

Your Handbook to Life at Oakley Youth Development Center



9/15/2014

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Dear Youth,

Welcome to Oakley Youth Development Center. This handbook will tell you the things you need to know to do well while you are with us. You are about to go through a learning process. There are plenty of opportunities to learn new things, for example new social skills, a vocational trade, leadership skills, or continue to work on your education and possibly a GED. There are many things you can accomplish during your stay here.

Remember that your behavior has a lot to do with how long you stay. For example, when staff asks you to do something, follow directions without discussion or argument. Following the rules is good for you because rules teach you respect and how to manage yourself in the outside world. You are 100% in control of your behavior which determines your consequences. So choose wisely.

Our goal is for you to leave stronger, healthier and wiser.

Sincerely,

Administration

Oakley Youth Development Center

DHS-DYS

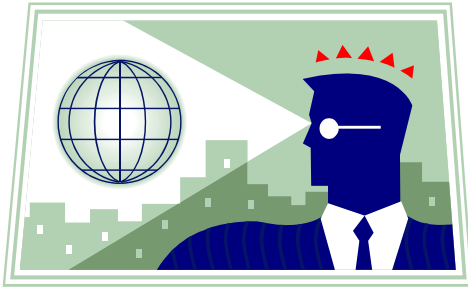
Mission Statement

The mission of the Division of Youth Services is to provide leadership for change to youth, families and communities in Mississippi. It operates by creating legitimate, alternative pathways to adulthood through equal access to services that are least intrusive, culturally sensitive and consistent with the highest professional standards.



Vision Statement

The vision is that every child will experience success in caring families and nurturing communities that cherish and teach them to value family and community. This is guided by the fact that decisions and actions affecting children today determine the quality of their lives tomorrow. According to social learning theory, the closer the treatment provided is to the environment in which the youth normally functions, the more effective the treatment will be. DHS is dedicated to bringing treatment closer to the environment and the family.



Admission

When get to Oakley Youth Development Center, you will:

- ✓ Have your picture taken;
- ✓ Store the things you brought with you in a safe place (your things will be given back to you when you leave);
- ✓ Take a shower;
- ✓ Get your hygiene items such as soap and toothbrush;
- ✓ Get your Oakley clothes which include: new underwear, shoes, socks, pants, shirt, and jacket;
- ✓ Talk with a nurse. The nurse will weigh you, check your vision and hearing, draw blood, and take a urine sample. The nurse does this to make sure you and other youth stay healthy and safe;
- ✓ Talk with a Qualified Mental Health Professional (QMHP). The QMHP is there to help you with your feelings; especially with negative feelings, like hurting yourself or others.



Orientation

When you get to Oakley Youth Development Center, you will be housed in the Intake Management Unit (IMU) for the first 42 to 72 hours. At this time you will go through an Orientation process. You will:

- ✓ Go over the Handbook and other paperwork with a Counselor and Juvenile Care Worker (JCW);
- ✓ Find out about your rights;
- ✓ Learn about Oakley facility rules and program expectations;
- ✓ Find out about the different programs including treatment, education, vocation, religious activities, and recreation;
- ✓ Meet the staff and other youth in the housing unit;
- ✓ Call your family or guardian;
- ✓ Ask questions if you have any.



Oakley Rules and Expectations

While you are here, you are considered to be a member of the Oakley community. We expect all members (adults and youth) to be responsible and considerate. Therefore, all members are expected to follow all the rules and meet the behavioral expectations.

Oakley Community Rules:

1. Stay in your assigned area.
2. Respect the safety of everyone -
Keep your hands and feet to yourself.
3. Follow adult instructions.
4. Act respectfully toward everyone.
5. Respect and use state and personal property only for its designed purpose.
6. Use appropriate, respectful language at all times – no profanity, obscene gestures or gang signs.
7. Be on time and participate in the program activities.
8. Follow the dress code.
9. Do not gamble, make deals, trade food or property, sell items, etc.
10. Keep all windows free of obstruction.



Oakley Community Expectations:

1. We are all leaders in our community.
Set a positive example.
2. We treat each other respectfully.
Use Mr. or Ms. with adults.
3. We maintain good hygiene.
4. We keep personal and common areas clean.
5. We do the right thing, at the right time, and with the right intentions.

Personal Appearance and Hygiene



Respect and care for yourself and others.

- * Your hair shall be groomed neatly
- * Your pants shall be worn at the waist
- * Your tennis shoes shall be fastened on your feet & worn outside of your housing unit
- * Your shower shoes shall be worn while taking a shower
- * Your shirts shall be tucked-in your pants
- * Do not draw on your clothes, hats or shoes
- * For good health, do not share food, eating utensils, toothbrushes, razors, or other personal care items.
- * Shower at scheduled times
- * Brush your teeth at least twice a day
- * Take pride in your appearance

My Rights

While at Oakley Youth Development Center, you have rights. A "right" is something you are given because it is just and fair. Your rights are listed below.

