

HOPKINS COUNTY DAY TREATMENT



Standard Operating Procedures Manual

2014-2015

Standard Operating Procedures Hopkins County Day Treatment

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MISSION STATEMENT AND PURPOSE

The main mission of HCDTP is to help students improve their self-control and self-respect. The program objectives include the prevention and treatment of delinquency and the prevention of unnecessary institutionalization of youths. The program also provides transitional services for those youths who have been in residential treatment or other alternative and day treatment programs. Also, the day treatment program provides a structured environment for youths so they may continue their education or GED study. It allows them the opportunity to remain in the community with their families to resolve problems and receive treatment. The program serves male and female school-age youths (ages 12 to 18) who reside in the local community, but who function poorly in school and/or at home because of irresponsible or inappropriate behaviors. Individual counseling, family counseling, group counseling, academic instruction, GED instruction, work experience/employability skill instruction, and community involvement activities are some of the Day Treatment services. All day treatment programs will operate within a traditional school day to provide the opportunity for peer-interactions, extra-curricular school activity involvement and to promote family involvement and supervision outside of school day.

TREATMENT PHILOSOPHY

The treatment philosophy of the Hopkins County Day Treatment Program shall be anchored in the belief that comprehensive strategies are needed to combat youth crime. These strategies begin with strengthening the families in their primary role of instilling respectable values, providing guidance and support to children, and supporting core social institutions such as schools and religious and community organizations in their roles of developing capable, mature, and responsible youth.

ADMISSION CRITERIA

Hopkins County Day Treatment Program will provide services to youth probated and committed to the Department of Juvenile Justice and to youth non-committed to the DJJ as well. Youth may be accepted for conduct that disrupts the educational process within his or her school or for academic progress, significantly below a student's potential. A student may be assigned to the Hopkins County Day Treatment Program by the Superintendent of Schools or her designee.

The Department of Juvenile Justice, the Court Systems and principals of the high schools and middle schools are informed if there are any vacancies in the program; this process is done by electronic mail. At the beginning of each fiscal year beginning in July, Hopkins County Day Treatment will mail, fax, or hand deliver to all referral sources a copy of Hopkins County Day Treatment Referral Process and Procedures. Telephone calls, e-mails, faxes, or personal visits will be conducted to avoid duplication of efforts and duplication of resources. However, as changes and updates with program process and procedures occur, Hopkins County Day Treatment will provide the new version to our service providers.

The staff is developing effective strategies to engage students in active learning, to analyze situations to prevent behavioral problems and to build trustful relationships.

The focus will be on the enhancement of social integration skills and the development of academic skills. Rewards are used to motivate students. A student assembly is held occasionally to discuss issues. The program offers basic subjects as well as keyboarding, computer science, agriculture and life skills. Parents are informed about school activities through a newsletter and a scheduled open house.

REFERRAL AND ADMISSION:

SCHOOL REFERRAL TO HCDT

Each middle and high school will be allotted 5 slots at Hopkins County Day Treatment. Each referring school can determine which student they feel would benefit from the programming at Hopkins County Day Treatment.

1. If a student is going to be placed at HCDT, whether long or short term, that approval must first come from Mrs. Zellich's office or Mrs. Ashby's office.
2. If that approval is granted, the "sending" school administrator in charge of the situation should make contact with the HCDT principal to set up an intake meeting.
3. The HCDT principal or designee will arrange a date and time for the intake meeting and share it with the "sending" school administrator.
4. The "sending" school administrator will contact the parent/guardian of the student and share the intake meeting date and time.
5. Once the parent is aware of the intake meeting, the "sending" school administrator will email the HCDT principal regarding the status of said meeting.
6. Upon receipt of the email, the HCDT principal or designee will contact the parent/guardian regarding specific student rules for the intake meeting/day 1 at HCDT.

PRIORITY ADMISSION TO HCDT

The following students shall receive priority admission at Hopkins County Day Treatment:

1. DJJ youth transitioning from a residential program
2. DJJ youth transitioning from or into a contracted therapeutic foster home
3. Youth adjudicated on delinquent offenses
4. Youth at risk of out of home placement
5. Youth with serious behavioral issues in the school and the community

ADMISSION PROCEDURES

When a decision has been made to accept a student into the program, the parent(s) or guardian will be notified of an intake meeting. The Program Director or designee will:

1. Arrange a convenient time for the meeting.
2. Secure parental consent in writing for:
 - a. Individual evaluations (educational and /or psychological)
 - b. Individual and group counseling,
 - c. Development of an Individual Treatment Plan for the youth
 - d. The youth's participation in field trips and other activities.
3. Inform the youth and parents of the available transportation, lunches, program rules, and purpose of the program. Youth and parents will be informed that while at

the program, the student will be given a program designed to modify his/her behavior to acceptable standards.

