural” dinners, such as Mexican, Italian, Chinese, Soul Food, etc. This is also influenced by the student surveys and serves to provide a pleasant change in the menu.

Appropriate, quiet conversation is allowed in the Dining Hall. You are also expected to demonstrate appropriate table manners. Trading or passing of food is not allowed. Staff will give you eating utensils and collect them at the end of the meal.

Special Diets: If you have a medical condition and need to be on a special diet, it is arranged through the medical department. If you need a special diet based on religious practice or belief, your Case Manager will assist you in obtaining certification from your minister or church of worship.

Visitation: The Program encourages your parents/guardians and other family members to visit, you as often as possible. The Program maintains an approved visitation list for you. Only those listed will be authorized to visit. Visitation is limited to four (4) authorized visitors per visit. Your Lawyer, government officials, and Clergy may visit at any reasonable time by appointment.

All visitors must have identification in order to be admitted to the facility for visitation. All persons 14 years of age or older must have either a driver’s license or an official state photo ID card. The Program reserves the right to require a certified birth certificate from any visitor. Wives of youth must present a marriage license or other proof of marriage.

Your visitation timeframes are posted on your unit/dorm. Copies of the schedule and rules are sent to your parents/guardians. Special visitation restrictions may apply or if visitation interferes with your behavioral or treatment progress. Your Treatment Team

will review the visitation process with you and assist you with any questions and or concerns.

Staff will always supervise visitation sessions. You will be searched at the conclusion of your visitation.

Unless otherwise noted and approved by the Facility Administrator, with the exception of a personal Bible, the transfer of gifts and personal items (such as pictures, cards, food, etc) during visitation is not allowed.

Conduct by you and your visitor(s) is/are expected to be quiet, orderly, and in good taste. Visitation may be terminated if either you and or your visitor(s) is/are displaying inappropriate behavior, or if any rules are being violated.

Special Visitations: Your Case Manager can set up special visitation sessions for family members, siblings, or your children if you are a father. Legal papers identifying you as the father will be required prior to the visit(s). All special visitations are supervised by your therapist and/or Case Manager and are scheduled according to their availability.

Education Services

The program will be responsible to ensure each student is provided with education services, to include special educational screenings, academic assessments, vocational interest assessments, transcript evaluations, psycho-educational testing, academic planning, and appropriate placement for all students admitted to the Arkansas Juvenile Assessment and Treatment Center. A review of your past educational records will also be conducted to assist with applicable academic placement.

If you have any questions concerning your education, you can request to speak with your teachers and or the program's Guidance Counselor for assistance.

Contraband/Unauthorized Items

Contraband/Unauthorized Item searches of your room, common areas (such as classrooms, recreation fields, dining hall, etc.) and personal searches may occur at any time, especially if there is a suspicion. These are necessary for the safety and security of the other youth, Staff, and the facility. Contraband/unauthorized items are any items that have not been issued to you by the Program or are not allowed in the facility. The following are examples of contraband/unauthorized items:

- ❖ Photographs (pictures depicting nudity, sexual activity, alcohol products, or gang activity) you are not allowed to have other youth's photos and you

are not allowed to have group photos taken other than for program purposes.

- ❖ Books or magazines other than approved books/magazines checked out from the program library.
- ❖ Illegal drugs, including cigarettes, other tobacco products, alcohol, any product containing alcohol and any product used in the making of alcohol.
- ❖ Prescription medication not kept in the medicine room, or medication other than your own.
- ❖ Sexually orientated objects or material.
- ❖ Weapons of any kind.
- ❖ Clothing that's not supplied or approved by the Program.
- ❖ Stolen property or items that have been traded or swapped.
- ❖ Items that display profanity, racism, obscenity or gangs and /or advertises alcohol, illegal drugs, cigarettes, and/or other smoking products.
- ❖ Food or drink items other than those provided by the Program.
- ❖ Personal hygiene products, other than those provided to you by the Program or issued to you by the Nurse. Note: Hygiene products are to be stored in your assigned area for personal belongings.

If any of these items are brought in upon admission, or found through searches, they will be confiscated, and appropriate action will be taken. The Facility Administrator may add additional items to this list from time to time, as necessary. Any changes will be explained to you.

Recreation

One hour of recreation/large muscle exercise is provided daily. Extra recreational activities will be provided, when possible. Most recreation will take place outside, weather permitting. If outdoor recreation is canceled due to significant health risks associated with excessive heat or extreme weather, alternative activities will be offered. Due to outdoor heat and humidity, you will be required to rest at instructed intervals, and instructed to drink fluids to prevent a heat stress injury.