You have the right to

- Be treated fairly. No one can mistreat you because you are
 - o Black, White, Hispanic, Asian, Native American (Race);
 - o Christian, Muslim, Jewish, Buddhist, Atheist (Religion);
 - o Male or Female (Gender);
 - o Young or Old (Age);
 - o Gay, Lesbian, Bi-Sexual, or Straight; or
 - o Because you have a disability.
- Be treated with respect and called by your name.
- Practice your faith and go to religious services. You also have the right to religious counseling.
- Ask to talk to an attorney. You can talk to an attorney on the phone, in writing, or in person. When you talk to an attorney, it is confidential. That means that no one else can listen or know what you say. Tell your Counselor if you want to talk to an attorney.
- Know the rules and schedules at the facility. You will be told about the rules and schedules on your first day.
- Due process in disciplinary hearings, which means that you can have your side of the story heard.
- Equal access to programs and services. That means you have the right to go to school, see a doctor, see a counselor, and attend recreational activities.
- Exercise every day, for at least one hour.
- Be free from harm.

If someone is mistreating you or you feel that you are not being allowed the rights listed, tell your Counselor or an adult you trust.



Health Services

What happens if I get sick?



Here at Oakley, we have a medical doctor, dentist, psychiatrist, and nurses to take care of all of your health and mental health needs.

When you first get to Oakley, you will see a nurse. During your first week, you will see a health care provider for a physical. The doctor is on campus at least once a week to see sick youth.

The Health Services staff wants to make sure that you understand how to let us know when you are sick and want to see a health care provider.

If you are sick, or if you do not feel good, fill out a Health Call Form. Health Call Forms and envelopes are available in each pod. Also, you can find Health Call Forms in areas of the facility that you and other youth visit often, such as the school or gym. Ask the staff to show you where these are located. If you do not have a Health Call Form, you can use any piece of paper.

This is what you need to do. Write your name and how you are feeling or what is wrong with you on one of the Health Call Forms, put it in an envelope that has “HEALTH CALL” or “MEDICAL” on the front and drop it into one of the secure “MEDICAL” drop boxes. If you need help filling out the form, ask any staff person.

You do not have to tell anyone why you are sick or not feeling well. You

have a right to privacy. That means you do not have to tell personal things about your health. Just ask to see the nurse.

There are nurses on campus every day. If you are sick, you do not have to wait until the doctor comes to campus. When it is an emergency you need to tell staff that you cannot wait and they will call the clinic for you. When it's an emergency, the staff will call the nurse and you will be taken to the clinic.

If you have a problem that is not an emergency, but happens after Health Call is finished for the day, you will be seen during Health Call the next day. It is very important that unless it is a true emergency you stay in school and visit the clinic before school.

The dentist is at Oakley at least once a week. While you are at Oakley, you will see the dentist for an exam. If your tooth or mouth hurts, tell any staff person and fill out a Health Call Form. Remember, Health Call Forms are by the box in your pod, in the school and the gym. After you fill out the Health Call Form, put it in an envelope that says "MEDICAL" OR "HEALTH CALL" and then put the envelope in the drop box.

Someone will come to the drop box every day to pick up the forms.

The Health Call time is from 6:00 a.m. until 8:00 a.m.



Meals

Breakfast, lunch, and dinner will be offered every day. You will get a snack every afternoon and night. Trading or stealing food is not allowed. Meals and evening snacks are never to be taken away from you as a punishment.



Work Detail

As part of good citizenship and community living you will be assigned various chores or given a detail assignment in your living unit. These assignments may change on a weekly or monthly basis. Just like at home everyone contributes to their living environment by keeping it clean and helping maintain cleanliness. Staff and peers will help you learn how to do your assigned detail and where to find the necessary cleaning materials.



You will also have chances to serve on extra work details if you want. Extra work details are voluntary. It is your choice. Work detail might be extra housekeeping, cleaning the school or working outside.

Youth may be placed on work detail for discipline or as part of a restorative process.

Prison Rape Elimination Act of 2003 (PREA)

Oakley Youth Development Center has a **ZERO** tolerance Sexual Abuse/Sexual Harassment Policy. ODYC is committed to ensuring a safe and humane environment for all juvenile offenders and will not tolerate any form of sexual abuse/sexual harassment. An important part of a safe and humane environment is freedom from sexual abuse/sexual harassment by other juvenile offenders or staff. ODYC strives to treat juvenile offenders humanely.

Reporting Abuse

Everyone has the right to be safe. You have the right to be free from harm. You have the right to be free of

- Physical punishment,
- Threats, demands, teasing, bullying, intimidation, harassment, and
- Hurtful treatment.



If you are being mistreated, you should tell someone. If you think someone else is being mistreated, you should tell someone.

You can tell someone by writing a grievance. When you write a grievance, someone will come and talk with you. You can talk to them in private. Or, you can talk to your Counselor about it. You can talk to any adult you trust. Also, you may report abuse to the nurse or call the abuse hotline @ 1-800-222-8000.

Do not worry about telling on someone who is mistreating you. You can tell without being afraid. Nothing bad will happen to you if you tell. Reporting abuse is your right. Being safe is your right.

Phone Calls

- You may call your family the day you arrive.
- You may make 1 phone call every week.
- You may earn additional phone calls with good behavior.
- Anyone you call or receive a call from must be on an approved list. Your Counselor can tell you who you are allowed to call.
- You may call your family or guardian and your Attorney.