4. Secure the youth's signature to agreement to abide by the basic rules and operating principles of the Hopkins County Day Treatment Program and stating that rules and regulations including disciplinary procedures have been explained.
5. Inform youth of his or her civil rights and explain how students can file a complaint.
6. Secure program information on the youth including emergency cards and check out information.
7. Orientation of youth and parent or legal guardian of youth. During the interview process, parent and youth are oriented to the program by the counselor who explains program rules, phase system, and introduction is made of the staff who will be involved in the youth's treatment (treatment team). Parents and youth are given a tour of the facility. Parent/youth receive a Day Treatment Handbook, which goes into more detail about the program and its policies and procedures.
8. An orientation handbook is given to parents/youth during the initial interview that includes at a minimum
 - a. Mission statement
 - b. Treatment philosophy
 - c. Program description/History
 - d. Behavior Management System
 - e. Searches
 - f. Youth rights
 - g. Youth progression through the program
 - h. Grievance process
 - i. District approved process for awarding credits towards a diploma
 - j. Dress code
 - k. Attendance policies
 - l. School contraband
 - m. Daily program schedule
 - n. Transportation
 - o. Program rules
9. Family involvement and support are seen as integral components to the Hopkins County Day Treatment Program. Part of the mission of the program is to provide family therapy and counseling, depending upon the needs of the individual student and family. Regular involvement by the family will occur as part of the youth's participation in the program, regardless of the counseling needs. Contact with the parents or guardian of each student will occur at least every two (2) weeks. Communication may come in the form of a brief written progress report, telephone contact, or point sheet. Counseling and social services staff will schedule face-to-face contact with the parents or guardians at least once each month. This may not necessarily be a formal family therapy session, but could involve a conference with a parent at the facility regarding treatment planning and review.

ASSESSMENTS

Assessments will be completed prior to the development of the Individualized Treatment Plan (ITP) and the Individual Plan of Instruction (IPI) according to the timeframe of youth's enrollment and grade classification.

1. TABE
2. Learning Styles Inventory
3. Career Scope
4. APEX
5. KPREP
6. MAP
7. PLAN
8. EXPLORE
9. ACT

Upon the arrival and enrollment of all youth to the Hopkins County Day Treatment, every effort will be made to complete all required assessments. These assessments will be administered within the classroom setting and by HCDT staff members. Assessments will be noted on the IPI and ITP by either the counselor and/or the records clerks. Assessments will be completed with 21 days after the student has enrolled.

INDIVIDUAL CLIENT RECORD

The following Information is included in each Individual Client Record:

Procedure One – Intake/Parole

- Photograph (on top).
- Initial intake information.
- Program rules and policy signed by youth.
- All release forms.
- Any identifying documentation.
- All pre-dispositional reports.
- Emergency Medical information Data Sheet. (All other medical information shall be in the Medical Record only.)

Procedure Two – Classification/Education

- Special notices (always on top on colored paper.)
- Social History/Needs Assessment, any other classification data.
- Referral to other agencies.
- A subsection entitled "Education" shall be created to include:
 - Copy of the Individual Plan of Instruction (IPI);
 - Education progress reports and notations. (All other education information shall be in the Education Record only.)
- Copies of Mental Health Assessments, if approved by the Mental Health Professional doing the Assessment.

Procedure Three – Individual Treatment Plan

- Orientation
- Treatment Plan.
- Individual Treatment Plan with 60-day, 120-day, and 180-day reviews.

Procedure Four – Program Progress

- Treatment Team/Weekly Progress Summaries, including aftercare phase.
- Weekly Progress Summaries (CLEP only) printed from JORI as required.

Procedure Five – Miscellaneous

- A subsection entitled “Miscellaneous” shall be created to include:
 - a. Correspondence; and
 - b. Any other document that does not fit in one of the above sections.
- Resident Grievance Form.

Procedure Six – Legal

- Judgment/Commitment Orders;
- All other court documents.
 - a. Correspondence;
 - b. Any other document that does not fit in one of the above sections.

TREATMENT

Individualized Treatment Services

The goal of the Hopkins County Day Treatment is to provide a comprehensive array of services for at-risk youth directed toward preventing delinquency, providing efficient rehabilitation services, and altering the rate of recidivism while minimizing risk to the community. In seeking to rehabilitate delinquent youth, the Hopkins County Day Treatment Program recognizes the importance of viewing each youth as an individual with unique needs, develop individualized treatment plans, and individualized education plans designed to facilitate each youth’s rehabilitation.

