

CADET/PARENT HANDBOOK
DEPARTMENT OF JUVENILE SERVICES BOOT CAMP
86 DYESS
DENISON, TX 75020
903/786-6326

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Welcome to the Department of Juvenile Services Boot Camp. You will be required to attend the Boot Camp for the number of good days as directed by the court. A good day equals 20 points. You will be required to demonstrate skills, make presentations, behave in a certain manner, write and take examinations to pass these tasks, as well as earn a

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minimum number of points as assigned based on your length of stay and complete assigned job book tasks to be considered for graduation. Your academics and behavior will be evaluated on a frequent basis with your parent.

MISSION STATEMENT

To prepare selected youth for positive, successful lives by developing self-discipline, self-esteem, as individuals, by encouraging them to be successful family members and peers. To enable them to set, strive for and reach life goals successfully and to establish education and knowledge as the keys to success, self-esteem, and self-worth.

GOALS

- ◆ To return to society as an individual who can be a constructive, positive and contributing member of the community.
- ◆ To instill self-esteem and self-worth through physical fitness, training and education.
- ◆ To instill self-discipline and self-control through drill and ceremonies and positive task completion.
- ◆ To instill accountability, personal competence and problem solving skills through training, counseling and exercises.

BOOT CAMP MOTTO "FACES"

FAMILY

ACCOUNTABILITY

COMMUNITY

EDUCATION

SOCIETY

SELF-ESTEEM

SELF-DISCIPLINE

SELF-WORTH

BOOT CAMP CREED

A cadet is only as strong as his mind,
so he must strive to build his.

A cadet can only be a leader if he can first learn to follow.

A cadet values discipline, honor, truth, integrity, and knowledge.

A cadet respects and honors others, then self.

GENERAL ORDERS

The General Orders are based on the standards of our community. Knowing and following these standards are a requirement.

All cadets are expected to know and follow the general orders throughout their participation in the program. Cadets will learn these general orders during their first week and will be tested daily on their knowledge and observance of these orders.

A cadet's reciting of the General Orders begins with the statement, "Sir (or ma'am), this cadet's first (second, third, etc.) General Order is..."

1. I will practice the highest standards of behavior, obedience and integrity.
2. I will respect and treat others as I would want to be treated.
3. I will strive for the highest level of personal competence through education and training.
4. I will take positive control of my life and be accountable for all my actions.
5. I will use self-control and self-discipline in all that I do.
6. I will bring respect, courtesy, and worth to every relationship I have.

LENGTH OF STAY

Minimum length of stay is determined by the number of good days ordered by the court. Discharge will be considered upon successful completion of the program. Successful completion will include academic, behavioral and physical training requirements. A cadet will be required to have passing grades, all above 70's, and behavior will have to be positive. Failure to meet all requirements could result in length of stay being extended.

WHAT TO BRING

A juvenile is prohibited from bringing any personal belongings with them to the Boot Camp. The cadet will change into a Boot Camp uniform and his clothes will be returned to the

transporting officer(s). Cadets will not be allowed to possess money while a resident at the Boot Camp. No cosmetics or jewelry will be allowed in the facility by cadets. Only prescription glasses may be worn, no contact lens.

REQUIREMENTS FOR GRADUATION

To be eligible for graduation a cadet must meet the following criteria:

- a. complete required program as ordered by the Court;
- b. earn and maintain the minimum number of points according to the program;
- c. complete a minimum of 85% of the Job Book and/or as instructed by Boot Camp staff;
- d. have all passing grades while attending school; and
- e. must be recommended by Review Board

A cadet will not be considered for graduation if these standards are not met. The review board may consist of the Captain, Casemanager, Assigned Drill Instructor, and Juvenile Probation Officer, teacher or parent.

APPEARANCE

Cadets will maintain a military standard of appearance everyday. The cadets will comply with the Boot Camp dress code. A cadet may wear his own shoes, if one does not have personal shoes, a pair will be provided.

