NICHOLAS RESIDENTIAL TREATMENT CENTER is ran under the direction of the Montgomery County Juvenile Court Judges, Anthony Capizzi and Helen Wallace.

MISSION STATEMENT

The mission of the Frank W. Nicholas Residential Treatment Center for Youth is to assist each youth in becoming a productive, responsible citizen, through diverse comprehensive treatment and rehabilitative services to the youth and their family, to end or prevent the youth’s involvement in the juvenile justice system and/or child welfare.

About This Handbook

This is your guide to navigate the program. Since we can’t possibly put ALL of the information about this program in here, you may be given additional information throughout the program and are encouraged to ask questions. We have a multi-tiered system of supports in place designed to teach, model and reinforce appropriate behaviors while holding you accountable for your actions. We utilize a consistent approach that enhances pro-social behaviors through a positive incentive program. We look forward to working with you and your family.

-NRTC
The Nicholas Residential Treatment Program has several different programs based on your individual needs. All youth will receive Tier 1 support services:

- Individual Assessments
- Education
- Individual Service Plan
- Individual Counseling
- Treatment Services
- Cognitive Behavioral Treatment Groups
- Skills Streaming Groups
- Facility Expectations
- Chores and Responsibilities
- Recreation
- Voluntary Religious Services
- Transition Services

Tier 2 support services are individualized and based on your specific needs. They can include the following:

- Educational Support Services
- AoD Education and Groups
  - 7 Challenges
  - Skills Group
- Recovery Support Services
- Individual Behavioral Health Counseling
- Independent Living Groups

Tier 3 supports services are available and can be tailored specifically on the Individual Service Plan. Because youth are placed at Nicholas by the Court and Children Services, individuals may have different experiences along the way. We will work closely with these agencies to work in the best interest of the youth!
Treatment

Case Planning Team
You are here for 45 days and may be extended depending on your progress and treatment needs. While at NRTC your team will work with you on an intensive program to address your needs. During this time you will remain at the facility to ensure those treatment needs are met. Staff will work with the placement agency to coordinate services and meetings as required. Each youth will have a Case Planning Team that will meet to discuss Individual Service Plan, treatment needs and evaluate progress. The team will consist of you, parent/guardian, therapist, case worker, probation officer and support staff worker. Other support persons may be present to contribute to your success, such as school personnel.

Individual
Youth will be scheduled to have Individual Counseling with a therapist once a week. While this is your formal time for therapy, additional counseling is always available from staff on an informal as needed basis. Each staff member at Nicholas brings with them their own unique experience, which youth can use to help correct past problems and learn new living skills.

Group
There are a variety of groups offered at Nicholas. Which groups you will participate in will be determined during your orientation assessments and continued to be evaluated by your Case Planning Team. We offer individual and group services by licensed staff through South Community Behavioral Healthcare, Inc., our trained probation officers and youth specialists. Groups will work to improve in individual need areas, skill building, and increase independent living skills and knowledge.
### Units

Youth will be placed on a unit depending on their placement type, gender and treatment needs. Our Units are as follows, but may change based on need:

- **Timber Wolves**: Boys 6-12 Months Court Placed Residential Program
- **Tundra Wolves**: Boys 6-12 Months Children Services Placed Residential Program
- **Coyotes**: Boys Intensive Substance Use Disorder 45 Day Program
- **Arctic Wolves**: Girls Intensive Substance Use Disorder 45 Day Program or 6-12 Months Court or Children Services Placed Residential Treatment Program

### Expectations

**I-Choose PACTS**

At Nicholas our program is easy. We achieve positive results when we CHOOSE to do our best! In believing this we have accepted the Wolf PACTS of I-Choose:

- I-Choose to Have **Positive** Attitudes and Behaviors
- I-Choose to Have **Appropriate** Work Ethic
- I-Choose to Communicate Effectively
- I-Choose to Have Good **Time** Management
- I-Choose to Have Good **Social** Interactions

By following these guidelines, we can help shape behaviors and support youth in becoming more responsible young adults. By adopting these practices, youth will have an opportunity to earn treatment week points that allow them to participate in activities. Each hour you can earn up to 5 points, 75 points per day.