Treatment Team Procedures

The treatment team consists of the HCDT staff and student. Parents, guardians, court designated workers, impact workers are all welcome to attend and contribute to the treatment team. The purpose of the treatment team is to work from an interdisciplinary approach in bringing together, coordinating, and disseminating information. Focus will be on the treatment and educational needs of each student. All members of the treatment team contribute to the development and revision of the treatment and instructional plan. Weekly treatment reviews and conferences are scheduled. Comprehensive reviews of the student’s progress that involve the parents are conducted at least every 60 days.

Orientation Treatment Plan Procedures

Once a student has been accepted into the program, the parents will be notified by the referring school and a meeting scheduled with the receiving Principal. Referring school is responsible for sending books and academic materials to HCDTP. Orientation

Treatment Plan procedures must include a completion and use of DJJ Orientation Treatment Plan forms within one week of admission.

Meeting will be scheduled within two school days with the receiving principal. Referring school is responsible for contacting HCDTP and speaking directly to the receiving counselor.

1. Parent will transport student to school on the first day, meet with the receiving counselor, and sign necessary enrollment forms. For students enrolled under DJJ, this would include completion of family history and orientation treatment plan.
2. Parents will be provided information regarding transportation, lunches, program rules, and purpose of the program. Youth and parents will be informed that while in the program, they will participate in a program that is designed to teach new behaviors and ultimately diminish emotional and/or emotional difficulties.
3. Counselor will review the handbook with the parent and student related specifically to dress code, transportation, cell phones, weapons, contraband, etc. Once the rules have been reviewed, parent and student will provide their signature stating the rules have been reviewed with them.
4. Counselors will inform the student about his/her civil rights and how they can file an emergency complaint.
5. Counselors will inform parents that all staff are trained in Safe Crisis Management and will only utilize the procedure if their child represented a danger to self or others.
6. Counselors will review medication procedures with parent and student.
7. Parent and youth will be given an explanation of the program and the students' responsibilities in order to return to their sending school.
8. Upon completion of paperwork, student will remain at school until the conclusion of the school day. Student will then complete all necessary assessments.

Individual Treatment Plan Procedures

While enrolled at Hopkins County Day Treatment, students will have an Individual Treatment Plan that will consist of the following:

1. Team meeting within 21 calendar days of the youth's admission
2. Review of all assessment results
3. DJJ forms completed, signed, and dated
4. Measurable interventions/tasks
5. An aftercare/transition plan
6. ITP reviewed, dated and signed by a Qualified Mental Health Professional (QMHP)

Individual Treatment Plan Review Procedures

1. Full completion, on a weekly basis, of the DJJ Weekly Treatment Team/Progress Summary Form for each youth with signature and date of person completing form.
2. A multidisciplinary Treatment Team meeting to review each youth's ITP every two weeks documented on the DJJ Weekly Treatment Team/Progress Summary Form dated with documentation of whom was in attendance.
3. A multidisciplinary Treatment Team meeting to formally review each youth's ITP every 60 days from date of the implementation of the ITP using the DJJ 60-day Review Form dated with signatures and titles of the multidisciplinary Treatment Team members in attendance
4. A 180-day review of the ITP signed by all treatment team members and QMHP.
5. A multidisciplinary Treatment Team meeting 30 days prior to a youth's transition or discharge to complete an aftercare/transition plan dated with signatures and titles of the multidisciplinary Treatment Team members in attendance

PROCEDURES FOR ACCESSING MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

1. Staff shall be on alert for the possibility that program youth may need psychiatric intervention. Indicators of a possible need for psychiatric services include:
 - a. Suicide attempts or self-destructive behavior.
 - b. Sudden change in behavior, such as excessive sleeping, over eating, periods of crying or withdrawal.
 - c. Overly aggressive behaviors
 - d. Fainting spells or blackouts
 - e. Extended periods of nightmares or insomnia
 - f. Speech or behavior suggesting hallucinatory activity or delusional thought processes
 - g. Speech or behavior suggesting the existence of a previously undiagnosed neurological disorder (driven involuntary activity, halting speech or motions in coordination, memory or cognitive lapses, staring spells, explosive behaviors, convulsions, tremors, etc.)
 - h. Problem in response (i.e. behaviors) possible related to high level dosage of psychotropic medication.
2. Suspected needs shall be documented in writing by the staff.
3. Staff shall contact the Community Service Worker in the case of DJJ probated and committed youth. Their assistance may also be requested regarding court ordered youth.
4. The Counselor shall schedule a meeting with the youth's parent.
5. The Counselor shall make or assist in facilitating a referral to be made.

PROCEDURES FOR COUNSELING

Counseling is available to all students. Students will receive two to three hours of group/individual counseling services each week. Outside agency counseling may also be recommended to individual youth. Treatment ratio will be one HCDT counselor per 10 youths or one counselor and an aide up to 15 youths based on enrollment.