Visitation

- You may see your family at least twice a week. (Family Night & Weekend Visitation)
- Your Counselor will give you the visitation schedule.
- Only 4 people may visit you at a time.
- You may visit with your family for no more than 2 hours at a time.
- Your visitors must be approved by the youth court, including your child (ren).
- You may see your mother, father, grandparent, brother, sister, guardian, spouse, child, or attorney. They must show an I.D.
- If your family can not make any of the regular times to visit you, they may call your Counselor for a special time, with approval from the Facility Administrator.



MAIL

While you are staying with us, you may get and send mail. When you get or send mail, staff will open your mail and check it. They check your mail to make sure everyone follows the rules.

Some rules to remember when you write a letter:

- Your name and address goes in the upper left hand corner of the envelope.
- The name and address of the person you are sending the letter to goes on the lower right side of the envelope.
- Make sure you use your real name and the real name of the person you are sending the letter to. Don't use nicknames.
- Only names and addresses go on the envelope. No pictures, drawings, or gang signs go on the envelope.
- You may only send letters to those persons on your approved contact list. If you want to send a letter to someone else, talk to your Counselor.
- Respect the privacy of your fellow youth. Do not use their names in any letters you send.
- Use appropriate language. Do not use sexual, vulgar, or gang related language. You may be asked to rewrite inappropriate letters.

<p>Your name 2375 Oakley Rd Raymond, MS 39154</p>	<p>Recipient Their Address Anywhere, USA 99999</p>
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Your counselor will mail your letters for you.



Attorney Access



You have the right to ask for help from a lawyer and to speak in private with a lawyer.

You may ask to see your lawyer by filling out a *Request for Legal Assistance Form* that you can get from your counselor. If you do not understand the form or feel that you need help, your Counselor can help you. At the end of this Handbook, there is a sample copy of the form. Your form will be mailed to the lawyer you were given within 24 hours.

The Mississippi Youth Justice Project lawyers come to campus once a month. However, you may visit with your lawyer Monday through Friday from 5:00 p.m. to 8:00 p.m. and Saturday and Sunday from 9:00 a.m. to 3:00 p.m., expect for holidays.

If there is an emergency and you need to see your lawyer, the Facility Administrator may approve a special visit.

You may collect call your lawyer in private from a safe location in Oakley at **1(800) 597-9583**.



Also, you may write a private message to your lawyer, and you may receive a private message from your lawyer. You may address any letter or note to your attorney with the following address:

Mississippi Youth Justice Project
Post Office Box 9283
Jackson, Mississippi 39286

Youth Grievance Procedures

If, at any time you feel that you have been treated unfairly, have had your rights violated, or have a complaint that cannot be resolved otherwise, you may file a grievance.

Step 1

You should fill out a grievance form explaining your complaint. Then put the form in an envelope that says “Grievance” and place the envelope in a drop box. Every weekday, a Grievance Officer will pick up all grievances placed in all the Drop Boxes at Oakley.

Step 2

A Grievance Officer will come and talk with you within 48 hours (2 days) of getting the grievance and attempt to resolve it. If you accept the resolution, you will sign the grievance. If you do not accept the resolution, you may file and appeal to the Facility Administrator for a resolution. You have 2 days to file your appeal.

Step 3

You have 2 days to appeal. Appeal forms can be found next to any secure Drop Box. After the Facility Administrator has made his/her decision, the findings and response/resolution shall be given in writing to the youth.

The decision of the Facility Administrator is Final.

*Remember that it is your right to file a grievance.
You should not be afraid to file a grievance.*

Contraband and Searches



There are some things you cannot have. To keep everyone safe, we make sure there is nothing dangerous in your room or living area. You should only have the things that were given to you during Orientation. You are not allowed to have

- Cigarettes,
- Lighters or matches,
- Sharp objects,
- A weapon of any kind,
- Money, or
- Alcohol, drugs or medication that is not prescribed to you.

If a staff person thinks you have something you are not supposed to have, you may be searched. Staff can search you, your room, and your things. You will be searched when you leave and come back to each area. You will be searched after visitation. You will be searched before being placed in isolation.

Drug Testing

Alcohol or illegal drugs are not allowed on campus - for anyone. Youth may be tested for alcohol or drug use during their stay. If you have a positive test, you may be charged and the youth court will be told.

Oakley - Williams School

Vision Statement

It is the vision of Williams School to partner with all stakeholders in meeting the unique needs of students while providing a safe, conducive learning environment and a rigorous curriculum with various extracurricular opportunities that enable them to become productive citizens.

Mission Statement

It is the mission of William School to foster positive, challenging, and career ready learning experiences to our student body on an individualized basis as we produce Great Youth.



EDUCATION

You will go to school while you are living with us. Teachers will look at your test scores and school records. Then, a guidance counselor will put you in the right classes, based on your records and the interests and goals that you discuss with the counselor. You will have an Individualized Instruction Plan or an Individualized Education Plan. The plan helps you and your teacher work on the things you need to learn.

We offer the core subjects. You will be able to attend Language Arts, Social Studies, Math, and Science classes.