Faith Based Services

The Program provides scheduled faith-based services. Please refer to the Master Schedule posted on your unit/dorm for specific times and days of services. Faith based services and or counseling are voluntary, nondenominational, and are held at least once a week. The Program makes ongoing efforts to recruit local and national speakers, organizations, and faith-based programs to participate. You will have opportunities to obtain and earn a variety of reading materials. Other activities will be provided for those not interested in participating. All *reasonable* attempts will be made to address your spiritual needs while in the program.

Youth Rights

As a youth in the Program, you have the following rights:

Access to Courts: Youth have the right to have access to courts while detained at the AJATC, in order to present any issue to the Juvenile Court, including the following: challenging the legality of their adjudication or confinement; seeking redress for illegal conditions or treatment while under correctional control; pursuing remedies in connection with civil legal problems; and asserting against correctional or other government authority any other rights protected by constitutional or statutory provision or common law;

Access to Counsel: Youth have the right to have access to counsel and assistance in making confidential contact with attorneys and their authorized representatives. Such contact includes but is not limited to telephone communications, uncensored correspondence, and visits;

Freedom from Discrimination: Freedom from discrimination based on race, religion, national origin, sex, handicap, or political views;

Equal Access: Program access, work assignments and administrative decisions will be made without regard to race, religion, national origin, sex, handicap, or political views.

Access to Media- Reasonable access to the general public through the communications media, subject only to the limitations necessary to maintain facility order and security the youth's right. Media request for interviews and youth parental/guardian consents are in writing.

Protection from Personal Abuse, Verbal Abuse, Personal Injury, Disease, Corporal Punishment, Property Damage and Sexual/Physical/Verbal Harassment- In situations where physical force or disciplinary detention is required, only the least drastic means necessary to secure order or control should be used. All instances of child abuse and/or neglect shall be reported to the Department of Children Services.

Protection from Youth Having Power or Authority Over Another Youth: All youth will be supervised and under the control of trained staff or trained volunteers at all times. In no case will a youth be given power or authority over another youth;

Personal Grooming: Youth are permitted freedom in personal grooming as long as their appearance does not conflict with the facility's requirements for safety, security, identification and hygiene;

Separate Housing: Male and female youth housed in the same facility will have separate sleeping quarters but equal access to available services and programs. Neither sex will be denied opportunities solely on the basis of their smaller number in the population;

Religion- To practice a religion subject only to limitations necessary to maintain facility order and security.

Visits- To receive visits subject only to the limitation necessary to maintain order and security.

Recreation – All youth have the right to recreational opportunities and equipment including outdoor when the climate permits.

To Live in a Healthful Environment- To have a healthful environment in which to serve their sentence.

Grievance Procedures and Abuse Allegations

The Program believes that most problem situations can be resolved through discussion and persuasion. Minor problems often become major problems because Staff and youth may fail to communicate in an effective manner, or there is no effective follow through with your individual concerns. The “grievance” system is necessary to ensure that your rights are not violated, to eliminate unsatisfactory conditions, and to provide a safety valve to reduce tension among youth and Staff within the Program.

There are two ways to make a complaint. The most informal way is to fill out a “Speak Out” form. This is for situations where you may not have a grievance but want to be heard on an issue.

If you feel that you have received unfair treatment or that conditions in the Program violate your rights, you have the right to formally grieve the actions of Program Staff, your peers, and conditions or circumstances in the Program. The Program takes grievances seriously; however, you need to utilize the system for it to work effectively.

The proper procedure in filing a grievance follows:

1. If you believe your rights have been violated, that you have been treated unfairly, or you are concerned about a condition in the Program, you should attempt to informally resolve (that is, talk the issue over with Staff) as a first step.
2. If you are not satisfied with the response from the Staff, you may file a grievance. Grievance forms are located in each unit/dorm, medical, new and old school and in the dining hall. Print your name, date, and time on the form. Think carefully about what you want to say and what you feel you would like to see happen.

3. Once completed, place the form in the locked **Grievance Box** located in medical, new and old school and in the dining hall. The Youth Advocate/designee will process the grievance within 72 hours of receipt.
4. All grievances are to be signed by Staff and youth. If you are not satisfied with the response, you may appeal to the Facility Administrator.
5. The Facility Administrator/designee will review your grievance, talk to you, interview any other participants in your grievance, and timely respond to your concern(s).

****Do not hold on to these forms once you have filled them out. Please turn them into the Grievance Box as soon as possible***

Abuse reporting: If you feel that that you have been abused (physically, sexually, etc.), you have the right and expectation to report the allegation. The program adheres to all applicable state abuse allegation reporting processes to include the option to report an allegation to a designated staff member (i.e. administrator, manager, youth advocate, etc.) other than an immediate point-of-contact line staff member.