Males: A cadet's hair will be cut to a military style upon arrival. A male cadet will have their hair trimmed weekly. Facial hair is not allowed.

Sunglasses are not permitted. There will be no jewelry worn by male or female cadets. This includes any type of earrings whether in the ear, nose, tongue, navel, eyebrow, etc.

HYGIENE

It is important that every cadet maintains an acceptable level of hygiene daily which includes; but is not limited to:

1. Bathing on daily basis;
2. brushing teeth daily;
3. washing of hair daily;
4. fingernails will be kept trimmed and clean, they will not protrude past the end of the finger; and
5. daily use of deodorant.

DAILY SCHEDULE

The following schedule is the typical schedule Monday through Friday. The week-end and summer schedule will vary. Holidays will typically follow the Sunday Schedule.

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Schedule 0600 - 1400

0615 -- Reveille
 0630 -- P.T.
 0715 -- Chow
 0745 -- Details
 0800 -- Free Time
 0830 -- DI Instruction
 0900 -- School
 1100 -- Chow
 1430 -- Head Break

Schedule 1400 - 2200

1400 -- School
 1430 -- Headbreak
 1500 -- D.I. Instruction
 1600 -- D.I. Instruction
 1700 -- Chow
 1730 -- Free Time
 1800 -- Inspection/Homework
 1830 -- D.I. Instruction
 1930 -- Showers/Homework
 2015 -- Cmty/Group Squad
 2045 -- Cmty/Group/Company
 2130 -- Rack Preparation
 2145 -- Taps

Schedule - Weekend

0615 -- Reveille
 0630 -- P.T.
 0715 -- Barracks Details
 0745 -- Inspection
 0800 -- Chow
 0830 -- Flag Detail
 0845 -- Free Time
 0915 -- Main Building Details
 1000 -- D.I. Instruction
 1100 -- D.I. Instruction
 1200 -- Chow
 1230 -- Free Time
 1300 -- D.I. Instruction
 1400 -- P.T. Activities
 1500 -- D.I. Instruction
 1600 -- D.I. Instruction
 1700 -- Chow
 1730 -- Retreat
 1745 -- Details
 1815 -- Inspection
 1830 -- D.I. Instruction
 1930 -- Showers/Homework
 2015 -- Cmty Group/Squad
 2045 -- Cmty Group/Company
 2130 -- Rack Preparation
 2145 -- Taps

Academic periods will be taught by teachers. However, Job Book and Community Group may be taught by teachers, Drill Instructors or other Boot Camp staff.

TERMINOLOGY

Listed below are examples of military terms of the Boot Camp and civilian terminology equivalency. Cadets will learn and use the appropriate military terminology while on the Boot Camp campus. An example of some military terms include; but are not limited to the following:

MILITARY

Deck
 Hatch
 Bulk head

CIVILIAN

Ground/floor
 Door
 Wall

TIME

While enrolled in the Boot Camp, military time will be utilized. The appropriate military times are as follows:

<u>MILITARY</u>	<u>CIVILIAN</u>	<u>MILITARY</u>	<u>CIVILIAN</u>
0100	1:00 a.m.	1500	3:00 p.m.
0200	2:00 a.m.	1600	4:00 p.m.
0300	3:00 a.m.	1700	5:00 p.m.
0400	4:00 a.m.	1800	6:00 p.m.
0500	5:00 a.m.	1900	7:00 p.m.
0600	6:00 a.m.	2000	8:00 p.m.
0700	7:00 a.m.	2100	9:00 p.m.
0800	8:00 a.m.	2200	10:00 p.m.
0900	9:00 a.m.	2300	11:00 p.m.
1000	10:00 a.m.	2400	12:00 p.m.
1100	11:00 a.m.	0015	12:15 a.m.
1200	12:00 p.m.	0030	12:30 a.m.
1300	1:00 p.m.	0045	12:45 a.m.
1400	2:00 p.m.		