**Pack Points**

Pack Points are used to encourage positive youth behaviors, specifically PACTS behaviors. Pack Points are given out by staff on their Pack Point Cards and documented on their behavioral intervention sheet. Pack Points are used to earn extra privileges like phone calls or they can be used to purchase items at the incentive store such as candy and drinks. Points can be redeemed during specific times. There are different Pack Points for the school and unit and these points are redeemed separately. If you ask for Pack Points you will not receive them.
Liberty School

**Education**
Education is an important part of NRTC for all youth and will be provided by the in-house established charter school, Nicholas Liberty. Each student will receive Ohio required instruction by fully accredited teachers. Since you are only here for a short period of time, we will connect with your home school in order to coordinate the best possible instruction on an individual basis. This may include providing work from your home school or computer based programming. Nicholas Liberty School is a year round program.

**Media Center**
Students will have access to books, magazines and many other forms of media through a check out process. All literary forms are monitored to ensure materials are age appropriate. All media will require a rating of PG-13 or under. We encourage students to use this resource for recreational purposes, as well as educational ones.

**Recreation and Privileges**
Nicholas has a wide variety of recreational activities to do on-campus. All recreation is earned and is a privilege. Youth on activity or medical restrictions may not be able to participate in some activities. On Friday’s, we have an evening incentive activity that youth who earn their week will get to participate in. We encourage activities that improve the way you interact with others, build your self-confidence, and athletic skills.

**Weekly Status, Phases and Levels**

**Weekly Status**
You will be given opportunities to earn daily points by following Tier 1 level expectations. The points you earn will dictate your status. We have two status responses you can fall into:

**High Response**

**Low Response**

When you earn high response you earn your week and can participate in more activities while you are in the program. Earning low response will stall your progress and restrict some campus privileges.
Parents(s)/Guardian(s)

A youth will make progress in the program when parents/guardians are supportive by:

- Regular attendance at family sessions
- Visiting their child regularly on campus
- Maintaining contact with Youth Specialist and Probation Officers at the facility
- Utilizing resources and aftercare support services

Responsibility

Nicholas is your home for now, and we want you to be proud of it. Youth responsibilities in the facility can give you a sense of pride and develop good habits for the future. We divide chores between students and staff. You are expected to contribute the following:

1. Take care of your personal belongings.
2. Care for your room.
3. Do your assigned job every day.
4. Carry a reasonable share of all other work.
5. Youth will be assigned a rotating weekly task and expected to help out where needed.

Unit Expectations

- Each youth is to follow the program expectations.
- Each youth must sleep in their own bed.
- Youth must sleep in appropriate bed clothes.
- Youth must make their bed each day (2 sheets, blanket and bedspread).
- Rooms are to be kept clean and tidy and will be inspected each morning.
- Youth are not permitted in the rooms of the other youth or in the hallways of the other units.
- Males may not be on the female unit at any time and vice versa.
- No food is allowed in the rooms.
DAILY ROUTINE

(NRTC) Unit Schedule

1. Wake-up times:
   a. Weekdays – 7:30 a.m.
   b. Weekends and Holidays – 8:30 a.m.
2. School:
   a. Weekdays -- 8:25 am-1:10 p.m.
3. Groups:
   a. Weekdays as assigned after school.
4. Bed times:
   a. Severe Conduct Violation (SCV) Bedtime – 8:00 p.m.
   b. Regular bed – 9:00 p.m. (weekdays, weekends and holidays)
   c. Late bed – 10:00 p.m. (weekdays)
      11:00 p.m. (weekends, holidays): A & B-Level
      12:00 a.m. (weekends, holidays): C & D-Level
5. Jobs begin immediately after mealtimes.
6. Dining crew is allowed a maximum of 10 minutes to complete jobs in order to be eligible for full credit.
7. No television before 4:00 p.m. (weekdays)
8. Showers from 8:00 p.m. to 9:00 p.m. each day.
9. Only quiet activities are permitted after 8:00 p.m. The gym is off limits after 8:15 p.m.
10. Visitation is on Sundays.

What are the Rules?

It is important that you understand the most important rules (or expectations) of Nicholas. Just like home, school, and community, the Center must have rules so that everything will run smoothly. Nicholas has three tiers of rules:

1. Tier 1-General Rules
2. Tier 2-Severe Conduct Rules- Low Response
3. Tier 3-Severe Conduct Rules- Charge or violation filed in Juvenile Court

