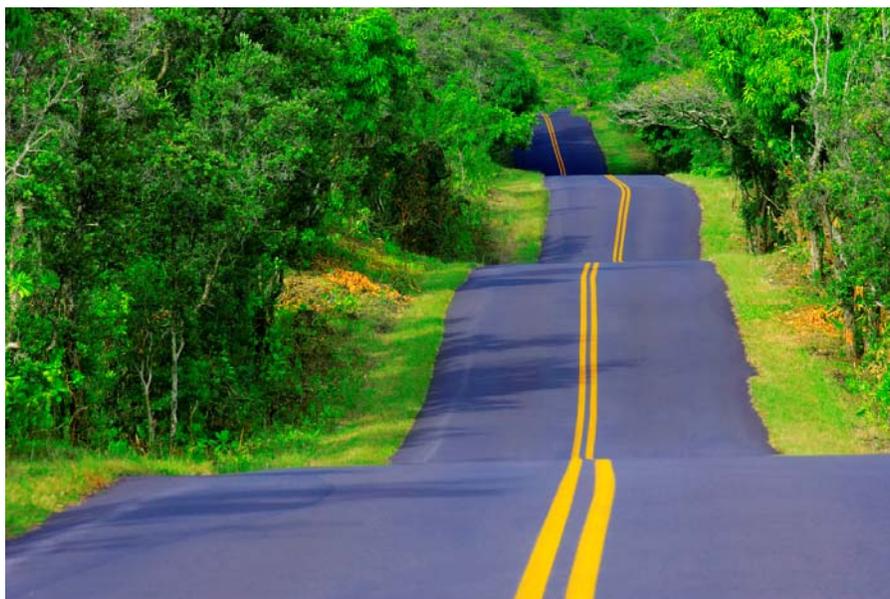


HAMILTON COUNTY JUVENILE SERVICES CENTER
SHELTER CARE
STUDENT HANDBOOK



Good things are down the road. Just don't stop walking.

After reading the student handbook; you will be asked to take a quiz over The Shelter Care Rules and Regulations. You may only miss five questions on the quiz. If you are unable to pass the quiz you will be required to read the handbook again and take quiz over.

We will ask that you observe the rules of the program. The rules are for two basic reasons: 1. Your safety, and 2. To maintain structure and order in the program. The rules are simple if you choose to follow them. If you disobey the rules, consequences will be given. Please feel free to ask questions if there are things you do not understand. We will do our best to answer any questions that you may have.

The Student Handbook has been given to you to help you in your placement. Please read the handbook all the way through. The following is a description of the program.

Merit System

During your placement, you will earn one of three merit statuses. A merit status is determined by a three-day average of your points. The three merit statuses are: Beginner, Learner, and Achiever. You will begin the program on Beginner status. Below is an explanation of each merit system:

Beginner: If you average 64 points or less over three days, you will be on “Beginner” status. Beginners receive the least amount of privileges.

As mentioned earlier, you will start the program as a “Beginner”. You will remain on this status until you complete a “Reflections” essay and it is your fourth day in the program. At this time we will compile your three-day average. Depending upon your three-day average, you will either remain on Beginner status, or improve to Learner or Achiever status. Your daily status will now be figured each day based upon your previous three days average of points.

Learner: If you average 65 -79 points over three days, you will be on “Learner” status. Learners receive more privileges than Beginners, but not as many as Achievers.

Achiever: If you average 80 or more points over three days, you will be on “Achiever” status. Achievers receive the most privileges.

Privileges within the Merit System

Privileges are in place to motivate students to perform within the Merit System. The higher the point average, the greater the privileges you will receive. Listed below are the merit statuses and their corresponding privileges:

Beginner:

1. 8:30 p.m. bedtime
2. Board Games
3. Television
4. Two phone calls to approved family members per week
5. Receive one approved family visit per week

Learner:

1. 9:00 p.m. bedtime
2. Board Games
3. Television
4. Coupon Box
5. Three phone calls to approved family members per week
6. May “purchase” video game time with coupons (each coupon is worth 15 minutes of game time; may purchase up to 30 minutes per week)
7. Receive one approved family visit per week
8. May participate in designated outings

Achiever:

1. 9:30 p.m. bedtime Sunday through Thursday and 10:00 p.m. on Friday and Saturday nights.
2. Board Games
3. Television
4. Coupon Box
5. Two free coupons per day
6. Four phone calls to approved family members per week
7. May “purchase” video game time with coupons three (may purchase up to 45 minutes per week)
8. Receive two approved family visits per week
9. May have one, 4 hour home visit per week
10. May participate in all outings
11. Receive Achiever Night extras (\$5.00 towards fast food).