For example, if you are to be picked up at roll call at 0730 hours, that time is equivalent to 7:30 a.m. If community meeting starts at the 1630 hours, that time would be 4:30 p.m. It is very important to learn and know these times.

CLASSROOM CONDUCT

Cadets are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other cadets and Boot Camp staff. Cadet cooperation and respect for the property of others, including District property and facilities, is essential. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all cadets.

Cadets will actively participate with a positive attitude in all classes. Cadets will respond to questions by using the appropriate military terminology (i.e., Sir or ma'am, etc.)

Cadets will maintain their concentration (no sleeping, talking, head-down, etc.) during classroom activity at any time.

In general, discipline will be designed to correct misconduct and to encourage adherence by all cadets to all rules and adhere to their responsibilities as a citizen of the school community. Disciplinary action will be immediate and consistent, using a wide range of discipline management techniques.

TEXTBOOKS

Textbooks are the property of the State of Texas. They are furnished to you free for your use. Each book is charged to the school by the state at its new or original price regardless

of whether the book is new or not. As a result, textbooks must be paid for in full, regardless of age, if lost or totally damaged. A cadet will not be eligible for graduation or receive a report card until the fee is paid.

ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

Academic dishonesty - as in cheating or plagiarism is not acceptable. Cheating indicates the copy of another student's work - such as homework, classwork, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

ACADEMIC GRADING SYSTEM

90-100	Excellent	70-74	Below Average
80-89	Good	0-69	Failing
75-79	Average	I	Incomplete

SCHOOL YEAR

The Boot Camp school year runs in conjunction with the Sherman Independent School District School year.

REVIEW BOARD/PROGRESS REPORT

A cadet can earn a maximum of 20 points per day while a resident in the Boot Camp. A cadet is eligible for a level change when he achieves the designated points for each level.

Review Boards will be held on Thursdays. A juvenile must be within 50 points of the required points to be eligible for review board when the points are turned in on Mondays to casemanagement. For example, to be eligible for review board on Thursday for promotion to cadet, senior cadet, or graduation level one must be within 50 points of the required points.

A review board may be canceled if the recruit/cadet/sr. cadet does not accrue the required amount of points or spends time in the brig.

If the young person does not pass his review board, from that shift until one's next review board the individuals points will be placed in red on their point sheets in their Job Book. A recruit/cadet/sr. cadet will be reviewed weekly on the designated day until he passes the review board unless behavior requires brig time. If the individual passes the board the following week, he will be awarded half of the points in red. If he does not pass the board the following week, none of the points in red are awarded. If during the week the individuals behavior requires brig time resulting in the individuals points being reduced below the requirement for level change, one begins to immediately begin accumulating their

points in black and at a full rate.

POINT SYSTEM

A cadet can earn a maximum of 20 points per day while a resident at the Boot Camp. The cadet will not be considered for graduation until his assigned minimum of 1800 points have been achieved.

Points can be earned on a daily basis in the following areas: uniform/appearance, hygiene/grooming, chow hall behavior, chore completion, groups/feedback participation, classroom behavior, overnight/sleep activity, drill/ceremony, physical training, attitude/military bearing. The cadet will advance through three (3) levels, recruit, cadet, and senior cadet. Each level has a set of requirements that must be met before moving up to the next level or prior to graduating from the program. The levels are as follows:

90 DAY PROGRAM EXAMPLE

	<u>Points</u>	<u>Approximate Time to Complete</u>
Recruit:	0-420	(3-4 weeks)
Cadet:	420-1260	(6-7 weeks)
Senior Cadet:	1261-1800	(4 weeks)

180 DAY PROGRAM EXAMPLE

	<u>Points</u>	<u>Approximate Time to Complete</u>
Recruit:	0-420	(3 weeks)
Cadet:	421-3000	(19 weeks)
Senior Cadet:	3001-3600	(4 weeks)