Severe Conduct Rules are like laws in that if you violate one it would be just like breaking the law if you were at home. We try to handle Severe Conduct Violations (SCV's) here at Nicholas. If the violation is very severe, or becomes a repeated behavior that is not being corrected by program interventions, charges or violations will be filed with the Juvenile Court. Youth who violate the law may have to go before the Court. The Severe Conduct Rules are:
1. No Use of any Drugs or Illegal Substances
   a. No positive urine screens
   b. Drugs
   c. Drug Paraphernalia
   d. Tobacco
   e. Alcohol
   f. Improper use or possession of medications
   g. Vaping or vaping products
2. No Destruction of Property
3. No Assaultive Behaviors
   a. Fighting
   b. Assault
   c. Threatening
4. No Unauthorized Leave
   a. Attempted Escape/AWOL
   b. Run Away/AWOL
   c. On an unauthorized unit
5. No Stealing / Contraband
6. No Inappropriate Sexual Conduct
7. No Serious Misconduct
   a. No Gambling
   b. Self-Harm
   c. Supporting Inappropriate Behavior
   d. Home Visit Contract Infraction
   e. Creating a Disturbance
   f. Touching Security Equipment
   g. Gang Behavior (including gestures, signs and writings)
   h. Repeated Disruption to the program

The consequences of a Severe Conduct Violation (SCV) include:

- Activity restrictions- these are 2 or 4 hour restrictions on participation in recreational activities.
- Failure to earn points for the treatment week.
- SCV bedtime (8:00pm), if applicable.
- Restitution- Restitution gives the youth an opportunity to reflect upon their behavior and is specifically related to the offense. The restitution is designed to reinforce the desired pro-social behavior. Failure to restitute SCVs will result in an additional 2 hour activity restriction.
- SCV will result in Low Response for the treatment week.
**General Rules** are our PACTS expectations are posted throughout the building. These rules are to be followed as directed. The consequences of a violating our PACTS or general rules include:

- Verbal Warning.
- Fines.
- Restitutions. Failure to restitute or accept ownership of that behavior is worth 1 point.
- Failure to earn points for the treatment week (each fine is worth 1 point).
- 3 fines in one treatment hour or block will result in you failing to earn your hourly points for that hour and the hour that you are under activity restriction.

(Restrictions are served during free time and will result in youth having restricted recreational privileges during that time)

**Grievance Policy**
Youth shall have the ability to grieve any situation, action or decision considered to be improper and grounds for complaint or dissatisfaction of a SCV. The grievance policy shall be given to youth and parents during intake.

The facility has designate space, which is not space in which children live, to serve as an area for private discussions and counseling sessions between children and staff such as staff offices and private tutoring rooms.

**Group Guided Feedback (GGF)**
At Nicholas, youth learn to deal with peer conflict and are encouraged to stand up for yourself and others through the I-Choose PACTS matrix. When youth are not showing those skills, staff and youth will bring it to their attention in a community circle that will address the behavior or issue in a positive way. Problem solving should focus on choosing the PACTS behaviors and using appropriate skills. Staff will supervise and assist the group as peers use specific helpful feedback.

**WHEREABOUTS & VISITATION**

During your stay with us, you will be expected to report your whereabouts at all times. Leaving campus or being in unauthorized areas without staff permission is considered an unauthorized leave. Running away is a Severe Conduct Violation and Law Enforcement may be notified or a violation be filed against you. You are responsible for reporting your whereabouts to the staff at all times.

Youth are not to be outside after 8:30 p.m. without permission. Outside doors are locked at 9:00 p.m. and staff polices the grounds. Youth are not allowed on the roof.
**On-Campus Visitation**

We encourage your family to visit you at every opportunity. All visitors must be on the Visitation List, which is approved by and kept up-to-date by your probation officer. NRTC will ensure that arrangements for visitation and communication between the youth and family or friends are consistent with the case plan and that such arrangements are documented in the service plan (only parents/guardian and siblings are permitted at the facility unless specified on the case plan and/or service plan). Appointments must be scheduled each week by Friday, prior to visitation through your Probation Officer or by calling the control desk. Visitations is on Sunday’s as follows:

Girls Visitation- 9:30 am to 10:30 am and 10:45am to 11:30 am

Boys Visitation- 1:00pm to 1:45 pm, 2:00pm to 2:45 pm, 3:00pm to 3:45 pm and 4:00pm to 4:45 pm

Holiday on campus visitation follows the same visitation schedule.

**Visitation Rules**
- No smoking.
- No food or drinks are permitted back during visitation.
- All visitors must have proper I.D. with them.
- All visitors must be on the youth’s visitation list. If the person is not on the youth’s list they will not be permitted into the facility.
- Youth may only receive 2 visitors at one time. No more than 4 visitors may visit per week.
- Siblings or biological children under age 18 must be accompanied by an adult and may not remain unsupervised in the waiting area.
- Visitors are not permitted to wear coats or hats. All personal belongings such as purses, keys, cell phones, lighters, etc. are to be locked in the lockers provided in the reception area.
- Late arrivals will not be permitted back to visitation.
- Any inappropriate behavior or language from the youth or family will result in the termination of the visit.
- All visitors must be clothed in appropriate attire for the facility.
- Staff reserves the right to end the visit at any time.

