NICHOLAS RESIDENTIAL TREATMENT CENTER

YOUTH HANDBOOK

593 Infirmary Road
Dayton, Ohio 45417
(937) 496-7100

Revised 3/09/2020
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.

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
Program Components

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
- Individual Behavioral Health Counseling
- Anger Replacement Therapy
- Moral Reasoning Groups
- Independent Living Groups
- Off Campus Recreation

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
Each youth will have a Case Planning Team that will meet monthly to discuss Individual Service Plan, treatment needs and evaluate progress. The team will consist of you, parent/guardian and your probation officer. Other supports such as your therapist, case manager, education supports and support staff worker may attend. Other support persons may be present as needed to ensure your success!

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 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 while you are here. We offer both individual and group services by licensed staff through South Community Behavioral Healthcare, Inc., and 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 minimum 45 Day Program
Arctic Wolves: Girls Intensive Substance Use Disorder minimum 45 Day Program/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 and home time, or they can be used to purchase items at the incentive store such as candy and drinks. Some items availability may vary based on youth Level. Points can be redeemed during specific times and must be redeemed on the same level that they were earned. 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 in the core subject areas. Nicholas Liberty School is a year-round program. The opportunities also exist for elective credits on an individual student basis and end of year state testing. We strive to help students bridge educational gaps, pass to higher grade levels, earn credits, and more. Classrooms are interactive and we encourage participation from all classroom members. Throughout the year teachers will provide hands on learning experience on and off campus.
**Education – Transition Phase**

When a youth is eligible for the transition phase of the program they will begin a reintroduction to their home school. Upon entering the transition phase of the program they will attend their home school while maintaining residency and support from Nicholas Liberty. Youth returning from their home school will be required to complete their Transition Debriefing report and a 30 minute study period each day. School monitoring reports must be turned in on a weekly basis.

**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 and 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 both on-campus and off. All recreation is earned and is a privilege. Youth on activity or medical restrictions may not be able to participate in some activities. Many off campus activities are scheduled for Friday evenings once you are on the appropriate level and response. We encourage activities that improve the way you interact with others, build your self-confidence, and athletic skills. Some off-campus recreational privileges are as follows:

- Basketball
- Football
- Volleyball
- Kickball
- Four Square
- Softball/Mat ball
- Fishing
- Movies

- Professional games
- College games
- Bowling
- Restaurants
- Skating
- Hiking
- Picnics
- Museums

**Weekly Status, Phases and Levels**

The Nicholas Program has three phases – Orientation, Residential and Transition – and four levels: A, B, C and D. Progress through the program will be made by following program expectations, earning all your points each week and meeting level requirements. Prior to advancement you must complete an Advancement Petition and be approved by the Advancement Board to move onto the next level. You must be in high response to advance. Moving up levels is your way of returning to the community. The higher the level you attain the more privileges and responsibilities you will earn.
**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 three status responses you can fall into:

- **High Response:** A > 465; B > 475; C > 489; D > 500
- **Neutral Response:** A 455-465; B 465-475;
- **Low Response:** A 454 and below; B 464 and below; C 489 and below; D 500 and below

When you earn high response you earn your week and move through the program. Earning neutral or low response will stall your progress and restrict some campus privileges. Earning low response two weeks in a row will result in loss of home time and off grounds privileges. You fail to earn points by receiving fines and not restituting them.

**Phase I- Orientation**

**Orientation:** The goal of Orientation is to establish your treatment goals and become familiar with the program. You will meet with your Case Planning Team monthly which will consist of at minimum your treatment provider(s), probation officer(s), youth specialist(s), case manager(s) and parent(s)/guardian(s) and be assigned a support staff and/or youth support. The team will work together to develop a comprehensive treatment plan while you are here at Nicholas. The plan will outline what tier level services you need and you will be placed in groups to address those needs. You will attend Orientation Group to aid in learning the program. To advance to Level A you will have begun your treatment hours, passed an orientation test and be approved by the Advancement Board. Orientation is a minimum of 4 treatment weeks. You must come in high response 2 out of the 4 treatment weeks. On Orientation youth can receive visitors (see visitation policy) and two weekly phone calls to your parent/guardian. Youth may not go off campus or have additional phone use except to contact legal representation.