220 DAY PROGRAM

	<u>Points</u>	<u>Approximate Time to Complete</u>
Recruit:	0-420	(3 weeks)
Cadet:	421-3800	(24 weeks)
Senior Cadet:	3801-4400	(4 weeks)

365 DAY PROGRAM

	<u>Points</u>	<u>Approximate Time to Complete</u>
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Recruit:	0-420	(3 weeks)
Cadet:	421-6700	(44 weeks)
Senior Cadet:	6701-7300	(4 weeks)

BRIG TIME: LOSS OF POINTS

Recruit:	5 points per hour
Cadet:	10 points per hour
Sr. Cadet:	20 points per hour

JOB BOOK (life skills)

The objective of the Job Book is designed to help individuals learn skills to assist them in making better life choices and become productive members of a classroom and community.

Cadets will be required to participate in job book assignments on a daily basis. Different types of job book training experiences that will be explored are: values, social norms, communication, food groups, time management, legalities, education, family, refusal skills, coping methods, handling stress and others too numerous to mention. Cadets will be required to complete all assignments as advised by instructors in a timely manner.

COMMUNITY GROUP

This will be a time to discuss positive behavior, attitudes, etc. that were observed during the day by staff and/or cadets. Also during this time any problems that may have arisen during the day (i.e., homework not being completed, conflicts between cadets, improper appearance etc.) will be discussed.

PHYSICAL FITNESS

A physical examination will be required prior to the juvenile being admitted to the Boot Camp using the form provided by the Boot Camp.

Physical fitness is composed of factors (components) that allow cadets to function effectively in physical and mental work, training, and recreation and still have energy to handle daily activities. Exercise will be conducted to provide training effect. Uniform for PT will be decided by the staff member in charge of a particular shift. Physical training will consist of: running, jogging, calisthenics, drill and marching, etc.

Cadets are required to participate in all physical training unless excused by staff or medical personnel for medical reasons.

MAIL

The amount of mail received or mailed by a juvenile to their attorney is unlimited; however mail to persons on authorization list is limited to 2 outgoing letters per week. All mail and

legal matters shall be delivered without delay to the juvenile.

All mail will be opened, examined for contraband and then distributed. Both incoming and outgoing mail are not read by staff, except where clear evidence justifies such action. If correspondence is read, the juvenile must be notified in writing and present when the letter is opened and read. Incoming or outgoing mail may be read if there is reason to suspect the correspondence poses a threat to the staff and security of the facility.

No packages will be allowed and they will be refused and returned. Persons corresponding with cadet must be approved and placed on the approved mail log by supervising Juvenile Probation Officer. Letters with graffiti on them will not be given to cadets but refused and returned. Money received in the mail will be returned.

A child may write to anyone they wish, unless their Juvenile Probation Officer or parent specifies otherwise. All incoming mail will still be monitored to make sure it is from a person that is on the child's mail authorization list.

TELEPHONE

All residents will be granted one phone call (upon intake) to their parent/legal guardian, foster parents, custodians and attorney. Telephone calls will vary depending upon the level the resident is on, increasing as each cadet advances to the next level. Phone calls, whether local or long distance, will be permitted as follows:

- Recruit:* One 5 minute phone call at intake, then one 5 minute phone call per week after that to anyone approved on phone authorization list.
- Cadet:* One 10 minute call per week to anyone approved on phone authorization list.
- Sr. Cadet:* Two 10 minute calls per week to anyone approved on phone authorization list.

Incoming calls to cadets are not permitted. Staff will place all calls for the juvenile and will supervise but not monitor conversations unless there is reason to believe that a call is being used to violate the rules of the facility. Cadets will not be allowed to make personal phone calls during the duty day. Phone calls will be allowed when schedule permits.

In the case of an emergency, contact the Casemanager at (903) 786-6326.

