 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">813500</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">4</p>
<p><u>CHAPTER:</u> Youth Reporting Centers</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.</p>	
<p><u>SUBJECT:</u> Participant Discipline</p>		
<p><u>DATE:</u> October 1, 2013</p>		

POLICY

This Policy establishes a Youth Reporting Centers system of graduated consequences for participants to ensure program continuity as it pertains to participant discipline, including up to discharge from a program.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to all participants in the Youth Reporting Centers operated by the Division of Juvenile Services.

DEFINITIONS

1. Category 1 Infractions – Are major infractions either considered zero tolerance or cumulative conduct that has been addressed previously through a Multi-Disciplinary Team Meeting, resulting in discharge from the Youth Reporting Center Program.
2. Category 2 Infractions – Are considered more severe infractions, resulting in a more strenuous sanction requiring a Multi-Disciplinary Team Meeting which could possibly include graduated sanctions, up to and including discharge.
3. Category 3 Infractions – Are considered minor infractions, resulting in a lesser degree of sanction.

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PROCEDURES

1. Category 1 Infractions

a. Category 1 Infractions are as follows:

- i. Chronic Disruptive Behavior (after suspension/MDT)
- ii. Violation of Attendance (after Attendance Contract/MDT)
- iii. Assault/Battery
- iv. Arson
- v. Inappropriate Sexual Conduct/Sexual Harassment/Intercourse
- vi. Possession or Manufacturing of Drugs
- vii. Possession of Manufacturing of Weapons
- viii. Piercing/Tattooing of Self or Others
- ix. Tampering with Security or Fire Devices
- x. Soliciting Staff
- xi. Destruction of Property (exceeding \$100)
- xii. Theft
- xiii. Chronic Threats/Verbal Aggression

b. A Multi-Disciplinary Team Meeting will be convened to discuss the violation and if discharge is recommended. The probation officer and/or court personnel will give final approval for discharge from the program. If discharge is not imposed, the participant will be placed on a behavioral contract.

2. Category 2 Infractions

a. Category 2 Infractions are as follows:

- i. Bullying (excessive harassment or taunting)
- ii. Chronic Refusal to Participate in Programming
- iii. Verbal Threat or Physical Threat
- iv. Excessive Disruptive Conduct
- v. Excessive Violation of Personal Space
- vi. Disruptive Conduct during Transport in a Vehicle
- vii. Excessive Tardiness
- viii. Excessive Unexcused Absences
- ix. Tampering with or Failing a Drug Screen

b. If a participant commits an infraction listed as a Category 2 Infractions, they will be subject to one of the following sanctions:

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- i. Community Service
 - ii. Loss of Phase Level
 - iii. Behavior Modification Plan
 - iv. Attendance Contract
 - v. Suspension
- c. A Multi-Disciplinary Team Meeting will be convened to discuss the violation and the sanction to be imposed.
- d. Multi-Disciplinary Team Meetings addressing a participant's attendance must include a written Attendance Contract addressing the participant's attendance and future sanctions if further violations occur.

3. Category 3 Infractions

- a. Category 3 Infractions are as follows:
- i. Disruptive Conduct in Group
 - ii. Horseplay
 - iii. Failure to Follow Staff Directive
 - iv. Excessive Use of Profanity
 - v. Failure to Comply with Dress Code
 - vi. Refusal to Participate in Programming
 - vii. Lying to Staff (false reports, manipulation, etc.)
 - viii. Possession of Contraband (money, jewelry, etc.)
 - ix. Entering Restricted Area
 - x. Destruction of Property (less than \$100)
- b. If a participant commits an infraction listed as a Category 3 Infractions, they will be subject to the following sanctions, in the order listed:
- i. 15 Minute Time Out
 - ii. 30 Minute Time Out
 - iii. Writing Assignments
 - iv. Removed for the Day (with approval from the Director)

4. The following individuals should be invited for all Multi-Disciplinary Team Meetings:

- i. Student (required attendance)
- ii. Parent/Guardian (required attendance)
- iii. Case Manager (required attendance)
- iv. Probation Officer (required attendance)

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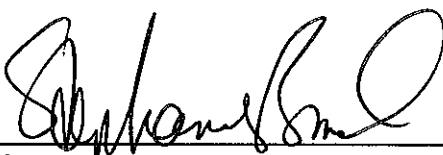
- v. Program Director
- vi. Counselor
- vii. PSIMED Therapist
- viii. Education Staff
- ix. External Agency Provider

5. All information and any supporting documents will be entered/uploaded into the appropriate database.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

10/1/13

Date