**A-Level:** During A Level you will continue to learn the program and your role in it. You will regularly be: participating in groups and working individually with your therapist and PO. You must come in high response a minimum of 6 treatment weeks. To advance, you must come in high response the last 2 weeks prior to petitioning (requesting) the Advancement Board. Your privileges will be determined by your ability to meet your level expectations and earning your Pack Points. A Level youth will receive three outgoing telephone calls per week and after a successful completion of 1 treatment week, you may go off campus under staff supervision and various other level-related privileges through Pack Points.
Phase II-Residential

B-Level: On B Level you should have a strong knowledge of the program and your treatment goals. During this level you will be required to work more specifically on your goals. You must come in high response a minimum of 6 treatment weeks. To advance you must come in high response the last 3 weeks prior to petitioning the Advancement Board. On this level you will be eligible for weekend home passes up to 10 hours. On B Level, you may have supervised off grounds privileges, 4 outgoing telephone calls per week and have additional personal property in your dorm room.

C-Level: On C Level you will be required to demonstrate more leadership skills and as a result will begin to earn more freedoms and privileges. You must complete required treatment hours per your service plan and obtain a facility job and/or peer mentorship assignment. You must come in high response a minimum of 6 treatment weeks. To advance, you must come in high response the last 4 weeks prior to petitioning the Advancement Board. On this level you will be eligible for overnight weekend home passes. You may earn 5 outgoing telephone calls per week, dorm time, and other off ground privileges through Pack Points. During this level, you will begin to work on your aftercare plan, are encouraged to develop a Community Resource, and be allowed to use the RTA bus for transportation. You must complete all community service and/or restitution work to advance to Phase III.

Phase III-Transition

D Level is where you begin transitioning back into the community, putting your aftercare plan in place. You will be eligible to earn extended overnight home passes and may return to your school in the community. You will have the opportunity to earn additional home time based on your level responses and participation in a Community Resource. Youth’s treatment hours will be determined by the team and may vary from youth to youth dependent on need and their specific aftercare plan. You must come in high response a minimum of 6 treatment weeks. To be eligible for termination you must maintain high response. Youth in transition who attend a community school will be required to complete their Transition Debriefing form and a 30 minute study hall. Termination from the program will be based on your completion of a minimum of 6 weeks, attainment of high response and your Treatment Teams recommendations.
Parent(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.
- Being responsive to weekend home visits and reporting violations.
- 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 positive 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.

Youth will be assigned a rotating weekly task and expected to help out where needed. On C-Level you will be assigned additional roles and responsibilities such as a facility job or a mentor to new youth if you do not have a community resource.

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 -- 8:25am-3:55p.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 of Nicholas. Just like home, school, and community, NRTC must have rules so that everything will run smoothly. Nicholas has three tiers of rules or expectations:

1. Tier 1-General Rules
2. Tier 2-Severe Conduct Rules- Loss of home pass
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 and/or off grounds privileges.
- 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 the loss of your next home pass.
General Rules are our PACTS expectations are posted throughout the building. These expectations are to be followed as directed. The consequences of violating our PACTS or general rules include:

- Verbal Warning.
- Fines.
- Failure to earn points for the treatment week (each fine is worth 1 point).
- Restitution. Failure to restitute or accept ownership of that behavior 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 designated 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 A.R.T. 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 may 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.

- **Leaving campus without permission will result in returning to Orientation Phase. Youth will then petition the Board for level placement.**

**When can you leave campus?**

Our goal at the beginning of your stay is to return you to the community as quickly as possible.

The general rules are:

- You may leave campus under staff supervision if you are on high response and have reached Phase I Level A of the program.
- You may earn home passes on Phase II - Residential Level B of the program.
- While in Phase II of the program, you should always be supervised by your parent/guardian or an approved adult.
- During Phase III - Transition you will earn more freedoms and unsupervised time as you participate in increased home time and a Community Resource such as employment, a club or team sport.

We think going off-campus is good for several reasons:

1. Community resources help develop healthy activities.
2. Gives youth an opportunity to keep in touch with family members.
3. Gives youth a chance to experience new things and have fun similar to youth their own age.
4. Gives youth a chance to see how much progress they and their family have made in understanding each other and how they are getting along.

Remember, all visits and trips are privileges which are earned as you show staff and peers that you are making progress in such things as; attitude, cooperation, effort, and dependability.