VISITORS

Visitors must be on the approved visitor list. This list must be approved by the supervising Juvenile Probation Officer. Visitors not on the list will not be admitted. Visitors will not

introduce any item into facility without prior approval (pictures, medication, shoes, etc.).

Visitation will vary depending upon the level the resident is on, increasing as each cadet advances to the next level. Visitation will be permitted as follows:

Recruit: One 30 minute visit per week from approved party;

Cadet: One 45 minute visit per week from approved party;

Sr. Cadet: One 60 minute visit per week from approved party.

No more than three (3) visitors will be allowed at one time. Visitation will be scheduled by appointment only. Visitation times are Monday through Friday from 9:00am until 4:00pm and Saturday from 9:00am until 3:00pm for approved parties. Attorneys and Juvenile Probation Officers will be permitted at any time.

All visitors over the age of eighteen (18) will be required to produce positive photo identification before entry to the visiting area. Every juvenile's visitor shall sign-in on an approved form. Visitors under the age of eighteen (18) must be accompanied by a parent or guardian.

Special visits may be granted, with prior approval on a case by case basis. Special considerations may not be granted for cadets not working the program. Visitors may be searched; however, they shall be informed about why the request for search is being made.

Rules for visitation are as follows and will be enforced:

Only 3 people will be allowed in for visitation (this includes children, babies, etc.);

Persons visiting **MUST BE** on the visitation authorization list (done through your son's Juvenile Probation Officer);

No person(s) suspected or that appears to be under the influence of drugs and/or alcohol will be admitted;

Nothing is allowed to be brought into the facility (food, pictures, purses, tobacco products, pocketknives, etc);

Proper dress is required: no undergarments such as bras, underwear, boxer shorts may be worn as main clothing, no halter tops, bathing suits, t-shirts with gang or other inappropriate slogans (alcohol);

If you arrive early, expect to wait until your scheduled time outside of the facility;

If you arrive late, you will be allowed to visit the remainder of time scheduled.

Any violation of these rules or any other violations within the facility by the cadets/sr. cadets

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may cause visitation to be terminated.

FURLOUGHS

Furloughs are a privilege, not a requirement of the program. Individuals eligible for furlough are senior cadets only. A senior cadet is eligible for a maximum of 3 furloughs in the following time frames: 4 hour, 8 hour and 24 hours. A senior cadet is not required to use all 3 furloughs prior to graduation, but is required to take one four hour furlough before graduation. To receive a furlough, the following procedures will be followed:

1. A senior cadet must request a furlough in writing 3 days prior to the requested furlough date.
2. Request will be addressed to assigned casemanager.
3. Furloughs may not interfere with school attendance or other assigned programs (ie., Anger Management, Substance Abuse, MRT, etc.)
4. A senior cadet is required to maintain a daily score of 16 points or higher for a furlough to be granted from the date of request.
5. No more than one furlough will be granted for each 7 day period.
6. A furlough and visitation may not be held on the same day.

While on furlough, the following rules must be followed:

1. Remain in custody of approved party, legal guardian, parent at all times.
2. Follow all probation orders.
3. Return promptly on time from furlough.
4. No use of tobacco, alcohol or illegal drugs during furlough.
5. Remain in uniform, no jewelry, etc.

If any of the furlough rules are broken, future furlough requests may be denied.

RELIGIOUS SERVICES

Services will be offered throughout the week. Cadets are encouraged to attend but are not mandated.

DISCIPLINE MANAGEMENT TECHNIQUES

Discipline will be designed to correct misconduct and to encourage adherence by all cadets to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of Drill Instructor (DI) and on a range of discipline management techniques. Disciplinary problems may be addressed in any of the following ways:

- EMI - Extra Military Instruction administered by DI;
- Oral correction;
- Restriction in Brig;
- Counseling by teachers, counselors, administrative personnel, or drill instructors;
- Parent-teacher/DI conferences;

RULES AND REGULATIONS

Rules of conduct as well as the penalties are as follows:

Level One Sanctions: These offenses are minor in nature and are one time occurrences. These are normally handled by EMI and one on one counseling with a staff member. Level One offenses are:

- Cursing;
- Trading food;
- Excessive talking;
- Moving while at position of attention;
- Out of rack after lights out without permission;
- Crossing red line;
- Improper uniform;
- Feet on furniture;
- Yelling;
- Singing;
- Bed incorrectly made;
- More than one book/magazine in rack;
- Horseplay;
- Disrespect of peer;
- Spreading rumors;
- Violation of custom or courtesy.

