

**Guilford County  
Juvenile Structured Day Program**

**POLICY**

**and**

**PROCEDURES**

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Jeffrey McInnis, Director  
25 August 2004

Guilford County Court Alternatives Department  
Juvenile Structured Day Program Division  
201 S. Greene St. – Lower Level  
336.641.5652 Ph.  
336.641.5653 Fax

(Revision Date: 25 Aug 2004)

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***PROGRAM OVERVIEW***

The Guilford County Juvenile Structured Day Program (JSDP) operates as a division of the Guilford County Court Alternatives Department – Guilford County Government. The Court Alternatives Director and Administrative Assistant serve as program chief administrator and fiscal officer, respectively. The department employs five employees to work on-location as follows: a program manager, three juvenile counselor technicians and an office specialist. All five employees are NC Certified Youth Service Officers, having met the requirements of the NC Criminal Justice Standards Commission and related NC General Statutes. Consultant staff are also available on-location, however, are not built into the regular staffing pattern, due to the nature of their involvement with the program.

The JSDP provides an array of comprehensive programming designed to meet the needs of sixth, seventh, eighth and select ninth graders who have been deemed by the Department of Juvenile Justice and/or the juvenile court to be undisciplined, intake-diverted or adjudicated delinquent (levels one and two) and eligible for “intermediate” sanction.

JSDP staff uses a behavior management system that tracks each juvenile’s participation in scheduled activities/events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and consultants to the program. The behavior management system is designed to reward and reinforce positive, appropriate conduct and participation, while providing a sanction for inadequate conduct and participation.

A wide range of education, counseling and life/social skills activities is offered in the program. Some activities are aimed at assisting each juvenile with his/her academic lesson(s) so they may continue to make academic progress; while other activities are designed to aid in constructive thinking, decision-making and the development of social responsibility. Time is allotted each day for program staff to talk with the juveniles about a wide range of issues important to adolescents. Each session requires serious thinking about current issues. Topics included are: drug and alcohol abuse, social responsibility, sexuality and dating, stress management and conflict resolution. By participating in these sessions, juveniles may improve their social and communication skills.

Via contractual agreement, the Guilford County Schools Administrative Unit is wholly responsible for the academic component of the JSDP and has assigned instructional and other support staff to work on-location accordingly. Instructional staff is NC Certified and adhere to the NC Standard Course of Study for middle and high school. Instructional staff also follows Federal guidelines, as pertaining to work with exceptional children who have an Individualized Education Plan (IEP). Course instruction for the middle school component is parallel to the course instruction provided in the mainstream public school.

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Course instruction for the ninth grade component is limited, due to limited resources as it relates to high school credit requirements. Ninth graders are able to earn up to three credits and must be able to work interdependently on technology-based assignment(s).

Consistent with public school procedure, instructional staff will evaluate each juvenile's academic progress by class work, quizzes, tests and participation. Interim reports and report cards are sent to the parent/guardian at fixed intervals. These reports address attendance, academic performance, program participation, behavior and feedback from staff. End-of Course and End-of Grade Tests are provided and required of all juveniles participating in the JSDP. Upon successful completion of the JSDP, juveniles' grades and attendance are transferred back to their home school with a recommendation from JSDP staff about promotion/retention.

Although the JSDP desires to extend an opportunity for participation to all juveniles within the targeted population previously indicated, limited resources and guidelines prohibit the program from doing so. As such, the following categories are inappropriate for referral: juveniles who are imminently dangerous to themselves and/or others; juveniles convicted of rape or murder; juveniles who have assaulted and inflicted serious bodily injury on a teacher, school official or government employee; juveniles who are actively psychotic; juveniles found to have committed certain sex offenses and/or sex offending behaviors.

Program administrator(s) reserve the right to refuse admission to any referral deemed inappropriate.

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***Hours of Operation:***

Monday – Thursday            7:30 a.m. until 5:30 p.m.  
Friday                            7:30 a.m. until 2:00 p.m. (5:00 p.m. for staff)

The JSDP operates year-round and maintains a strict reporting schedule. This is necessary to maintain the structure and order the program promotes. Juveniles shall report by 8:45 a.m. daily. Late arrivals SHALL NOT be admitted, unless prior arrangements were made in advance, explaining the juvenile's need for late arrival.