GED stands for General Educational Development. The GED program is for students 16 and older. These students learn Language Arts, Math, Science, and Social Studies. When you pass the GED test, you show that you have high school level skills. You need permission from your parent or guardian to be in GED training.

VOCATIONAL AND JOB TRAINING



You may also be a part of vocational or job training. There are many choices. Staff will make sure you are in the program that is best for you, by talking with you about courses that you want to know more about.



Counseling & Treatment

You will have a counselor while you are staying with us. Your counselor will meet with you at least once a week. You can talk to your counselor about anything you need to talk about.

- Family
- Friends
- Things that are bothering you
- Things that make you sad
- Problems you have with staff or other youth
- Your plans and goals
- How you are feeling



Some youth will be referred to a Qualified Mental Health Professional (QMHP) for individual and group therapy based on the results of your intake.

All youth will participate in group counseling.

You will also meet with a Treatment Team. Your Treatment Team is the group of staff who work with you. They will help you with the things you need to work on. A Service Plan helps you set and meet your goals. You will help them make your Service Plan.

Your Treatment Team will work with you on your Service Plan as long as you are here. They will help you learn how to problem solve and make better decisions. These skills will help you when you return home.

Behavior Incentive System

We want to encourage you to learn and use positive behaviors. During your stay, you will have opportunities to earn points for good behavior. When you get enough points in a day, you will earn a Positive Behavior Buck. At the end of the week, you can trade the bucks you earn for food and hygiene items in the store.

You may be able to earn bonus points or bucks for special projects and accomplishments. You may be able to spend some of your bucks on special activities. You earn more choices as you make changes in your behavior. Some of you can earn the privilege of becoming a store manager. You may have the opportunity to help suggest items for the store.

An example of the daily point sheet is included in the back of this Handbook. Staff members will rate your behavior on your point sheet.

While you are earning points, you will receive one day off your commitment for every three days you receive a Positive Behavior Buck (Good Days). Your length of stay will be reduced because of your positive behavior.



Stages and Privileges at Oakley Youth Development Center

As a youth at Oakley Youth Development Center, you will have the opportunity to progress through stages as you participate in your rehabilitation and educational programs. We hope you move through the stages so you can earn privileges and prepare for re-entry into the community. Each stage has responsibilities and expectations.

In some ways, the letter for each stage is like school grades. Stage F means the youth failed in the daily program and has to be confined to the room. Stage A means the youth has achieved the highest level of participation in the program with clear progress; therefore, he receives some of the highest privileges. Stage H refers to the Honors Program, which has off campus privileges and the best rewards available at Oakley. Youth should work toward being admitted to Stage H: the Honors Program.

Orientation/Stage O

The initial Stage will be maintained while you complete orientation and placement processes in the Intake Management Unit (IMU). Typically, Stage O takes 48-72 hours after admission. Stage O students receive minimum privileges, including one hour of recreation per day. While in the orientation process you are expected to complete all assignments, follow the daily schedule and housing unit rules, and read and discuss with a staff member the Oakley Youth Development Center Handbook. You are restricted to the unit and will not participate in the Behavioral Incentive System. When you transfer from the IMU you will be transferred to a regular housing unit and you will receive the privileges of that Stage.

Off-Unit Privileges/ Stage C

Depending on your Classification, you may start with Stage C when you complete Orientation. At this time you begin to receive Stage C privileges.

Stage C takes a minimum of 14 days or longer depending on your behavior. During this time you will participate in the initial Service Plan/Treatment Team meeting. When you have completed the required number of consecutive days without a major incident report and no more than three minor incident reports, you can request to move to Stage B during a Treatment Team meeting. You must use the Application for Stage Change

form found in the back of this Handbook to make the request to the Treatment Team. Advancement is based on review of your participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendations from your Counselor and a majority vote of the Treatment Team members who attend the meeting. The Treatment Team will give you specific assignments to complete if the request for stage promotion is denied.

On Stage C you are allowed to leave the unit to attend school, eat in Unit I cafeteria, and participate in recreation in Unit I.

Each week, you will receive one 5-minute phone call to approved family members.

You may keep in the room one soft cover book or magazine, in addition to the religious book you may have.

You may participate in the Behavior Incentive System, purchasing and possessing many store items such as food and small hygiene.

You may have 3 personal letters or family pictures in your room. Nothing can be posted on the walls of your room.

You can only have two of each hygiene items in your room. However any additional items will have to be stored with your personal items in the Intake area.

You may not perform off unit detail.

You may be paroled from Stage C.

Active Participation Privileges/Stage B

This Stage of privileges may be assigned by the Treatment Team after you have had good participation in treatment and education programs.

Stage B takes a minimum of 21 days, but additional days may be added by the Treatment Team. When you have completed 21 consecutive days without a major incident report and no more than three minor incident reports, you can request to move to Stage A during a Treatment Team meeting. You must use the Application for Stage Change form found in the back of this Handbook to make the request to the Treatment Team. Advancement is based on review of your participation and progress; review

of incident reports, point sheets, and disciplinary hearing forms; and recommendations from your Counselor and a majority vote of the Treatment Team members who attend the meeting. The Treatment Team will give you specific assignments to complete if the request for stage promotion is denied.