Points

You will begin each day with zero points. However, based upon your performance you may earn up to 100 points per day. A staff member will explain the point sheet to you and answer any questions that you may have. Your performance in each category will be evaluated on a scale of 0 to 5. Below is an explanation of the points:

- 5 – Excellent (Outstandingly good of its kind; of exceptional merit)
- 4 – Above Average (Better than ordinary or normal)
- 3 – Average (Ordinary or normal)
- 2 – Below Average (Less or lower than ordinary or normal)
- 1 – Unsatisfactory (Not satisfying or meeting demands; inadequate)
- 0 – Refused to complete/participate

Coupons

If you do something positive, staff may give you a coupon. If you disobey a rule in the Primary or Serious Consequence section you will have to “pay” a specified amount of coupons for your actions. Coupons can be used to buy anything in the Coupon Box as well as video game time.

Coupons can be given anytime, but you must be a Learner or Achiever to buy something. You may spend as many of your coupons per day as you desire. If you are placed in your room for disciplinary reasons, you will not be allowed to use your coupons.

Before purchasing items from the snack box, you must have your basic hygiene items, which can also be purchased with coupons. Also, the Coupon Box and video game time is a privilege and can be revoked. All efforts are made to keep the Coupon Box stocked, but at times this may not happen immediately after it is depleted.

General Rules and Consequences

In the program, you may receive disciplinary consequences for not following rules and/or for inappropriate behaviors. It is important for you to be aware that the facility may file charges for any criminal behavior (i.e. possession of contraband). Failure to abide by the following rules will result in the consequence listed.

EXPECTATIONS-

1. Address all staff and outside visitors as “Mr.” or “Ms.” and their first name.
2. Follow all staff instructions.
3. To move from one area to another you must ask and receive permission from staff.
4. Room is organized properly until bedtime.
5. Students will return to their room during shift change and staff meals. At staffs discretion you will be allowed out of your room.
6. Walk quietly in a single file line with your hands behind your back when going outside of the Shelter Care Unit.
7. Do not use furniture for anything other than its intended use (i.e. no propping feet on chairs or sitting on tables or the backs of chairs).
8. You are to be fully clothed (undergarments, pants/shorts and a shirt), while in your room. Only change your clothes in the restroom. You are required to wear provided shower shoes while showering.
9. You are required to wear socks and/or shoes at all times while outside of your room
10. Do not discuss with other students your reason for being in the facility or any other past students.

PRIMARY CONSEQUENCES -1 to 2 hours of room restriction; pay two coupons, and any other consequence deemed appropriate by staff.

11. Continued noncompliance with expectations.
12. Be respectful to all staff/volunteers.
13. Do not stand at your window during any room time.
14. Make sure your bed is made, items put away and room is ready for inspection.
15. Do not give away, trade, lend, etc. your clothes or belongings to other students.
16. Do not to write on your body and/or clothing.
17. Clothing is to be worn appropriately. Males: Pants/shorts are not to show more than one inch of undergarments. Females: Tops are not to show any cleavage.
18. Do not give away or trade any food/drink.
19. Do not throw objects of any kind.
20. There is to be no vulgar language.

21. Use of the radio, TV, video console, computers, appliances, are with staff permission only.
22. Do not be disruptive during staff directed activities.
23. You are not to be in possession of any non-harmful contraband.

SERIOUS CONSEQUENCES -4 to 6 hours of room restriction, pay four coupons that you have earned, one day on Beginner Status, and any other consequence deemed appropriate by staff.

24. Do not pass notes to other students. This includes notes coming from school to another student or from a student to take to school to give to someone else.
25. Do not touch another student in any way.
26. You are not to have any property that does not belong to you (theft of property).
27. Do not communicate between rooms.
28. Remain visible during bedtime hours or while in your room, do not hang a blanket or any item that impairs staff's ability to see you.
29. Any minor damage to facility property.
30. Do not give or receive personal information from other students.
31. Do not lie to or attempt to manipulate staff in any manner.
32. You are not to tease or harass another student in any manner.
33. Do not be disruptive while on transport and follow all the rules of the driver.