The JSDP will be closed during County approved holidays and, other times deemed necessary by the Court Alternatives Director, for staff training and department meetings.

***Attendance:***

**Daily attendance is required.** It is the parent/guardian's responsibility to notify the JSDP, if their juvenile will not be in attendance. If the juvenile does not arrive as scheduled, and the parent/guardian has not contacted the JSDP, JSDP staff shall call the parent/guardian to inform of the juvenile's late arrival/absence. Should the juvenile exit the JSDP without proper authorization, JSDP staff shall notify the parent/guardian. In both instances, the juvenile's court counselor will be provided written notice.

Juveniles requiring an early dismissal from the JSDP shall provide a note from the parent/guardian explaining the reason for the dismissal, including the date/time of dismissal and the individual's name responsible for dismissing the juvenile.

Excessive unexcused absences from the JSDP shall result in termination and the juvenile's case will be returned to the supervision of the court counselor with a recommendation for additional sanctioning by the juvenile court.

***Transportation:***

The parent/guardian is responsible for providing their juvenile's transportation, to and from the JSDP. The JSDP may be able to assist with transportation, only in cases wherein the parent/guardian does not have the means (e.g., personal vehicle, no other arrangements can be made). This applies to both High Point and Greensboro program participants.

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***Meals:***

The JSDP, in cooperation with the Guilford County Schools and the Juvenile Detention Center, provides a lunch meal for juvenile participants. Parents/guardians may elect, however, to have their juvenile bring their lunch from home; no refrigeration or microwaving will be allowed. Meals provided by the JSDP are approved by the Federal Child Nutrition Program.

***Inclement Weather:***

Juvenile participants of the JSDP shall follow the public inclement weather announcement(s) of the Guilford County Schools. County staff shall adhere to the public inclement weather announcement(s) of the County.

\*\*In the event of inclement weather, the JSDP may not be able to offer transportation assistance. In this case, the JSDP staff shall notify the parent/guardian of juveniles affected by this decision.

***Illness:***

JSDP staff will notify the parent/guardian of any juvenile complaining of being sick, under the weather or in poor health. The parent/guardian shall be requested to dismiss the juvenile from the JSDP. JSDP shall not provide and/or administer medications (such as Tylenol, Pepto-Bismol and so on) to juveniles reporting illness. JSDP shall administer authorized prescription medications (see medication section).

***Accidents:***

Minor first-aid will be provided. If more than first aid is required, the parent/guardian shall be notified to seek medical treatment for the juvenile. In the case of a medical emergency, EMS may be called and the juvenile may be transported to the nearest hospital for care. The parent/guardian shall be notified of the EMS transport and shall be requested to report to the hospital to assume supervision of their juvenile and to provide relevant medical insurance information.

***Dress Code:***

Juveniles shall wear appropriate clothing and are encouraged to dress appropriately for the season. The following are examples of clothing not acceptable (this is not an all-inclusive list):

- a. Bare midriff garments or tank tops/tees

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- b. See-through or other revealing clothing
- c. Hats while in the building
- d. \*Steel toe boots or shoes
- e. Clothing showing sex, violence, profanity, drugs, alcohol, demonic themes, occult themes and/or gang themes.
- f. Unhemmed sleeveless shirts or tattered dirty clothing
- g. Extremely tight fitting clothing
- h. Pants hanging below the waist
- i. \*Combs, picks or rollers in the hair
- j. Coats worn in the building
- k. \*Doo rags and/or head scarves  
\*may be considered as contraband

JSDP staff will attempt to substitute inappropriate clothing with department provided clothing, for the day, prior to contacting the parent/guardian for their correction.

JSDP staff shall adhere to the Court Alternatives Dress Code Policy.