Family involvement and support are seen as integral components to the Hopkins County Day Treatment Program. Part of the mission of the program is to provide family therapy and counseling, depending upon the needs of the individual student and family. Regular involvement by the family will occur as part of the youth's participation in the program, regardless of the counseling needs. Contact with the parents or guardian of each student will occur at least every two (2) weeks. Communication may come in the form of a brief written progress report, telephone contact, or point sheet. Counseling and social services staff will schedule face-to-face contact with the parents or guardians at least once each month. This may not necessarily be a formal family therapy session, but could involve a conference with a parent at the facility regarding treatment planning and review.

BEHAVIOR MANAGEMENT SYSTEM

BEHAVIOR INTERVENTIONS

- **REDIRECTION:** Redirections may be used by any of the HCDT staff to deter youth behavior that are not meeting expectations. Redirections may be written, verbal, or both. When a redirection has been issued, the youth have the opportunity to then meet the expectation without further consequence.
- **COUNSELING:** Counseling is a resolution option that gives the student an opportunity to realize his/her undesirable behavior without being removed from the classroom setting. Youth can determine factors that led to the referral, discuss these with their counselor, and develop ways in which the behavior is not repeated. Counseling is a collaborative process with youth working to identify strengths and gain insight on behavior to promote positive change. Counseling is the most preferred resolution option.
- **PARENT CONTACT:** Parent contacts are made may be made in conjunction with counseling services. Parental involvement becomes necessary when undesirable behavior continues and/or the severity of the infraction warrants. Parental collaboration enables the youth the opportunity to continue the treatment plan beyond the program setting. At the time of a parent contact, the parent/guardian may be requested to attend a conference with HCDT staff and the youth.
- **ISOLATED CLASSROOM ENVIRONMENT:** The primary purpose of ICE is to offer a structured, well supervised instructional program to students in lieu of an unsupervised, unstructured, out-of-school suspension. Assignment to ICE shall not exceed five (5) days per violation. Students assigned to ICE will be in an educational environment isolated from their peers. Students will be assigned by administrators and appropriate classroom work will be provided.

- **SCHOOL ON SATURDAYS (SOS):** The purpose of the SOS program is to provide positive, worthwhile educational experience and a meaningful behavior deterrent. SOS may be issued for specific Code of Conduct violations or for youth who have continuously not met HCDDT expectations. SOS is offered as one of several options of consequences available for school administrators to utilize in lieu of out-of-school suspensions. The aim of the SOS program is to prevent that loss of instructional classroom time that accompanies a suspension
- **SUSPENSION:** Suspension shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of Hopkins County Schools for the stated period of time. The suspension shall not exceed ten (10) school days. The student will receive no credit for work missed. For a suspension requiring more than ten (10) days, constitutional due process requires the following procedures:
 - a. written notice of the charges to the student;
 - b. an explanation of the evidence if the student denies the charges - the rule broken must be defensible;
 - c. an opportunity for the student to present his own version of the case at any informal, impartial administrative hearing;
 - d. written notification of the action taken; a copy of the suspension shall be sent to the parent and/or guardian, the superintendent, and one copy placed in the student's file;
 - e. suspension begins immediately or at the end of the school day depending on the severity of the offense;
 - f. Suspension ends at the beginning of the school day on the morning of the day on which the student returns to school
- **BEHAVIORAL CONTRACT:** A probation period may be the difference between suspension and expulsion. When probation is used, a contract will be drafted stating the names and titles of the persons entering into the contract, the expected or required behavior of the student, and the possible consequences of the violation of that required behavior. In addition, it shall require the signature of the parent/guardian, student, and the principal or his/her designee. The contract will outline and establish a level of behavior which will prevent additional problems. A behavior contract may be implemented at any time during the resolution process.
- **EXPULSION:** Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or on behalf of Hopkins County Schools, and any combination of the foregoing for a period of time not to exceed the current school year. An expulsion shall include denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Hopkins County Board of Education. Students may be assigned to another alternate setting as provided for in House Bill 330.

PROGRAM CONSEQUENCES

Non-compliance of expectations may result in the following:

- A loss of privileges in the program
- A revision of the treatment plan
- Extended treatment in the program (phase revocation)
- Additional points to earn (points in holding)
- Isolated Classroom Environment (ICE)
- Saturday Operated School (SOS)
- Suspension

REWARDS

Youth have the opportunity to earn additional privileges and rewards for desired behavior. These opportunities may include casual day, Friday movie, "Hawk" tickets, additional recreation time, and bonus points.