On Stage B, you are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

Each week, you will receive one 5-minute phone call to approved family members.

You may keep in the room 1 soft cover book or magazine, in addition to the religious book you may have.

You can participate in the Behavior Incentive System, purchasing and possessing approved store items. You may use Positive Behavior Bucks to purchase special recreation, leisure and social activities.

You may have 3 personal letters or family pictures in your room. If posted, these must be in designated areas only.

You can only have two of each hygiene items in your room. However any additional items will have to be stored with your personal items in the Intake area.

You may perform off unit details.

You may be paroled from Stage B.

Full Privileges/Stage A.

This Stage of privileges recognizes ongoing participation in treatment and progress in behavior change. Promotion to Stage A takes at least 21 days of positive behavior on Stage B and you must present evidence of participation/progress and a letter where you express remorse for the offense that led to commitment.

Typically, Stage A is maintained for the remainder of your stay unless you are promoted to the Honor's Program or the Treatment Team recommends dropping your stage due to inappropriate behavior. The Treatment Team will help you decide if you are ready for Stage A privileges. Eligibility for Stage A includes no major incident reports and three or less minor incident

reports in the three weeks prior to application. You must use the Application for Stage Change form found in the back of this Handbook to make the request to the Treatment Team. Advancement is based on review of your participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendations from your Counselor and a majority vote of the Treatment Team members who attend the meeting. The Treatment Team will give you specific assignments to complete if the request for stage promotion is denied.

You are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

Each week, you will receive one 5 minute phone call to approved family members.

You may keep in the room 2 soft cover books or magazines, in addition to the religious book you may have.

You can participate in the Behavior Incentive System, purchasing and possessing store items. You may earn bonus points or bucks for special projects and details.

You may have 4 personal items in your room. These can be letters or family pictures or artwork. You may decorate your room by attaching photos or artwork to the walls. If posted, these must be in designated areas only.

You may purchase additional approved personal hygiene products.

You may participate in unit-based movie nights and social activities planned by the students and approved by the unit coordinator. You may also participate in special off-unit recreational, leisure, and social activities planned for Stage A students throughout the institution.

On a case-by-case basis, the treatment team may recommend a length of stay review that may shorten the time you must spend at Oakley.

You may be paroled on Stage A.

Honors Program/Stage H.

The highest Stage of privileges is reserved for youth who are actively participating in treatment, completing assigned groups, making progress toward behavior change goals, and providing evidence of leadership in the unit. After completing at least four weeks at the facility, if you are on Stage A or Stage B, you can complete an Application for Stage Change form found in the back of this Handbook to make the request to the Treatment Team which highlights your leadership activities, educational and personal growth accomplishments, and community service interests. Youth actively participate in character education in the program. The Honors Program is in a special unit where you will have the most freedom in the facility. Eligibility for the Honors Stage includes no major incident reports within the past 30 days. You must also have at least 4 weeks left on your commitment.

In the Honors Program you are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

You will receive two 5-minute phone calls to approved family members per week.

You may have 2 books or magazines in addition to a religious book in your room.

You are allowed to receive material rewards from the store without having to use a point sheet. You get a Positive Behavior Buck each day you are in the Honors Program. You may earn more bucks by participating in special details and service projects.

You may have 4 personal items in your room. These can be letters or family pictures or artwork. You may decorate your room by attaching photos or artwork to the walls. If posted, these must be in designated areas only.

You may participate in unit-based movie nights and social activities planned by the youth and approved by Counselor. You may have special entertainment such as parties and special meals.

You may participate in off-campus recreational, educational, cultural, and community-service activities.

You may have access to electronic games (e.g., X-Box) and computers not provided to other youth and in addition to what you can use in school.

You may wear shoes or other street clothes, as approved by the facility administrator

You may be paroled from Stage H.

Exclusion from the Campus-Wide Behavior Incentive System

Privileges may be lost if you fight, assault staff members, destroy state property, attempt to escape, or engage in minor disciplinary incidents. Changes in stage of privilege will be determined by the youth's Treatment Team during regularly scheduled meetings. Loss of privileges are associated with Room Confinement and Unit Restriction. You will not be allowed to participate in the campus-wide Behavior Incentive System.

Room Confinement

This is used if you are seriously out-of-control. If you are out of control, you can be placed on Behavior Management Isolation (BMI). Staff will check on you to make sure you are okay and will work with you to get your behavior back on track. Once you are back in control or your BMI ends, you may be placed back on your original stage.

You may be placed in your room for up to 72 hours if you are given Due Process Isolation (DPI) following a Due Process hearing. Once your DPI ends, you may be placed back on your original stage, if your Treatment Team approves.

You will get meals in your room.

You will also get educational and recreational programs.

Stage D

If your behavior stays out of control, you can be restricted to your unit and placed on Stage D. If your Treatment Team places you on Stage D, you may be moved to either the Behavior Modification Unit (BMU) or other appropriate unit to address aggressive and out of control behaviors.

The length of time you spend on the unit depends on your behavior.