***Safety:***

The JSDP promotes a safe and healthy environment where juveniles will learn and work on improving their behavior and other factors contributing to their referral to the program. All juveniles shall be responsible for themselves and others by practicing self-control and notifying JSDP staff of unsafe situations. Juveniles will be held accountable for their individual behavior and their contribution to any activity or occurrence in which they were directly/indirectly involved.

***Contraband: Security and Control***

The control of weapons and contraband is essential to the order and security of the JSDP. As such, random *frisk* searches of juveniles and *area* searches, including canine searches, are authorized. The JSDP search plan shall be fully explained to the juvenile and his/her parent/guardian during the Intake of the juvenile. Said plan shall be reviewed annually and updated as needed. JSDP staff shall confiscate potentially dangerous items, obvious weapons and other contraband and submit to the office of the Court Alternatives Director, or his designee, with a full report resulting in the confiscation. Confiscated items, with the exception of legal electronic devices (see page 12), shall not be returned to the juvenile or his/her parent/guardian.

Searches are done for the following reasons:

- a. To prevent the introduction of weapons or other dangerous contraband into the facility.
- b. To detect the manufacture of weapons, devices within the facility

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- c. To discover and suppress trafficking between staff and juveniles
- d. To check malicious waste or destruction of facility property
- e. To discover hazards to health or safety that may go unnoticed during routine inspections

*Contraband* – Any item that can be used as a weapon or fabricated into a weapon or used for the purpose of self-harm or to cause harm to others. This includes, but is not limited to, matches, alcohol, drugs, amounts of money greater than \$3.00, or any item that has not been specifically authorized by the program to be on the premises or within the facility.

*Frisk Search* - A frisk search is used when a juvenile first enters the facility and when returning from a trip outside the facility (e.g., court appearance, doctor's appointment). The juvenile should not be touched any more than is necessary to conduct a comprehensive search. A staff member of the same gender shall conduct frisk searches. After a frisk search, the Program Manager shall file a written report with the Court Alternatives Director, *only* if contraband was uncovered, describing the scope of the search, the results, and a list of any contraband.

When conducting a frisk search, the admitting staff member should do the following:

- a. Inform the juvenile of the frisk search
- b. Face the juvenile and have the juvenile place his/her feet apart and arms aside
- c. Check the juvenile's hair, ears, nose and mouth, including under the tongue
- d. Check the juvenile's shirt collar, sleeves, shoulders, and underarms (check bra bands and under breast area for females)
- e. Tuck thumb in waist band and, starting from the front zipper, slide it all the way around the waist
- f. Check outside of legs to ankle and inside legs to groin
- g. Have juvenile remove shoes and socks, if warranted
- h. Use the search wand over the entire body – head to toe.

*General Area Search* – Is a search of all areas of the facility, internal and external. This would include regular searches of all areas of the facility, including juvenile's possessions, all rooms, lockers, desks, books, and other areas deemed necessary by the Court Alternatives Director and/or his designee, in order to uncover contraband and prevent incidents from occurring. After a general area search, the Program Manager shall file a written report with the Court Alternatives Director describing the scope of the search, the results, and a list of any contraband.

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***Disposition of Contraband:***

All contraband confiscated during searches shall be turned over to the Program Manager. Two persons shall witness the transfer of contraband and a chain of evidence record shall be established. A report must be written describing the contraband and when and where it was found. This report shall be given to the Program Manager, who will sign and date the report and forward it, along with the contraband items, to the Court Alternatives Director. The Court Alternatives Director will either dispose of the contraband or forward it to the proper authority for appropriate action. JSDP staff shall document any incidents of juveniles in possession of contraband.

***Smoking:***

Juveniles are not permitted to smoke, or have in their possession, cigarettes or any other products/substance that can be smoked. Violations of this regulation may result in termination.

***Use of Alcohol/Drugs:***

Should a juvenile report to the JSDP under the influence of alcohol or drugs, the parent/guardian and the juvenile's court counselor will be notified and the juvenile will be suspended from the program. Before the juvenile is allowed to return to the JSDP, a conference will be held with the juvenile, his/her parent/guardian, appropriate staff, and the court counselor, to evaluate the juvenile's continued stay in the program.