CASUAL DAY GUIDELINES

Student Casual Day is provided for students who:

- Have perfect attendance for two-week period
- Meet their point expectation for phase level
- No disciplinary referrals

Casual Day will be coordinated with the youth after the expectations have been met. All Casual Day clothing will be pre-approved by the HCDT staff.

CRITERIA FOR EARNING SPECIAL EVENTS AND PRIVILEGES (E.G., FIELD TRIPS, MOVIE, ETC.)

1. Youth has not had or currently having additional points to earn (points in holding) during the week. Youth not meeting the points in holding criteria are not eligible.
2. Youth has not had any disciplinary/misconduct reports filed (program and/or bus behavior) during the week.
3. Youth has earned the daily phase expectation point totals during the week:
 - Orientation – 80 points
 - Learning – 85 points
 - Progress – 90 points
 - Graduation – 95 points
4. Youth has 80% attendance for the week with no unexcused absence and/or tardy.

Youth may earn bonus points according to the following guidelines:

1. Staff may award bonus points to students for completing an extra assignment, voluntary work duties, or display of self-control / respect. These are generally ten (10) bonus points.
2. Youth will be awarded 25 bonus points for returning completed HCDT forms with the appropriate signatures. This includes the weekly point sheet.
3. Youth will be awarded a 350 bonus points for completing the TABE assessment. Youth must be cooperative and provide a “good faith” based effort in order to receive these points. This will be determined by the assessment director. There are no partial points awarded.

USE OF PHYSICAL RESTRAINT

Per 704 KAR 7:160, all school personnel shall be trained in state administrative regulations and school district policies and procedures regarding physical restraint and seclusion. PBIS II will be available June 1, 2014 to meet the 2014-15 training requirement. This year's training will be two (2) hours in length.

** Staff who are not instructors will receive 22 minutes of training available through the Safe Schools training site.*

DOCUMENTATION OF USE OF THE PHASE AND POINT SYSTEM

The phase system provides students the opportunity to work through the program by receiving feedback on a daily basis. There are four (4) phases; Orientation, Learning, Progress, and Graduation, youth must attain to graduate and be recommended for placement in the regular school. Each student has the opportunity to earn least 100 points per day. Youth earn points based on a list of goals according to phase level and their Individual Treatment Plan. Expectations for behaviors are posted in each room. Youth may receive bonus points for exceptional behavior (handling difficult situations well, discouraging others from behaving inappropriately, etc.). Points are earned by following the point sheet goals and program expectations. During the Orientation Phase, students will begin to accumulate daily points.

SUPERVISION AND SECURITY

Upon arrival to the program, youths will be permitted to enter the school only after passing an electronic hand held scan conducted by HCDT faculty or staff.

HOPKINS COUNTY DAY TREATMENT Supervision of Students 2014-2015	
Bus loading and unloading	All staff, on a tri-weekly rotating basis, supervise the unloading and loading of students.
Meals	All staff, on a tri-weekly rotating basis, supervise students to and from WBES to pick up food, and during meals upon return to HCDT.
Halls and restrooms	All staff, every day, supervise students while they are in the halls and or restrooms.
Time before and after school	All students report to the cafeteria upon arrival to school, and all staff, on a tri-weekly rotating basis supervise students until school starts.
Field trips and other school activities	Ms. Murrah, Ms. Gaines, Mr. Elliott, Mr. Wilcox and Ms. Todd (when available) supervise students on field trips.

No youth or groups of youth shall be allowed to exert authority over other youth. This includes sanctions or imposing physical restraint. A staff person shall be in charge at all times. Youth may make suggestions during group counseling, but staff shall always make final decisions.

HOPKINS COUNTY DAY TREATMENT

Master Schedule

2014-2015

Teacher/Period	7:50 – 8:15	1 st Period 8:16-9:03	2 nd Period 9:03-9:51	3 rd Period 9:51-10:39	4 th Period 10:39 - 11:27	5 th Period 11:27 - 11:57	6 th Period 11:57 - 12:45	12:45-1:15	7 th Period 1:15-1:48	8 th Period 1:48-2:35		
Britt	Breakfast	Reading	English Room 104	Computer Lab	Computer Lab		Physical Education	LUNCH	Computer Lab	Study Skills Room 104		
Wilcox		Reading	Computer Lab	Math Room 106	Physical Education		Computer Lab		Study Skills Room 106	Computer Lab		
Arnold		Lunch, ½ plan, travel – Hopkins County Schools Academy							Resource 12:30	Resource/Collaborative	Resource/Collaborative	
Hayes		Computer Lab				Computer Lab						
Gaines						Group Counsel						
Elliott						Group Counsel						
Murrah		Interim Alternative Educational Setting										
Murphy		Isolated Classroom Environment										

NOTE: All faculty and staff are expected to assist with the supervision of students at all times during the school day.