SEVERE CONSEQUENCES – 24-72 hours of lockdown in the Shelter Care unit (suspension or expulsion from school results in longer lockdown), all privileges, (visitation, phone calls, non-court ordered TBO's, etc.) are revoked until the lockdown is completed, and you will restart the level system as a Beginner upon completion of lockdown. Violation of any of these rules can result in additional charges.

34. Do not leave school grounds without the permission and/or knowledge of your Probation Officer and staff at the Shelter Care Unit.
35. You must return from your Temporary Book-out (TBO) at the designated time.
36. Do not enter another student's room.
37. Threats or assault on another student or staff member.
38. Participating in any inappropriate conversations or actions of a sexual nature.
39. Any gang activity of any kind.
40. There is to be no verbal or written discussion or reference to drugs, alcohol, weapons or escape from the facility.
41. Being under the influence of alcohol or drugs.
42. You are not to be in possession of tobacco, a lighter, alcohol, drugs, paraphernalia, or a harmful substance.
43. You are not to be in possession of a weapon or any object that may be used as a weapon.
44. Suspended or expelled from school.

45. Severe destruction to Hamilton County property.

Incident Reports

Incident Reports will be written when you do not abide by program guidelines. If you receive four Incident Reports in a seven day period, (Monday through Sunday), it will result in three days on Beginner Status and one day on lockdown.

Room Restriction

If you are placed on a room restriction because of behavior, you will be in your room with your door closed. If you choose to make noise, bang on your door and walls, throw items around your room etc., staff will not begin your room time. Every hour you will be given a bathroom break and an opportunity to get a drink. You will receive your meals/snacks at the normal scheduled times. If you display out of control behavior while on room restriction, you will be moved to the Focus Room.

*If you are behaving inappropriately, a staff member may instruct you to be in your room for a cool down period. You may also request to go to your room on your own if you wish to remove yourself from a situation. When you feel you are ready to reenter the group, let staff know and they will have a discussion with you over the incident.

Lockdown

If you are placed on lockdown for disciplinary reasons due to a Severe Consequence, you will remain on lockdown for a minimum of twenty-four hours. All privileges will be revoked during the lockdown. This includes visitation, home passes, temporary book outs that are not court ordered, phone calls, etc. Once the lockdown is completed, you will be placed on Beginner Status as if you are starting the program all over.

Clothing and Personal Items

We will contact your parent/guardian and request for them to bring your clothing and personal items. We will provide you with clothes and personal items until you receive your own clothing. We do not allow band t-shirts, (i.e. rock-n-roll, country, rap t-shirts/clothing), clothes with alcohol/tobacco labels, or clothes that are ripped or torn.

Clothing that you may have while you are in Shelter Care:

- 7 Pairs of pants that do not “sag,” have excessive rips or reveal underwear.
- 7 Shirts (solid color with minimal designs/writing)
- 2 sweatshirts (solid color with minimal designs/writing)
- 2 Sleepwear bottoms and 2 sleepwear shirts (revealing clothing will not be approved)

- 2 Pairs of gym shorts
- 7 Pairs of socks
- 7 Pairs of underwear
- 5 Bras for female students
- 1 Pair of house slippers
- 3 Pairs of shoes
- *One pair must be athletic shoes.
- 1 Weather appropriate coat or jacket
- 1 belt (minimal metal components, no spikes)

Personal hygiene items that you may have while you are in Shelter Care:

- Shampoo
- Conditioner
- Soap (bar or body wash)
- Shaving cream (will be kept staff office)
- Deodorant
- Toothbrush
- Toothpaste
- Dental floss (will be kept in staff office)
- Mouthwash (that contains no alcohol)
- Chap stick or lip balm
- Body lotion
- Basic make-up (maximum of 5 items)
- Hair moisturizer
- Gel/mousse
- Brush, comb, or plastic pick
- Hair tie
- Plastic or cloth headband
- Q-tips
- Emery board (disposable nail file)
- Facial wash

*Razors, nail clippers and a hairdryer will be provided on an as needed basis by staff.