**Mail Privileges**

You may send and receive unlimited, uncensored mail to people on your approved mailing list as directed from your legal custodian (these directives may not conflict with federal postal regulations). NRTC staff will not open or read youth’s mail unless it is specified in their case plan and/or service plan and approved by the youth’s custodian. However, staff may have you open mail and empty the package or envelop in front of them if contraband is suspected. If you are on probation, your mail will be given to your probation officer to distribute.
**Telephone**

You are permitted to use the telephone to make and receive calls. We encourage you to keep in touch with family members. The telephone, like many things here, is a privilege and must be earned. Your phone privileges are determined by your level and in accordance with your service plan. You may call any person that is on your approved telephone list, which is completed by your parent/guardian. Youth are permitted to use the phone only with staff’s permission during the allotted times. Phone calls must be 5 minutes or less. Additional time or calls may be purchased thru Pack Points incentives. Phone calls may be terminated early at staff’s discretion.

**Telephone Privileges**

Youth in High response have 3 outgoing calls per week. Youth in Low Response will have one outgoing phone call per week unless otherwise identified on a service plan. Youth are permitted to receive phone calls from parents/guardians only. In accordance with the service plan, youth will be provided privacy as needed for their phone calls. Parents are encouraged to contact Nicholas for information and updates concerning their child at any time.

Youth may request, at any time to contact his or her attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem, by telephone or at the facility, in private. All requests will be fulfilled within 24 hours of the request being filed. This request can be made during morning routine and after school. If a child has a disability, the child shall have the opportunity to contact the state protection and advocacy organization.

**CLOTHING**

On a day-to-day basis, the choice of what to wear is up to you. You wear your own clothes. We do not permit memorial shirts or any clothing that promotes negative images such as drugs, alcohol, gangs or obscenities. You will need clothes for school, work, play, and dressy occasions such as court appearances. Additional seasonal clothing will be required. Parents and guardians may provide additional items as needed. Youth will have to have all items checked in and out by staff. Listed below is the maximum items you may have in your room. Additional items will be kept in storage and youth are encouraged to take them home:

- 1 Belt
- 2 Sweatshirts
- 7 Pair of socks
- 3 Pair of shoes
- 1 Jacket
- 11 pairs of pants (combination of jeans, sweats, dress and shorts)
- 9 Shirts
- 7 Pair of underwear
- 2 Pajamas
- 1 Coat
- 7 Bras (females)
The facility is equipped with a washer and dryer, plus an iron and ironing board. You will be assigned a wash-day, and are expected to put your laundry outside of your door prior to bedtime. Staff on duty will see that they are washed and dried. Remember, the way you dress influences the way you act and feel.

**Clothing rules are as follows:**

1. All clothes should be carefully folded or hung neatly on hangers.
2. Rips and tears should be fixed immediately.
3. Youth may not wear torn or ragged clothing, clothing that is too small or too baggy. Clothing should provide appropriate coverage.
4. You may only have the maximum number of clothing items in your room at one time. Extra items will be considered contraband.
5. Shirts and socks/shoes or slippers must be worn in the facility.
6. Youth must dress appropriately for school and for all meals (minimum: shirt, shoes, socks and pants/shorts).
7. Youth must wear coats outside during inclement weather.
8. Youth must dress appropriately for all special events, as determined by staff.
9. No hats, hoods or headbands are to be worn in the facility.
10. Youth must be in appropriate bed clothing (after showers). This includes pajamas, slippers, flip-flops, robes or any combination.

Take pride in your appearance by wearing appropriate clothing.

**Personal Possessions**

Youth may not have personal possessions (other than clothing/hygiene products) in their rooms or decorate their rooms until on A-Level. Blankets, sheets, pillow, pillow case, towels, washcloths and a hygiene caddy will be provided for shower time. The Caddy will include the following products:

- shampoo and conditioner  
- soap, body wash and face wash  
- toothbrush/ toothbrush cap  
- lotion  
- hairbrush or comb  
- deodorant  
- shower sandals  
- toothpaste  
- Vaseline lip therapy  
- dental floss

Underwear and socks will be provided if needed. Additional items may be brought in by parents/guardian or purchased through Pack Points. All items will need to be checked in and approved. No items containing alcohol will be permitted.
Feminine hygiene products and razors will be provided by staff, as needed.