- Friday – Treatment Team. No Group Counsel Sessions
- 10 Day Placements – Work is sent from home school. No Group Counsel Sessions
- 20 Day Placements – APEX/Two Group Counsel Sessions
- Treatment Team Coverage

STUDENT SEARCH AND SEIZURE

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy the situation have been exhausted, or when there is immediate danger to life or safety. Staff can also search if there is suspicion to believe the search will reveal evidence that the youth has violated a school rule, Board policy, or the law. Items reasonably determined by staff to be a threat to the safety and security of all concerned shall be seized. Items, which may disrupt or interfere with the educational or treatment process, may be removed as well. Such items may be returned to the youth at staff’s discretion. HCDT staff may also require the parent/guardian to pick the item up if deemed necessary.

TO BE COMPLETED DURING INTAKE MEETING:

I have thoroughly read/had explained to me, the Hopkins County Day Treatment Orientation Handbook and I understand its contents. I understand I will be searched with a metal detector each day, and any contraband discovered during this search will be relinquished to the faculty/staff of HCDT for inspection.

Youth Signature _____ Date _____ Counselor Signature _____ Date _____

CONTACT OF LAW ENFORCEMENT OFFICIALS/PARENTS

Law enforcement officials shall be immediately contacted when the safety of the students and/or staff is at risk or endangered. Use and possession of weapons, the sale and/or transfer of drugs, and assault behavior endanger the safety of others. Law enforcement officials will also be contacted when a student leaves the facility without permission. Parents/guardians will be immediately contacted as well in these situations.

HOPKINS COUNTY DAY TREATMENT

Pamela Hight-Todd, Principal

110 Sugg Street

Madisonville, Kentucky 42431

Telephone (270) 825-6059 Fax (270) 825-6053

www.hopkins.kyschools.us

Counselors
Tony Elliott

Social Worker
Ashley Gaines

Key Issue Certification

(LIST NUMBERS AND DESCRIPTION OF EACH KEY, AND SIGN ON THE BOTTOM LINE)

We need this documentation for the Key Inventory for ACA file documentation.

2014-2015

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Name and position

AN EQUAL EDUCATIONAL OPPORTUNITY EMPLOYMENT INSTITUTION

TOXIC AND HAZARDOUS CHEMICALS AND MATERIALS

1. Keep containers clearly marked with; “Keep out Of Reach of Children”, then keep it out in a secured location. If you can purchase a child-safe product instead, then do so.
2. Keep all tools locked up and inventoried.
3. Keep all flammable substances locked up and accounted for.
4. Make sure that white out, sharp pointed scissors, permanent markers, highlighters, etc.; are locked up in a secure location.
5. Clear desks of all toxic and hazardous chemicals and materials.
6. Keep staff vehicles locked while on school property.

Drill Schedule and Log

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1 st : 08/08/2014	08/08/2014	Cloudy	12	3 mins	No Problems
2 nd : 08/26/2014	08/26/2014	Hot & Humid	13	3 mins.	No Problems
3 rd : 09/12/2014	09/12/2014	Cloudy & Cool	18	2 mins.	No Problems
4 th : 10/13//2014	10/13//2014	CLOUDY	16	3 MINS.	NO PROBLEMS
5 th : 11/14/2014	11/14/2014	COLD & CLOUDY	26	3 MINS.	NO PROBLEMS
6 th : 12/08/2014	12/8/2014	COLD & CLOUDY	26	2 MINS	NO PROBLEMS
7 th : 01/09/2015					
8 th : 02/06/2015					
9 th : 03/18/2015					
10 th : 04/27/2015					
11 th : 05/08/2015					
12 th :					

Earthquake & Tornado Drills: Two each year.

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1 st 8/29/2014	8/29/2014	11	3 minutes	No problems both conducted 30 min. apart
2 nd 10/3/ 2014 National Earthquake Drill	10/3/2014 10/16/2014	16 13	3 minutes 3 minutes	No problems No problems

Severe Weather Safe Area: Twice each year, including one in March

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1 st :09/12/2014	09/12/2014	18	2 minutes	No Problems
March:03/18/15				

Other Drills or Practice: Such as Lockdown, Shelter in Place, Intruder, Bomb Threat, etc.

Date Scheduled	Date Conducted	Event Scheduled	Comments, Notes
08/13/2014	8/13/2014	Lockdown	No problems with the lockdown.

ALLEGED ABUSE REPORTING

KRS 620.030 Duty to report dependency, neglect, abuse, or human trafficking- Husband-wife and professional-client/patient privileges not grounds for refusal to report -- Exceptions -- Penalties. It is the responsibility of the staff member to contact Department of Social Services and the Kentucky State Police when a youth reports alleged sexual abuse or any abuse actions.