Educational items that you may have while in Shelter Care:

- Non-spiral notebooks
- Plastic pens and plastic or wood pencils
- School books
- One backpack
- Calculator
- Plastic ruler

- Folders/binders (no metal components or rings)
- Index cards
- Colored pencils
- Crayons
- Erasers

Additional property that you may have while in Shelter Care:

- Bible or other religious material
- Reading books (staff approved and only three in room at a time) *With exception of school and religious material
- Puzzle magazines
- Photographs (staff approved, five maximum)
- Blanket (washable)
- One stuffed animal (no pillow pets)

The Hamilton County Juvenile Services Center is not responsible for lost or stolen property. Property left at the facility for longer than thirty days will be destroyed or donated to charity.

Room and Detail

1. It will be your responsibility to keep your room, closet, and drawer clean.
2. At least twice a day you will be required to complete a detail. Details are the daily cleaning of the unit. On Saturdays, we do a Super Clean. Staff will explain what to do during a Super Clean.
3. Clothes are to be hung up in your closet or neatly folded in your drawer.
4. Hygiene items are to be neatly placed on the top shelf of your closet.
5. Shoes are to be neatly placed in the bottom of your closet.
6. Papers and books are to be neatly stacked on your dresser.
7. Your room is to be vacuumed every morning.
8. Your bed should be made neatly daily.
9. You are only permitted to be on the bed assigned to you.
10. You may hang appropriate photos or drawings/craft pictures on your wall with tape. There will be no magazine pictures or posters hung in your bedroom. We reserve the right to remove anything from your room that we feel is inappropriate.
11. You may not have Shelter Care's games, cards, colored pencils, etc... in your room.

Etiquette during Meals and Snacks

1. Wash your hands prior to getting your tray or snack.
2. Your chair needs to be scooted up to the table to where you are sitting up straight with your feet flat on the floor.
3. Proper manners are to be used at all times while eating –Do not talk with food in your mouth, saying please/thank you/excuse me.
4. Do not accept or share anyone else's food or snack.
5. You may not save your snacks or take them to your room.
6. Chairs are to be pushed up to the table when you are finished.
7. Tables and counters are to be wiped down after use.

Treatment Assignments

During your stay in Shelter Care you will be expected to complete treatment assignments. Treatment assignments will generally consist of the following:

Journal Writing: Journal writing is used to encourage students to reflect on their behaviors, their values/beliefs, their family/siblings/friends, etc. Students will be given writing prompts a few times each week.

Goal Setting: Every week students will be required to set goals. You will have three goals in which you will be graded on during first and second shifts. If you meet your

goals, you will receive a plus (+) sign on your point sheet. If you do not meet your goals, you will receive a minus (-) sign on your point sheet. At the end of every week staff will total your plus signs. If you receive 38 plus (+) signs you will receive two coupons. If you score 42 plus (+) signs, perfect score you will receive four coupons.

Education Program

If students are currently enrolled in school, they will continue to attend the school and classes as scheduled. Arrangements will be made by the facility to transport them to school. If you are a G.E.D. candidate, you will continue to study for your G.E.D. If you have graduated already or have your G.E.D you will still work on educational material during school hours.

Students are required to take a homework sheet to school every day. The homework sheet must be signed by every teacher you have that day. If you forget to have your homework sheet signed or do not bring it back for more than two days during the school week, you will be put on Beginner status for three consecutive days.

If you are suspended from school, you will serve the duration of your suspension on lockdown. If you enter the unit already expelled or suspended this will not apply.

Life Skills

Life Skills will be taught periodically throughout the week. Life skills provide students with the education and skills needed to do basic cooking, laundry, complete an application/interview for a job, interpersonal skills, amongst other skills. Students are expected to participate in the activity initiated by staff.

Religion

With approval from your Probation Officer, you will be permitted to attend an off-site religious ceremony. Your parents/guardians must provide transportation in order for you to attend. The facility has a chaplain on staff that you may request to meet with at any time.

You are permitted to have a Bible or any other religious material to keep in your room. You may also have one religious pendant not to exceed one inch in size.

Recreation

You are able to use the indoor gymnasium and if weather permits, the outdoor recreation area. If behavior is positive, we will often schedule additional recreation time. When walking to recreation, you are to walk silently in a single file line with your hands behind your back. You must understand that if circumstances arise, gymnasium time may not fit into each daily schedule.