Stage D youth:

Attend school on the unit;

Eat their meals on the unit;

Have recreation on the unit, and fresh air for only one hour per day; and

Do not participate in the Behavior Incentive System.

The youth will remain restricted to the housing unit. Youth will have one hour of fresh air recreation per day unless weather conditions require indoor recreation.

Placement on Stage D will be a short term measure and is not a Stage to which a Treatment Team shall assign a youth for an extended period of time. Youth residing in the Behavior Modification Unit (BMU) may continue their specialized program for as long it takes to complete their specific Behavior Modification Plans.

Youth may be admitted to the Assessment Management Unit (AMU) depending upon their mental status, need for structure, and Treatment Team recommendation.





You will be able to take part in recreation activities while you are here. You will have time to exercise every day. You will enjoy many different events. We have recreation staff that plan activities for you. Events may include:

- Billiards
- Table tennis
- Foosball
- Music
- Shuffle board
- Softball
- Flag football
- Floor hockey
- Soccer
- Table games
(cards, chess,
checkers,
monopoly)
- Badminton
- Volleyball
- Horseshoes
- Dodge ball
- Track and field
- Swimming
- Bowling
- Physical conditioning drills



Religious Services



There is a Chaplain who works at Oakley. A Chaplain is someone who helps you with your religious needs.

You will be able to talk to the Chaplain during your first few days here. Also, you may talk with the Chaplain whenever you have questions about religion, spirituality, or living.

The religious activities on campus are Christian based. You can go to religious activities if you choose to, but you will not be forced to go. It is your choice.

If you follow another religion, tell the Chaplain or any other staff member, and they will make sure that your spiritual needs are addressed.

If your religious faith requires special dietary restrictions please tell the Chaplain and he or she will help you address these needs.



Fire Drills and Safety

During your stay here at Oakley Youth Development Center you will be expected to participate in monthly fire drills, for your own safety.

When it is time for fire drills the alarm will sound.

The staff person working with your housing unit or in the area of the facility where you are will ask you to get in line and show you which way to go, so that you and other youth can safely exit the building.

When you get outside, you and the other youth will be asked to sit down so that a count can be done.



We want to make sure that everyone is able to exit the building safely and that all youth are present.

When the "all clear" is given, everyone will be allowed back in the building.

If at any time you are unsure of what to do during a fire drill, you may ask a staff person to explain what you and the other youth will need to do.

In case there is a real fire you should do the same things that you did during the fire drills.

If a room is filled with smoke - stay low, crawl to the closest door.

Then, touch the door with the back of your hand, if it is hot, DO NOT open it, go to another door.

If your clothes catch fire remember to:

Stop, Drop and Roll!!!

Due Process Youth Discipline

Physical violence will never be used to discipline you while at a DYS Facility.



- ✚ You are expected at all times to be respectful to others and to follow the rules of the Oakley Youth Development Center.
- ✚ If you get into trouble or disobey the rules, you will receive consequences
- ✚ The Disciplinary Hearing Officer and Disciplinary Hearing Committee will go over all disciplinary incidents. They will explain to you why you are being seen and what privileges you may lose if it is found that you have disobeyed the rules.
- ✚ You may ask for a staff person that you trust to sit with you in the Hearing to help you understand the process. The violation you are being charged with and your due process rights will be explained to you.
- ✚ You may ask that another youth or staff person that saw what happened to be a witness. You may tell your side of the story to the Due Process Hearing Officer and Disciplinary Hearing Committee.
- ✚ Someone will do an investigation, which means that he/she will get information from others and look at evidence.
- ✚ You may be placed in Due Process Isolation (disciplinary segregation), Room Restriction or Pod Restriction if you do not follow the rules, and hurt or mistreat someone else.
- ✚ So when you're having a bad day and want to take it out on someone else, think about how **your actions will affect you.**

Violations and Sanctions

As mentioned before, you may be seen by the Disciplinary Hearing Officer and the Disciplinary Hearing Committee if you refuse to follow the rules and expectations. Once the Disciplinary Hearing Officer and Committee review all information and evidence related to an incident that you've been involved in and it is found that you were in the wrong, you will be told of the consequence of your behavior. The consequence (sanction) given to you will be based on the type of violation (major or minor). More than one sanction can be assigned to you, depending on how often you have violated that rule or expectation in the past or the intent/seriousness of your behavior (were you trying to hurt others or just made a bad decision). Additionally, your time at Oakley Youth Development Center can be extended as a result of poor behavior. Below is a breakdown of the range of possible sanctions that you may be assigned based on your behavior.