Possessing, using, transmitting, selling or purchasing alcohol and/or drugs is illegal and the JSDP has an "absolute zero tolerance" policy in addressing this type of occurrence. If the juvenile is found to be guilty of any of the acts previously stated, he/she shall immediately be terminated from the JSDP and is ineligible for readmission.

The Program Manager may seek approval from the Court Alternatives Director to contact the Greensboro Police Department for assistance and arrest, if applicable.

***Medication:***

In as much as possible, prescription medications should be administered at home. If it is necessary for medications to be administered during program hours, the parent/guardian is required to complete and submit a Medical Consent Form. The parent/guardian shall

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also be responsible for delivering the medication to the Program Manager. JSDP staff shall not administer any medication brought to the program by a juvenile; neither, will JSDP staff administer any medication that is not in a prescription container with the proper identifying information on the container.

***Money and Valuables:***

Juveniles should not bring amounts of money greater than \$3.00 or valuables to the JSDP. If lost or stolen, the JSDP shall not be responsible for replacement.

***Radios, Pagers, Cell Phones:***

Listening devices (radios, walkmans, pagers, two-ways, palm pilots, cell phones, etc) shall not be permitted in the JSDP. These items will be confiscated as contraband, if seen or heard. If confiscated, the device may be returned to the parent/guardian of the juvenile, upon the juvenile's discharge from the JSDP.

***Telephone:***

JSDP telephones are for business purposes only. Juveniles shall not be permitted to use the telephone, except in cases of emergency and with approval from JSDP staff.

***Respect (Others/Property):***

Juveniles shall treat staff, consultants, and peers with respect, at all times, without threatening, frightening, or disturbing them. Unacceptable behaviors would include, but are not limited to:

- a. Destruction of property
- b. Physical aggression
- c. Possession of contraband
- d. Harm to others or self
- e. Theft
- f. Inappropriate touching between persons
- g. Collusion (ganging) to break the rules
- h. Behavior which negatively and significantly disrupts the group

Juveniles shall use equipment and supplies correctly and carefully. Juveniles shall also do their part in keeping the work areas neat and clean. Property belonging to the program, and all others, shall be treated with respect and care. The juvenile and his/her parent/guardian shall be held financially responsible for property damage caused by the

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juvenile. This would include county property and/or personal property belonging to staff, consultants or other juveniles.

***Sexual Harassment:***

The JSDP is committed to providing an environment for juveniles and staff that is free of sexual harassment. If a juvenile is aware of sexual harassment, by another juvenile or staff member, the juvenile is encouraged to report the occurrence, as soon as possible. All reports will be fully reviewed and appropriate action taken.

***Behavior Management System:***

JSDP uses a behavior management system that tracks each juvenile's participation in scheduled activities/events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and consultants to the program. The behavior management system is designed to reward and reinforce positive, appropriate conduct and participation, while providing a sanction for inadequate conduct and participation.

Juveniles are expected to be on time for all activities and to participate in all programming.

***Behavioral Consequences:***

In as much as possible, juvenile misbehavior shall be handled by warning and counseling the juvenile in a manner that is educational and positive. Until this option has been tried, other options such as activity restriction, group restriction, suspension, restraint, or other shall not be used.

JSDP direct-care staff shall adhere to the Restraint, Control, Defense, Tactics (RCDT), as approved by the North Carolina Department of Juvenile Justice and Delinquency Prevention, and according to their certification as Youth Service Officers. RCDT shall be explained to the parent/guardian during the Intake of the juvenile and an Informed Consent Form signed. This consent must be given in order for the juvenile to participate in the JSDP.

The JSDP promotes and adheres to progressive discipline practices.

***Visitors:***

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Visitors shall not be permitted access, unless approved by the Court Alternatives Director or his designee. Violators of this policy will be subject to prosecution as trespassers. Juveniles should refrain from inviting guests to the JSDP.

***Other:***

Incidents and/or situations may arise which are not covered in the policy/procedures manual. When such incidents/situations do arise, JSDP staff will consult with the Court Alternatives Director and make a reasonable decision concerning the matter.

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