Level Two Sanctions: These offenses are of an intermediate level of seriousness. These will be handled by EMI, counseling and documentation. Level Two offenses are:

- Repeated Level One sanction;
- Disrespect to staff or visitor;
- Gang activity;
- Sexual gestures;
- Failure to follow directions;
- Having property assigned to another;
- Writing/scratching on body;

Group disruption;
Lying;
Promoting a fight.

Level Three Sanctions: These offenses are serious and will be handled with EMI, loss of points, counseling, documentation, brig time and possibly notification of law enforcement. Level three offenses are:

Repeated Level Two sanction;
Stealing;
Attempt or assist in an escape;
Escape;
Fighting;
Contraband;
Destruction of property;
Sexual Contact;
Refusing to participate in program;
Assault;
Violation of the laws of Texas of the United States;
Possessing a weapon;
Possessing or using controlled substance or alcohol;
Refusing to take a drug;
Tattooing or piercing body parts;
Refusing to take a drug test.

Discipline actions will be immediate, consistent and appropriate when administered by staff. Discipline will never be of a nature or administered in a way that will degrade or humiliate. The following actions will never be used as a means of discipline: corporal punishment, physical restraint, psychological intimidation, denial of regular meals or snacks, denial of medical care, denial of sleep, denial of sufficient exercise, denial of contact with parents/legal guardians, denial of legal assistance or denial of school.

For more information regarding rules and regulations chapter 9 in the Policy and Procedures.

A cadet may appeal if he/she feels they are being treated unfairly. The appeal must be presented in writing using the correct form. The appeal will be submitted to the cadet's assigned drill instructor. If the appeal is not handled in a satisfactory manner, the cadet may submit the appeal in writing to the next in chain of command until the appeal is handled in a manner acceptable to the cadet and/or parent.

SEARCHES

A cadet may be searched at anytime with probable cause, whether it be a body or property search.

URINALYSIS / BREATH TEST SCREENS

Cadets are required to submit to a urinalysis and or breath test at any time requested. Cadets who fail to comply with the procedures for urinalysis screens and/or breath test samples will be subject to discipline management techniques.

TRANSPORTATION

It is the supervising counties responsibility to transport the juvenile to the Department of Juvenile Services Boot Camp. No other adult will be allowed to transport the cadet unless prior approval has been given. Any transportation problems need to be addressed with an intake casemanager.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

In case of a fire or fire drill all cadets will:

1. Obey all Fire Emergency Instructions posted and Staff Instruction.
2. Immediately file out in a single file through the nearest safe exit as directed.
3. Fall into a formation at the designated location selected by staff.
4. Shift Leader will conduct a head count.
5. Wait for further instruction from staff.

From time to time, cadets, teachers, and other employees will participate in drills of emergency procedures. When the alarm is sounded, cadets will follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

MEDICAL SERVICES

Medical treatment may be requested at any time and your assigned drill instructor will consult with an approved medical professional.

RIGHTS OF JUVENILES

All juveniles in secure residential care have certain rights and responsibilities that must be recognized. These are clearly defined and both juveniles and staff shall be familiar with them. Complaints of abridgement of the rights set forth below shall be subject to the

grievance process and juveniles who do not accept those responsibilities (which would result in rule violation) are subject to disciplinary process.