Youth may begin earning or purchasing items that may be kept in their rooms. Items include things such as pictures, memorabilia, etc. Youth may have 5 personal items in their rooms.

All possessions are subject to staff regulation, including disapproval. Youth are not permitted to bring property to Nicholas Treatment Center with value exceeding $25.00 unless parents sign a release form. Although we want you to feel comfortable here at Nicholas, please understand this is only your temporary home and we strongly discourage bringing items of value into the facility.

All personal possessions must be brought to the Center and checked in by a Youth Specialist or Supervisor. Upon entering the building youth will go through the check-in process which includes security wanding, checking in all items brought into the facility (this may be completed by staff at a later time) and checking in any medications brought to the facility.
*Unchecked items brought into the facility will be considered contraband.

Money
Youth will not need any money while in the AOD program.

Meals

NRTC creates its own lunch menu, which is approved by the Ohio Department of Education (ODE) and licensed by the Ohio Department of Health (ODH). We are part of the National School Lunch Program, providing a variety of nutritious and tasty meals. Our facility is evaluated and inspected by Public Health. Healthy snacks are offered between meals. If a youth chooses not to eat, then they must sit with the group until the meal is completed.

HEALTH AND ILLNESS

One of our goals is to keep you in good health and to help you learn how to take care of yourself. When you arrive you will be seen by our doctor and/or nurse practitioner for a medical screening and physical if needed. If you are on medications or need medications a pharmacological plan will be established.

To help establish good habits you will be expected to take a shower each day and brush your teeth after each meal. We feel that establishing good self-care skills is important for your health, and we know you will feel better about yourself.
If you are not feeling well, notify staff and they will take the necessary steps to help you feel better. Your illness will be referred to the onsite nurse practitioner or a doctor, as needed. Emergency illnesses and injuries are taken to the hospital, and your family will be notified immediately. Youth who are ill are to remain in bed for the day. This includes illness during school hours. Youth who are ill are:

1. Not to participate in activities.
2. To go to bed early.

**COMPLAINT PROCEDURE**

1. A copy of the policy and procedure will be given and explained to the youth and family at the time of the youth’s admission to the residential facility.
2. A youth or family member may submit a formal complaint in writing to their or to a supervisor. The complainant is not required to transmit a complaint through the staff member who is the subject of the complaint. NRTC shall ensure against retaliation by staff or by other children against the person making the complaint.
3. The Center shall make every effort to ensure that any complaint is resolved within thirty calendar days of the filing of the complaint and that unresolved complaints are reviewed by the Director of the facility or designee within thirty calendar days of the filing of the complaint. For any complaint not resolved within thirty calendar days, a written explanation of the reason why the complaint has not been resolved within thirty days shall be placed in the youth’s case file.
4. A written report of each complaint and the resolution shall be compiled and a copy placed in the youth’s file.

**REPORTING PROCEDURES**

Reports of alleged child abuse or neglect should be made to the Montgomery County Department of Job & Family Services, Children’s Services Division, by calling 937-224-KIDS. Reports can also be made to any law enforcement officer in the county.
STUDENT RIGHTS

NRTC or any employee of the Center shall not in any way violate any of the following rights of children:

1. The right to enjoy freedom of thought, conscience, and religion, or to abstain from the practice of religion.
2. The right to reasonable enjoyment of privacy.
3. The right to have their opinions heard and to be included, to the greatest extent possible, when any decisions are being made affecting one’s life.
4. The right to receive appropriate and reasonable adult guidance, support, and supervision.
5. The right to be free from physical abuse and inhumane treatment.
6. The right to be protected from all forms of sexual exploitation.
7. The right to receive adequate and appropriate medical care.
8. The right to receive adequate and appropriate food, clothing and housing.
9. The right to their own money and personal property, in accordance with their service or case plan.
10. The right to live in clean, safe surroundings.
11. The right to participate in an appropriate educational program.
12. The right to communicate with family, friends and “significant others” from whom they are living apart, in accordance with their service or case plan.
13. The right to be taught to fulfill appropriate responsibility to themselves and to others.
I-Choose to Have Positive Attitudes and Behaviors…

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I-Choose to Have Appropriate Work Ethic…

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I-Choose to Communicate Effectively…

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I-Choose to Have Good Time Management…

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I-Choose to Have Appropriate Social Interactions…

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I HAVE MADE PERSONAL PROGRESS IN THE FOLLOWING AREAS:____________

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I HAVE ACHIEVED SUCCESS IN SCHOOL BY:____________

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I CHOOSE TO CONTINUE TO DO THE FOLLOWING:__________________________

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