Hygiene

Students are required to shower daily and to wear shower shoes that we provide while showering. You will have a fifteen minute time limit to shower beginning when you enter the restroom to the time you exit. You are required to wear socks and/or shoes at all times while outside of your room.

Medical/Dental

If you are feeling ill or wish to see the nurse, let a staff member know. They will complete a medical slip and the nurse will see you as soon as possible. If you are taking a prescribed medication, the nurse will administer it to you as directed by the prescription.

If you wish to see a dentist, your parent/guardian will need to schedule an appointment. Your parent/guardian will then get approval from your probation officer for you to attend the appointment.

Probation

If you would like to speak with your Probation Officer, you may fill out a request form to do so. Staff will provide this for you upon request.

Visitation

Your parents/legal guardians will receive information on our visitation procedures. All visitors must be approved by your Probation Officer. Visitors must be at least 18 years of age. Your parents/legal guardians must give staff twenty-four hours' notice in order to schedule a visit.

Visitation will take place on Tuesdays and Thursdays from 6:00 p.m. to 8:00 p.m. and on Sundays from 12:00 noon to 2:00 p.m. Each visit will last thirty minutes and you may have up to four visitors at each scheduled visit. Beginners and Learners will receive one approved family visit per week. Achievers may have two approved family visits per week. The number of visits is based on the student's level at the beginning of each week.

Visitors may not bring in any items other than clothing or hygiene items. All other items (ie cards, letters, etc.) must be mailed to you.

Home Visits

Achievers will be allowed one four hour visit per week. Your parent/guardian may call and schedule a time; however it needs to be at least twenty-four hours in advance. If you return to the facility late, you will be denied future home visits and your Probation Officer will be notified. In addition you may receive a minimum of a 24 hour lockdown; after lockdown is completed you will restart the program. You and your parent/guardian will be required to sign a Home Pass Agreement prior to leaving our facility that states the rules and regulations expected during your home pass.

Phone Privileges

Phone calls will take place seven days a week, Monday through Sunday between the hours of 10:00 a.m. and 8:00 p.m. Telephone calls are limited those individuals that are on your approved visitor list. You will receive a minimum of two telephone calls per week. Additional phone times will be determined by the level system. Students will be monitored at all times during the call. Phone times are for fifteen minutes each. Phone calls are scheduled for the week on Mondays according to the student's level. Phone calls may not be scheduled past your current bedtime. If your level changes once the phone list has been completed, your calls will remain the same. You may split your phone calls however they must remain within the same fifteen minute time period. If you miss your phone call due to programming or a staff directed activity, inform staff within fifteen minutes of your scheduled phone call time in order to make your call at a later time. Students are expected to follow all rules that are posted for use of the phone. Phone privileges will be lost for one week if rules are violated.

Incoming and Outgoing Mail

We will provide you with paper and envelopes so you may correspond with family and friends by mail. We will give you one envelope per day. You will only receive this envelope if you write a letter. You may use your coupons for additional envelopes (one coupon per envelope). All incoming and outgoing mail will be monitored by staff. When you receive a letter, staff will open it in front of you, check to see that there isn't any contraband, and then the letter will be given to you. If you are mailing a letter, show staff what you are placing in the envelope and seal it in front of them. You may not send or receive mail from another facility. Incoming mail from these facilities will be placed in personals and given to you upon your release.

Multi-Media Rules-

TV/DVD/Movie Rules:

1. During regular school hours the television will remain off (no earlier than 5:00 p.m.)
2. All movies must be rated PG-13 or less.
3. You are not allowed to bring in movies from home.

Radio Rules:

1. If the television is on, the radio is to be off.
2. Radio stations are determined by staff.

Computer Rules:

1. Do not enter any program unless you are instructed to do so.
2. Do not change the computer settings.
3. Do not print without permission.
4. Computers are only to be used for upcoming school work and projects for mandatory programming.