Juvenile Rights:

1. Juvenile have the right to expect that they will be treated respectfully, impartially and fairly and will be addressed by name.
2. Juveniles have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
3. Juveniles have the right to not be subjected to corporal punishment, personal abuse, verbal abuse, personal injury, disease, property damage, harassment, intimidation, threats, harm, assault, humiliation or interference with the normal bodily functions of eating, sleeping, or bathroom functions by any other juvenile or staff person. They will be under the supervision and control of trained staff and/or trained volunteers only to ensure and protect personal safety.
4. Juveniles have the right not to be discriminated against because of race, religion, national origin, color, creed, sex or physical disability.
5. Juveniles have the right to participate in religious services and religious counseling on a voluntary basis, subject only to the limitation necessary to maintain order and security. They will have access to clergy, spiritual advisors, publications and related services which allow them to adhere to their religious practices.
6. Juveniles have the right to adequate living quarters, nutritious meals, proper bedding and clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
7. Juveniles have the right to appropriate medical and dental treatment.
8. Juveniles have the right to have regular visits with family and the right to send and receive mail. Juveniles also have a right to uncensored outgoing mail. Incoming mail will be checked by staff in their presence and any limitation imposed will be necessary to maintain order and security.
9. Juveniles have the right to participate in programs in the facility, subject to state and local laws concerning education.
10. Juveniles have the right to participate in both indoor and outdoor recreation.

11. Juveniles have the right to not participate in uncompensated work assignments outside the confines of the facility unless the work is related to housekeeping or maintenance of facility, community service work, or personal hygienic needs.
12. Juveniles have the right to report any problems or complaints they have while in the facility without any fear of punishment.
13. Juveniles have the right to appeal any disciplinary measure taken against them for the violations of a facility rule and have the right to have a response to the appeal in accordance with the appeal procedures.
14. Juveniles have the right not to be used as part of experiments and control. Except under the order of a physician, no stimulant, tranquilizer or psychotropic drug shall be administered for purposes of behavioral management and control. The use of juveniles for medical pharmaceutical or cosmetic experiments shall be prohibited.
15. Juveniles have the right not to be subjected to supervision and control by other residents.
16. Juveniles have the right to participate in available counseling programs.
17. Juveniles shall not be subjected to abuse or neglect as defined in Chapter 26, Texas Family Code. The following is a list of prohibited conducts:
 - A. Any act or failure to act performed knowingly, recklessly, or intentionally, including incitement to act, which may have caused physical injury or death to a juvenile resident.
 - B. Any act of inappropriate or excessive force of corporal punishment, regardless of whether the act results in an injury to a person served.
 - C. Any use of chemical or bodily restraints not in compliance with Federal and State laws and TYPC Standards.
 - D. Sexual activity among residents.
 - E. Any act or use of verbal or other communication including gestures to curse, vilify, or degrade a person served or threaten a juvenile resident with physical or emotional harm.
 - F. A negligent act or omission by any individual responsible for providing services in a facility rendering care or treatment which caused physical or emotional injury or death to a juvenile and includes an act or omission such as the failure to establish or carry out an appropriate

service based upon the needs of the child, the failure to provide adequate nutrition, clothing or health care and the failure to provide a safe environment for a juvenile served, including the failure to maintain adequate numbers of appropriately trained staff.

- G. Sexual activity, including sexual exploitation as defined in 161.131 of the Texas Health and Safety code and Sexual Assault as defined in 22.011 of the Texas Penal code, involving an employee, agent or contractor and a person served. Sexual activity includes but is not limited to inappropriate sexual contact including kissing, hugging, stroking, or fondling with sexual intent, oral sex or sexual intercourse, request or suggestion or encouragement by staff for performance of sex with the employee him/herself or with another person served.
- H. Coercive, manipulative, or otherwise exploitative pattern, practice, or scheme of conduct, which may include sexual contact, that can be reasonably construed as being for the purpose of sexual arousal or gratification or a juveniles sexual history within standard accepted practices.