Procedures to notify the Department's Quality Assurance Branch of any alleged abuse within the program:

1. Any alleged abuse of a youth is to be reported to the Director of the program immediately.
2. The Director will follow the policies and procedures of the Hopkins County Board of Education and the Department of Juvenile Justice in reporting suspected abuse and neglect.
3. Staff shall monitor all youth for any suspicions or allegations of abuse or neglect. Any concerns about possible abuse or neglect shall be reported to the KY State Police, the Program Director, the Superintendent, the Department's Quality Assurance Branch and Department Community Based Services, which is mandated by Kentucky Revised Statutes to investigate all such reports.
4. The Director will notify the Department of Juvenile Justice Quality Assurance Branch of any alleged abuse within 24 hours of becoming aware of the abuse.

Procedures to notify the Department's Quality Assurance Branch immediately of the media's request for information pertaining to youth or staff:

The Program Director will notify the Department of Juvenile Justice's Quality Assurance Branch immediately of the media's request for information and/or coverage of the Day Treatment, its personnel or youth actively enrolled in the program.

Procedures for documentation special incidents within the program:

1. Special incidents (contraband, use of physical restraint, physical or verbal aggression, suspension/expulsion from the program or other acts that would result in charges being filed) will be documented on a DJJ Incident Report Form DSS 202 or STI within 24 hours of the incident with a copy being given to the Director.
2. The form is then placed in the youth's file.
3. The incident may then be documented on the youth's weekly progress report or a copy of the Incident Form may be attached to the weekly progress report.

TRAINING/PROFESSIONAL DEVELOPMENT

Required Staff Trainings

Hopkins County certified and classified staff have required trainings for the 2014-15 school year. Each training requirement is listed below with associated regulations.

Restraint & Seclusion

Length: 2 hours for Instructional staff and 22 minutes for all other employees.

Required for:

Per 704 KAR 7:160, all school personnel shall be trained in state administrative regulations and school district policies and procedures regarding physical restraint and seclusion. PBIS II will be available June 1, 2014 to meet the 2014-15 training requirement. This year's training will be two (2) hours in length.

** Staff who are not instructors will receive 22 minutes of training available through the Safe Schools training site.*

Youth Suicide: Awareness & Prevention

Length: 2 hours (Jason Flatt Act) for all high/middle instructors, guidance counselors, and teachers each year; 26 minutes for all elementary instructional staff. Although there is no regulation that requires this training for elementary staff, it is best practice. (Must be complete before September 1)

SB 65 amends KRS 158.070 to require principals, guidance counselors, and teachers to complete a minimum of two (2) hours of instruction in suicide prevention each school year.

Bloodborne Pathogen

Length: 15 minutes

Required for: All employees

OSHA requires "information and training to workers" each year. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker's occupational exposure. Staff members who have questions about exposure to bloodborne pathogens may contact the Hopkins County Health Department at 270-821-5242. [[OSHA Fact Sheet](#)]

FERPA: Confidentiality of Records

Length: 18 minutes

Required for: All employees (Exceptions: Food Service employees who receive this training along with federal/state required training.)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records. It is a best practice for employees to receive this training annually.

Sexual Harassment: Staff-to-Student

Length: 15 minutes

Required for: All employees

Sexual Harassment: Staff-to-Staff

Length: 15 minutes

Required for: All employees

Several regulations are in effect that indicate sexual harassment training in the workplace is best practice.

- [KRS 525.070](#) defines how a person is guilty of bullying/harassment.
- [KRS 525.080](#) further defines harassing communications.
- [KRS 158.156](#) states that employees of a school who knows or has reasonable cause to believe a student is a victim must report it.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Hopkins County Schools implemented PBIS district-wide in 2012-2013. The system is also being used on the buses. Schools establish different behavioral expectations for each location or activity. Data on behavior incidents, times, locations, etc., will be collected and entered into School-wide Information System (SWIS), a web-based computer program. This shows if there are any common patterns



Project: CPIP

Date: 11-3-14

Time: 8:00 AM – 2:00 PM

Location: HOPKINS COUNTY DAY TREATMENT

Meeting Purpose: To improve processes and systems of HCDDT

Meeting Called by: Ms. Todd

Next Meeting: TBD

Attendees (x indicates attendance)

Pam Todd		Tony Elliott			
J.B. Wilcox		Charlotte Wicks			
Beverly Britt					
Sabrina Murrah					
Ashley Gaines					

Agenda Items	Lead	What I Need to Know About This Topic for MY Work
AESOP entry review	Wilcox	
I/C referral entry review	Wilcox	
Orientation Packet review	Todd	
Phase Assessment Development	Todd	
Short term O-packet development	Todd	
Holistic Program Review	Todd	

MANAGEMENT/LEADERSHIP

Responsibilities of the Program Director:

- Supervision of Program – The Program Director is responsible for the management and supervision of the Hopkins County Day Treatment Program.
- The Building Administrator/Principal is responsible for the supervision and evaluation of educators and is responsible for building management.