Minor Infraction or Violation	Sanction & Duration of Restriction
Throwing bodily fluids and/or by-products at individuals other than staff	Counseling intervention, up to 2 days loss of privileges, Pod and/or Room Restriction
Throwing liquids and/or any food product at individuals other than staff	Counseling intervention, up to 1 days loss of privileges, Pod and/or Room Restriction
Tattooing and/or ear piercing	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Fighting without injury	Counseling intervention, up to 3 days loss of privileges, and/or 1 days Due Process Isolation, Pod and/or Room Restriction
Minor damage of facility property	Counseling intervention, up to 3 days loss of privileges, and/or 1 days Due Process Isolation, and/or fined up to 5 positive behavior incentive bucks, Pod and/or Room Restriction
Refusing to follow adult instruction	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Leaving assigned area	Counseling intervention, up to 3

	days loss of privileges, Pod and/or Room Restriction
Communication with unauthorized outside individuals	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Refusal to maintain clean and orderly personal and common space	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Use of obscenity, profanity, vulgar language or verbal abuse to others	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Entering another's room without permission	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Soliciting staff to violate facility rules	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction
Aiding others to violate rules	3 days of loss privileges, Pod and/or Room Restriction
Possession of non-security related contraband	3 days of loss privileges, Pod and/or Room Restriction
Lying	3 days of loss privileges, Pod and/or Room Restriction
Interfering with facility count	3 days of loss privileges, Pod and/or Room Restriction
Trafficking or trading contraband	3 days of loss privileges, Pod and/or Room Restriction
Trading food	3 days of loss privileges, Pod and/or Room Restriction, Pod and/or Room Restriction
Gambling	3 days of loss privileges, Pod and/or Room Restriction
Violation of school activity rules	3 days of loss privileges, Pod and/or Room Restriction
Letter writing to youth of the opposite sex	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction

Below is a list of infractions that are classified as **Major Violations**. The ranges of the specific sanctions and the duration of the restriction are noted next to the category of violations.

Major Infraction or Violation	Sanction & Duration of Restriction
Inappropriate sexual conduct(i.e. touching, positioning, exhibition)	Counseling intervention, up to 1 days loss of privileges,

	Pod and/or Room Restriction, and/or 2 days Due Process Isolation
Creating serious disturbances	Counseling intervention, up to 1 days loss of privileges, Pod and/or Room Restriction, and/or 2 days Due Process Isolation
Disorderly conduct or creating a security risk to the facility	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction, and/or 1 day Due Process Isolation
Fighting with injury	Counseling intervention, up to 5 days loss of privileges, Pod and/or Room Restriction, and/or 2 days Due Process Isolation
Entering an unauthorized area without permission	Counseling intervention, up to 3 days loss of privileges, Pod and/or Room Restriction, and/or 1 day Due Process Isolation, Pod and/or Room Restriction

Room restriction is based on inappropriate/aggressive behavior and repeated patterns of assault or aggression with staff and/or students

Major Infraction or Violation	Duration of Restriction
Physical Violence: Youth on Youth	Up to 3 days of Due Process Isolation
Physical Violence: Youth on Staff	Up to 3 days of Due Process Isolation
Verbal threats toward youth/staff	Up to 3 days of Due Process Isolation
Group disturbances	Up to 3 days of Due Process Isolation
Gang related activity	Up to 3 days of Due Process Isolation
Making weapons to harm staff/youth	Up to 3 days of Due Process Isolation

Oakley Staff:

Facility Administrator: _____	Principal: _____
My Counselor: _____	Teachers: _____
Grievance Officer: _____	_____
Chaplin: _____	_____
1 st Shift Supervisor: _____	_____
2 nd Shift Supervisor: _____	_____
3 rd Shift Supervisor: _____	_____
Nurse: _____	_____
_____	Recreation Staff: _____
Doctor: _____	_____
Dentist: _____	_____
Psychiatrist: _____	_____
QMHP: _____	_____
_____	_____
Direct Care Staff: _____	_____
_____	_____
_____	Other staff: _____
_____	_____
_____	_____
_____	_____
_____	_____
Other staff: _____	_____
_____	_____
_____	_____

My Notes:

Appendix

REQUEST FOR LEGAL ASSISTANCE

I, _____, would like to talk to a lawyer. I would like to talk to
(please select one):

Mississippi Center for Justice Southern
Poverty Law Center 921 North President
Street
Jackson, Mississippi 39202

(Other attorney and contact Information)

Please give us the name and address of your legal guardian(s) so that the attorney can arrange to visit you:

Name: _____

Relation: _____
(Parent/Grandparent/Other)

Address: _____

Telephone: _____

The State will add names of other applicable legal service entities.

**Mississippi Department of Human Services
Division of Youth Services
Medical Services**

Health Call Form

Date: _____ **Time:** _____

ALLERGIES: _____

Name: _____

Living Unit: _____ **DOB:** _____

What is wrong with me: _____

Student Signature: _____

See Interdisciplinary Progress Notes for assessment and treatment documentation.