Hamilton County Juvenile Services Center Shelter Care Unit Daily Point Sheet

Student's Name: _____ Week of: _____

3rd Shift: 10:30pm-6:30am

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1. Detail	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
2. Self Control / Manners	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
3. Respect for Staff / Others	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
4. Hygiene / Dressed Appropriately	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
5. Time Awareness	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
3rd SHIFT TOTALS							

1st Shift: 6:30am-2:30pm

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1. Room / Personal Belongings	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
2. Details	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
3. Self Control / Manners	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
4. Respect for Staff/Others	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
5. Hygiene / Dressed Appropriately	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
6. Time Awareness	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
7. Education / Recreation	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
1st SHIFT TOTALS							
Contracts(+, -)							
1. _____	1 st 2 nd						
2. _____							
3. _____							

Scores 2 and below/General Comments: _____

2nd Shift: 2:30pm-10:30pm

Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1. Staff Directed Activity	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
2. Details	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
3. Rooms & Personal Belongings	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
4. Respect for Staff/Others	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
5. Self Control / Manners	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
6. Homework Sheets	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
7. Recreation	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
8. Time Awareness	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
2nd SHIFT TOTALS							

3 rd Shift Total							
1 st Shift Total							
2 nd Shift Total							
TOTAL FOR DAY							
3 Day Average							

Scores 2 and below/General Comments: _____

- Points:**
- 5-Excellent (Outstandingly good of its kind; of exceptional merit)**
 - 4- Above Average (Better than ordinary or normal)**
 - 3-Average (Ordinary or normal)**
 - 2-Below Average (Less or lower than ordinary or normal)**
 - 1-Unsatisfactory (Not satisfying or meeting demands; inadequate)**
 - 0-Refuse to Complete/Participate**

Status: Achiever – 80 points or more

Learner - 65-79 points
 Beginner – 64 points or less

EXPECTATIONS

<p><u>Time Awareness (Mornings): 0-5</u></p> <ul style="list-style-type: none"> • Gets up when called • Dresses appropriately • Brushes teeth • Washes face • Shower if needed • Prepared for school and transport 	<p><u>Rooms & Personal Belongings: 0-5</u></p> <ul style="list-style-type: none"> • Bed is made properly until bedtime • Floor is vacuumed daily • Nothing is on floor • Only authorized items in room • All surfaces clean/organized
<p><u>Education: 0-5</u></p> <ul style="list-style-type: none"> • Follows school rules • Does not disturb others • Uses material and equipment appropriately • Does not take any item from school without permission 	<p><u>Homework Sheets: 0-5</u></p> <ul style="list-style-type: none"> • Brings back completed homework sheet • Brings back all necessary items to complete homework • All teachers must sign and score homework sheet for every period
<p><u>Hygiene/Dressed Appropriately: 0-5</u></p> <ul style="list-style-type: none"> • Males-pants/shorts not to show more than one inch of undergarment • Females-tops are not to show any cleavage • Dressed appropriately for weather • Shower shoes must be worn in shower only • Showers should be no longer than 15 minutes • May only change clothes in restrooms • Does not leave personal items in restroom 	<p><u>Self-Control/Manners: 0-5</u></p> <ul style="list-style-type: none"> • Cooperative and participates in activities • Does not disrupt volunteer activities or other programming when attending • Follow staff directions and does not engage in loud or unruly behavior • Respectful • Do not discuss other students • When eating proper manners must be used (washing hands, sitting upright in chair with feet on floor, cleaning up after one's self)
<p><u>Respect for Staff/Others: 0-5</u></p> <ul style="list-style-type: none"> • Addresses staff with " Mr., Ms., Sir or Ma'am" • Letting staff know if you are walking behind them • No teasing or harassing other students • No attempts to manipulate staff 	<p><u>Details: 0-5</u></p> <ul style="list-style-type: none"> • Completes detail assigned in a cooperative manner and follows instruction • Does not waste time • Uses proper cleaning materials • Super-Clean will be completed every Saturday

TRANSPORT RULES

- 1. Report to the transportation van within 10 minutes of your dismissal time.**
- 2. Follow all directions of the driver.**
- 3. Face forward in your seat at all times with your seatbelt fastened and feet on the floor.**
- 4. Do not touch others.**
- 5. Males are to sit in the front of the transport van and females are to sit in the back of the transport van (leaving a row in between if possible).**
- 6. No swearing or inappropriate language.**
- 7. No inappropriate discussions (i.e. - sexual topics, drugs, violence, war stories, etc.).**
- 8. Shelter Care Handbook rules are to be followed during transport.**