The Program Director will attend and participate in all management meetings/trainings designed by DJJ for Contracted Day Treatment Program Directors.

The Program Director Shall Ensure:

- Staff adherences to procedures manual– All staff will receive a copy of the program SOP and will be required to read it and be aware of its contents. Each staff person will then sign a statement stating they have read its contents and are responsible for adhering to it.
- By the 5th day of each month a complete, accurate and cumulative Monthly Medicaid Report is submitted to DJJ.
- By the 5th of each month any changes to the Monthly Medicaid Report will be submitted. The secretary will work with the counselors to make sure that all information and dates corresponded with the reports submitted by the 5th of each month.
- The population meets the goal of 85% or better of rated capacity year round. Should the capacity fall below 85%, the Program Director will then send an e-mail to referral sources to notify them of the vacancies.
- Board approved attendance polices are followed:

Excused absences are granted for:

1. The student's illness, doctor appointment, or dental work (doctor's statement required); the doctor's signature must be legible. The doctor's excuse must specify the number of days the child is excused for, and the time and day the child was seen. Without this information, the excuse will not be accepted. Faxed excuses must come directly from the doctor's office. Students must have been physically seen by the doctor for the excuse to be valid;
2. Summons for the student to appear in court;
3. Funeral in the immediate family of the student;
4. Valid reasons, such as illness, etc., substantiated with parental notes: Such absences will not exceed five (5) days per school year;
5. Any other reason deemed acceptable by the Principal

- Youth treatment files are monitored monthly for content, timelines met, and quality documentation
- All files are audited quarterly
- Each counselor will work with the director to audit all student treatment files quarterly.
- All student treatment files are uniformly compiled and locked in main office.
- Adhere to Kentucky Code of Ethics for Certified/Classified School Personnel:

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;

2. Shall respect the constitutional rights of all students;

3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;

4. Shall not use professional relationships or authority with students for personal advantage;

5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

6. Shall not knowingly make false or malicious statements about students or colleagues;

7. Shall refrain from subjecting students to embarrassment or disparagement; and

8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;

2. Shall endeavor to understand community cultures and diverse home environments of students;

3. Shall not knowingly distort or misrepresent facts concerning educational issues;

4. Shall distinguish between personal views and the views of the employing educational agency;

5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and

7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;

2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;


4. Shall not use coercive means or give special treatment in order to influence professional decisions;

5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and

6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585. (21 Ky.R. 2344; eff. 5-4-95; recodified from 704 KAR 20:680, 7-2-2002.)

- Monthly Principal Advisory Council

	Project:				
	Date:				
	Time:				
	Location:				
Meeting Purpose:					
Meeting Called by:					
Next Meeting:					
Attendees (x indicates attendance)					
Agenda Items		Lead		What I Need to Know About This Topic for MY Work	

- Program staff cooperates during the annual Quality Assurance Branch Monitoring.
- Encourage completion of all student surveys, staff surveys, and collateral contact surveys requested as part of DJJ monitoring.
- A Program Improvement Plan is developed and submitted within 30 days of receipt of the final monitoring report to address any issues noted during the Department's Quality Assurance Branch Monitoring.
- Evaluating employees performance:
Professional Growth and Effectiveness System (PGES) - The vision for the Professional Growth and Effectiveness System (PGES) is to have every student taught by an effective teacher and every school led by an effective principal. The goal is to create a fair and equitable system to measure teacher and leader effectiveness and act as a catalyst for professional growth.

Classified Employees: Each classified employee shall be evaluated by the principal at least once each year. The evaluations shall be made in writing (see attachments), and the evaluator shall hold a conference with the evaluatee. The employer's written comments shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

- Housekeeping and maintenance be provided by the Hopkins County School System. There is a .5 maintenance personnel assigned to the Day Treatment Program. Maintenance and housekeeping duties are done daily. Youth may be assigned these duties as a means of community service.
- All faculty and staff receive a copy of and be reviewed annually on the Standard Operating Procedures Manual. Each staff signs acknowledging receipt of said document.
- Community resources such as; Family Advocacy, Hopkins County Extension Office, Door of Hope, Hopkins County Health Department, Fine Arts Center, etc. are utilized as guest speakers and field trips.