Nurse Signature /Title _____ Date _____ Time _____

**OAKLEY YOUTH DEVELOPMENT CENTER
WEEKDAY POINT SHEET**

Student Name: _____ POD/COTTAGE: _____ Stage: _____ Date: _____

My goal for today is _____

Targeted Activity	PARTICIPATION LEVEL			ATTENDANCE COMPLIANCE		Points Staff Initials	Notes & Observations
	Outstanding	Full	Partial	Attendance Compliance	Nonattendance Noncompliance		
Morning routine	20	15	10	5	0		
Breakfast	20	15	10	5	0		
Lunch	20	15	10	5	0		
Dinner	20	15	10	5	0		
Evening Free Time	20	15	10	5	0		
Evening Shower	20	15	10	5	0		
Bedtime Routine	20	15	10	5	0		
Bonus: Service	20	15	10	5	0		
EDUCATION							
Period One	20	15	10	5	0		
Period Two	20	15	10	5	0		
Period Three	20	15	10	5	0		
Period Four	20	15	10	5	0		
Period Five	20	15	10	5	0		
Period Six	20	15	10	5	0		
Period Seven	20	15	10	5	0		
Bonus: Extracurricular	20	15	10	5	0		
PERSONAL GROWTH							
Structured Activity	20	15	10	5	0		
(Specify)							
Structured Activity	20	15	10	5	0		
(Specify)							
Recreation	20	15	10	5	0		
Bonus: Leadership	20	15	10	5	0		
TOTAL POINTS							

Instructions: Staff will record points in each standard area and initial the entry in red ink. **Under Personal Growth:** A Structured Activity may include: Individual Counseling or Therapy, Group Counseling or Therapy, Medication, Therapeutic Homework, Creative Activity (Drawing, poem, etc.), Health Group, or Volunteer Lead Group. The youth must present evidence they participated in one of the listed activities to receive points. Staff must specify the activity that was performed. If a youth is unable to be present for a targeted activity, for example school due to being at the clinic to see the doctor, the clinic staff or JCW working with that youth should sign for that targeted activity and document in the Notes & Observation section the deviation from schedule. Second shift staff will collect the point sheets and give them to the Counselor. Counselor will compute daily point totals and assign *Positive Behavior Bucks* based on the daily targets for each student. **Students must earn at least 204 points (80% of full participation in targeted activities) to receive one Positive Behavior Buck.**

Today, I made the following progress toward my goal by _____

9/15/2014

OAKLEY YOUTH DEVELOPMENT CENTER
SATURDAY/SUNDAY/HOLIDAYS POINT SHEET

Student Name: _____

POD/COTTAGE: _____

Stage: _____

Date: _____

My goal for today is: _____

Targeted Activity	Participation Level: Please mark one numeral for each activity					Points	Notes & Observations:
	Outstanding	Full	Partial	Minimal Compliance	Non-Compliance	Staff Initials	
Morning routine	20	15	10	5	0		
Breakfast	20	15	10	5	0		
Morning Free Time	20	15	10	5	0		
Lunch	20	15	10	5	0		
Dinner	20	15	10	5	0		
Evening Free Time	20	15	10	5	0		
Evening Shower	20	15	10	5	0		
Bedtime Routine	20	15	10	5	0		
Bonus: Service	20	15	10	5	0		
PERSONAL GROWTH							
Structured Activity	20	15	10	5	0		
(Specify)							
Recreation	20	15	10	5	0		
Bonus: Leadership	20	15	10	5	0		
TOTAL POINTS							

Instructions: Staff will record points in each standard area and initial the entry in red ink. Under **Personal Growth**: A **Structured Activity** may include: **Individual Counseling or Therapy, Group Counseling or Therapy, Medication, Therapeutic Homework, Creative Activity** (drawing, poem, etc.), **Health Group, or Volunteer Lead Group**. The youth must present evidence they participated in one of the listed activities to receive points. Staff must specify the activity that was performed. If a youth is unable to be present for a targeted activity, for example school due to being at the clinic to see the doctor, the clinic staff or JC/W working with that youth should sign for that targeted activity and document in the Notes & Observation section the deviation from schedule. Second shift staff will collect the point sheets and give them to the Counselor. Counselor will compute daily point totals and assign **Positive Behavior Bucks** based on the daily targets for each student. **Students must earn at least 120 points** (80 % of full participation in targeted activities) to receive one **Positive Behavior Buck**.

Today, I made the following progress toward my goal by: _____

Application for Stage Change (XIII.10.D)

Your Name _____

Your Counselor's Name _____

Your QMHP's Name (if you have one) _____

Your Doctor's Name (if you have one) _____

What is your current stage? _____

Stage changes are based on your ability to identify and maintain your personal values and goals, identify and handle your emotions, and work on obtaining educational and vocational skills.

When your stage changes, you can make some decisions, have greater freedom, and earn opportunities to participate in activities scheduled on the unit, in the institution, or off campus in the community.

If you do not continue to participate in your treatment and educational program and to make progress in reaching your goals, you will not be considered for a stage change. Your treatment team will tell you what you must do in order to apply for a stage change.

Please answer the following questions before you request a stage change from your treatment team.

How many Positive Behavior Bucks have you earned in the last 14 days? _____...in the last 21 days? _____

How many times have you had a Due Process Hearing in the last 21 days? _____...in the last 21 days? _____

How many minor incidents were on your point sheets in the last 21

days?_____...in the last 21 days?_____

What are some goals from your Service Plan and Daily Point Sheets?
Did you achieve them? If not, why not?

Have you participated in counseling and therapy groups to which you have been assigned? What worksheets have you completed?

Have you been making progress in your rehabilitation and education?
How do people know that you are changing your behavior?

Student Signature

Approved/Disapproved (circle one):

Counselor Signature

If your request for stage change is not approved, we want you to do these things before you re-apply for the change.