You may earn pre-approved off-campus trips with your immediate family (must be over 18 years of age), responsible adult friends, relatives, staff volunteers, and your probation officer. When you are on the appropriate level, you may go off campus by yourself on planned community resources or even go home on the bus, if your parents give permission. To be eligible for additional community time you must submit a fully completed Trip Plan to your probation officer at least 24 hours in advance and your plan must be approved.

Off-campus trips are contingent upon the completion of all daily program expectations: self-care, room care, job, attendance at all classes and work
crews. The type of leave request must meet current level privileges. Trip Plans that are not for medical, educational or job related purposes can be purchased through Pack Points unless on D Level.

**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. Visitation is on Sundays as follows:

**Girls Visitation** - 9:30am 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.

*On campus visitation is supervised. In accordance with the service plan, privacy shall be provided for visits.*
Home Visits
Once you reach Level B you will be eligible for one 10 hour home pass. Coming in at low response will result in the loss of home visit hours. Coming in low response for two consecutive weeks will result in the loss of your entire home pass. You may not make a home visit or go off-campus if you are on Severe Conduct Violation (SCV) consequences or have demonstrated otherwise unacceptable behavior. Family goals are established for home visits. Parents/guardians and youth are to complete weekend treatment home notes as needed, and turn them in to Staff upon return to the Center. The length of each home visit is based upon the youth’s behavior during the treatment week, service plan goals and their present level attained.

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
- Orientation- Two outgoing calls per week, if in High Response.
- Level A- Three outgoing calls per week, if in High Response.
- Level B - Four outgoing calls per week, if in High Response.
- Levels C and D- Five outgoing calls per week, if in High Response.

**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 and youth may switch out clothing during home passes. 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
- 9 Shirts
- 2 Sweatshirts
- 7 Pair of underwear
- 7 Pair of socks
- 2 Pajamas
- 3 Pair of shoes
- 1 Coat
- 1 Jacket
- 7 Bras (females)
- 11 pairs of pants (combination of jeans, sweats, dress and shorts)

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. Take pride in your appearance by wearing appropriate clothing.

**Clothing rules are as follows:**

1. All clothes should be carefully folded or hung neatly.
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.

**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 once they reach A-Level. As youth advance through the program the number of personal items that they are allowed to keep will increase. Items include things such as pictures, memorabilia, etc.

- A Level - 3 items
- B Level - 5 items
- C Level - 7 items
- D Level - 10 items

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. After every home visit, 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 money or medications brought back to the facility.

*Unchecked items brought into the facility will be considered contraband.*
Money
All money must be turned in to the supervisor on duty who will document and lock up the money. Parent/guardians are also expected to give money directly to staff for tracking and security.

Almost every weekend there is a trip planned, so you may keep money in an activity fund. Your parents are asked to contribute to your activity fund on a regular basis so that adequate funds are available for you to use. Money in the activity fund will only be used by you for trips and activities that are related to the Center.

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. Not to go on off-campus trips.
3. 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 probation officer 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.
PERSONAL TRACKER

I was placed at NRTC on: ____________________________
I owe ____________________________ in Restitution/CS

Began Orientation on: ____________________________
Completed Orientation on: ____________________________
☐ Passed my A Level Test

Began A Level on: ____________________________
Completed A Level on: ____________________________
Target Goal: ____________________________
SCVs: ____________________________

Began B Level on: ____________________________
Completed B Level on: ____________________________
Target Goal: ____________________________
SCVs: ____________________________

I have completed the following in order to transition
☐ Community Service/Restitution
☐ Facility Job/ Mentor: ____________________________

Began C Level on: ____________________________
Completed C Level on: ____________________________
Target Goal: ____________________________
SCVs: ____________________________

I have completed the following in order to transition
☐ Community Resource ie. employment
☐ Independent Living

Transition
Began D Level on: ____________________________
Completed D Level on: ____________________________
Target Goal: ____________________________
SCVs: ____________________________
☐ Daily Debrief Form
☐ Weekly School Monitoring Report
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 Appropriate Social Interactions…

______________________________________________________________________________

______________________________________________________________________________

I HAVE MADE PERSONAL PROGRESS IN THE FOLLOWING AREAS:______________________________

______________________________________________________________________________

______________________________________________________________________________

I HAVE ACHIEVED SUCCESS IN SCHOOL BY:___________________________________________

______________________________________________________________________________

______________________________________________________________________________

I CHOOSE TO CONTINUE TO DO THE FOLLOWING:__________________________________________

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