PREA (Prison Rape Elimination Act) Overview

The program takes a “zero tolerance” stance toward “sexual abuse/misconduct”. Every staff/resident is expected to treat and or be treated appropriately and to respect each other’s boundaries. If you feel that you have been sexually abused/mistreated, as noted above, you have the right and expectation to report the allegation to a designated staff member (i.e. administrator, manager, youth advocate, etc.). The allegation will be subsequently called into the “PREA Hotline” (refer to signs posted on your unit).

All allegations will be thoroughly investigated. Residents engaging in sexual abuse/misconduct shall be appropriately disciplined regardless of whether the act constitutes criminal conduct.

Mental Health and Substance Abuse Services

Upon admission, you will begin to meet with several program professionals to determine your current needs. This may include mental health and/or substance abuse services. If applicable, a therapist will be assigned to assess your needs/concerns/condition. Individual mental health/substance abuse treatment may be recommended during your stay.

You can request mental health and/or substance abuse services, such as counseling, information, or an evaluation, by asking your Case Manager for a referral.

Positive Behavior System

At Arkansas Juvenile Assessment and Treatment Center you get what you earn. The program operates on a cognitive/behavioral model, which concentrates on rewarding positive behavior with privileges. Within this program model are status levels each student can achieve. These levels include:

- Girls: Orientation, Novice, Intern, Contributor, and Leader/Mentor.
- Boys: Orientation, Rookie, Intern, Ram, Block R.

Privileges and responsibilities are assigned as the student progresses or regresses from one status to another.

ORIENTATION STATUS:

The primary objective of this status is for the new student to adjust to program rules, learn to recite program norms, and begin to identify reasons for placement.

Behavior While at Orientation: Students in the Orientation Program will be expected to follow established program element norms spelled out in this Student Handbook.

All students enrolled in the Orientation Program upon arrival, the goal is to earn 14 green or yellow days to progress to Novice status.

- Model positive behavior
- Complete fitness ritual
- Accept feedback/Change behavior
- Participate in Leadership Circles and Team Meetings
- Complete chores; keeps room inspection ready
- Demonstrate positive school behavior; complete school work
- Follow unit norms
- Follow line movement norms
- Volunteer for Extra-Curricular activities
- Complete Concept manuals 1,2 completed
- Complete Orientation sign off sheet
- Once these tasks are complete student is awarded Novice status

NOVICE / ROOKIE STATUS:

As a Novice/Rookie student, you should start being able to clearly demonstrate the following:

- Follow rules and program expectations consistently.
- Learn and complete chores as directed by staff.
- Identify reasons for placement.
- Learn to verbalize level system.
- Exhibit basic level of respect to staff, peers, and others.
- Exhibit basic ability to verbalize the problems that need to be addressed.
- Complete Resource Guide 3, 4,5
- Complete Intern sign off sheet
- 3 out of 4 positive force field weeks in order to advance Intern status
- When these tasks are completed you will be awarded Intern status

INTERN STATUS:

At this phase of the program, the student not only has accepted a need to change self-destructive behavior but also is beginning to take an active part in the change process. The student starts to exhibit basic levels of insight into her behavior and begins to develop an understanding of her own patterns of distorted thinking. The student is starting to exhibit accountability for personal behavior but continues to struggle with issues of the core self and those related to family. It is towards the end of this phase that the student may appear to be isolating as a means of separating herself from negative influences. Advancement from Intern to RAM/ Contributor status requires the following criteria:

- A. The student must demonstrate appropriate behavior in school, as evidenced by written feedback from Education staff.
- B. The student must demonstrate appropriate behavior in groups, as evidenced by completed "Evaluation of Group Participation" forms by all group facilitators.

In addition, the following are the expectations of Intern status:

- Demonstrate ability to anticipate future consequences of behavior.
- Exhibit accountability for own behavior and consequences associated with those choices.
- Begin to formulate long-term goals.
- Demonstrate basic problem solving and conflict management skills.
- Exhibit a consistent level of self-management of own behavior.
- Acknowledge impact of previous and current behavior on others.
- Respond to feedback from others.
- Begin to confront peers appropriately with concern.

- Communicates with staff concerning dysfunctional behavior by peers, milieu groups and program.
- Model positive behaviors.
- 5 out of 6 above standard force fields to earn RAM/Contributor Status
Completion of RAM/Contributor Sign off Sheets

Arkansas Juvenile Assessment and Treatment Center
Arkansas Division of Youth Services

Acknowledgement of Receipt of Student Handbook

I, _____, certify that I have participated in Orientation and received a copy of the Student Handbook. I have read the Handbook and understand what it contains. If I cannot read, I have had the Student Handbook and this Acknowledgement thoroughly explained or read to me.

Student Signature

Date

Staff Signature

Date