Responsibilities:

Guidelines clearly establish expectations and require the acceptance of certain basic responsibilities.

1. Juveniles have the responsibility of following the rules, procedures, schedules and directions of staff while in the facility.
2. Juveniles have the responsibility of not discriminating against other juveniles or staff, or not using language or behavior in a manner which would imply prejudice or discrimination.
3. Juveniles have the responsibility of helping to clean and maintain living quarters.
4. Juveniles have the responsibility of asking for medical and dental care when they need it.
5. Juveniles have the responsibility of conducting themselves properly during visits, and of not accepting or passing contraband, and not violating any laws through the mail.
6. Juveniles have the responsibility of maintaining their clothes in a clean and odor free condition. It is also their responsibility to keep hair clean. Hair care services are available to them on a regular basis.

7. Juveniles have the responsibility of reporting any infringement of their rights to staff members of the facility.
8. Juveniles have the responsibility of following the grievance procedures in making any complaint and of reporting to facility supervisors any action taken against them by other juveniles or staff because of their complaint.
9. Juveniles have the responsibility of starting an appeal and using the appeal procedures for any disciplinary action they feel resulted in their being treated unfairly.

EXIT CONFERENCE/GRADUATION

Prior to discharge, every cadet will receive an exit conference. This conference may include the contact person from the home school, Boot Camp teacher, Juvenile Probation Officer, parent, cadet, casemanager and Drill Instructor. Issues addressed will be: academic performance, behavior, aftercare plan (including resources) and any other areas of concern. When the cadet and parent leave the Boot Camp following the exit conference, they will have in writing the after care plan, recommendations, certificate of completion and a contact person from the Boot Camp if further assistance is needed. The JPO will also receive a copy of this information in addition to any assessments that were completed during the cadet's stay. A cadet's graduation will follow the exit conference.

Follow-up will be conducted by Boot Camp staff in conjunction with Probation Officers, whether it may be a school visit, home visit, etc. If travel distance makes face to face contacts difficult, verbal or written contact will be made. Follow up will be conducted for a minimum of six (6) months. If further problems arise, the cadet's case will be re-evaluated and they may be returned to the program.

ADDRESS CHANGES

Parents, legal guardian, etc. who have a change in address, telephone number, or occupation should advise the Boot Camp staff immediately allowing this information to be corrected on their intake records. It is very important that all personal information is accurate.

ACCESSING THE INTAKE CASEMANAGER

The casemanager is available to offer community resources, answer questions and/or concerns, etc. A parent is welcome to schedule an appointment regarding these issues or any other problems that may arise. A casemanager may be reached by telephone at (903) 786-6326 or in writing 86 Dyess, Denison, Texas 75020.

ACCESSING THE TEACHERS

Parent/Teachers may be contacted to schedule a parent/teacher conference, Monday - Friday from 8:00 am - 9:00 am or 2:30 pm - 3:00pm.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of the Boot Camp Handbook and understand all the contents. I agree to abide by all these rules.

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Cadet

Date

Parent

Date

Intake Casemanager

Date

Witness

Date

GRIEVANCE PROCEDURE

Any Boot Camp cadet has the right to report a grievance in writing. A written grievance is submitted through the Drill Instructor to the Sergeant, Lieutenant, Captain and/or Director of Juvenile Services. The definition of a grievance is a real or imagined wrong; reason for being angry or annoyed (i.e, injustice, injury, etc.). Drill Instructors have twenty-four (24)

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hours to forward the cadet's grievance to the next level in the chain of command. The appropriate Boot Camp staff has three (3) working days to reply to the cadet in writing. If the cadet does not agree with the recommendation, they may resubmit the grievance in writing and request it be referred to the next in the chain of command. Cadets who desire to discuss their grievance in private may do so by writing "**CONFIDENTIAL**" on line 1 of the Grievance Form.

I have read and understand the grievance procedure.

Cadet Signature

Date

Intake Casemanager Signature

Date