The RYDC Behavior Management System is based on standard behavior modification principles and designed as a tool to help manage the behaviors of youth. Each RYDC must have standard elements in their behavior management system (as described below), but may also be creative in how they implement the system for optimal results (i.e., decreased youth on youth physical altercations and physical intervention techniques).

Each RYDC will have the following elements in their behavior management system:

**TOKEN ECONOMY**

Each RYDC will implement a token economy with a point card to record the points earned, points spent, and penalties. The point card will be used to establish a baseline for the frequency of misbehavior so that more specific interventions such as behavioral contracts (see page 5) can be initiated when necessary. Points and levels will transfer from one RYDC to the next. Partial points can be awarded to a youth when his/her behavior is approximately the desired behavior. A permanent log will be kept for each youth to record progress on the behavior management system and to create a baseline to note improved behavior. A youth must have a point card and not be in room confinement to earn points.

**EARNING POINTS**

The staff member leading an activity may award the youth all, some, or none of the points for that activity. All of the points will be awarded when the youth fully participates in the activity. Partial points will be awarded when the youth’s behavior approximates the desired behavior. No points will be awarded if the youth does not participate in the activity.

Points may be earned for demonstrating expected behavior in several program areas:
- Wake Up activities: 0 – 3 points
- Room Clean Up: 0 – 3 points
- Breakfast Behavior: 0 – 3 points
- School Behavior: 0 – 3 points (per class hour)
- Recreation/Leisure Time: 0 – 5 points
- Lunch Behavior: 0 – 3 points
- Dinner Behavior: 0 – 3 points
- Line up (day): 0 – 3 points
- Line up (night): 0 – 3 points
- Bedtime Behavior: 0 – 3 points
- Cooperation-day: 0 – 3 points
- Extra Duty: 0 – 5 points per hour *(Gold and Green Cards are the first choice to earn duty points)*
## BEHAVIORAL EXPECTATIONS

**Wake up: 0 – 3 points**
- Gets up when called
- Dresses appropriately
- Brushes teeth
- Washes face
- Combs hair
- Keeps up with the group

**Room Clean Up: 0 – 3 points**
- Bed is organized properly until bedtime
- Floor is swept and mopped daily
- Nothing is on the floor
- Only authorized items in room
- Toilet and sink cleaned
- All surfaces clean

**School Periods: 0 – 5 points per class**
- Follows school rules
- Does not disturb others
- Uses materials or equipment appropriately
- Does not take any item from the school without permission
- Makes effort to complete assigned work

**Recreation/Leisure Time: 0 – 5 points**
- Participates in the activity as instructed, unless excused by medical staff
- Obeys rules of the game

**Meal periods: 0 – 3 points per meal**
* (breakfast, lunch, dinner: 0-3 pts each)
- Receives food with a “thank you"
- Eats at assigned table
- Controls talking
- Does not swap/trade food
- Follows directions for service or seconds
- Keeps hand and feet to self

**Line Movement: 0 – 3 points twice per day**
* (Day 0-3 pts and Evening 0-3 pts)
- Lines up promptly without correction
- Quiet during headcount
- Does not lean on walls or fences
- Keeps hands and feet to self
- Does not talk in line
- Moves between areas only with escort
- Keeps hands behind back and faces forward at all times (if required by facility practice)

**Shower Time: 0 – 3 points**
- Keeps hands/feet and comments to self
- Does not horseplay
- Follows directions
- Showers in 5 minutes then dresses promptly
- Does not leave personal items, towels, etc. in shower room
- Remains covered when outside the shower room

**Bedtime: 0 – 3 points**
- Knows his/her correct bedtime and observes it
- Completes necessary tasks prior to bedtime
- Remains quiet and orderly and does not disturb others while in his/her room

**Cooperation: 0 – 3 points**
* (Day 0-3 pts and Evening 0-3 pts)
- Addresses staff with “Mr., Ms., Sir or Ma’am”
- Cooperative and participates in activities
- Does not disrupt volunteer activities or other programming when attending
- Follows staff directions and does not engage in loud or unruly behavior
- Respectful
- Does not disrupt activities

**Extra Duty: 0 – 5 points per hour**
- Completes the work assignment in a cooperative manner and follows instruction
- Does not waste time
LEVEL REQUIREMENTS

- Each level will have an increase in privileges and a different bedtime. (Bedtimes will be posted on all living units and in the daily schedule.)
- A lost card or refusal to give staff a point card will result in no points being earned and no reward incentives for 24 hours.
- At a minimum, room confinement as the result of a disciplinary hearing for a Class B rule violation will result in the loss of one level. (See Appendix A for rule violation classes)
- More fines or restrictions than permitted or a Class B rule violation will result in the loss of one level. (See Appendix A for rule violation classes)
- A Class C rule violation will result in a return to a White Card. (See Appendix A for rule violation classes)

**Level One -- White Card**

A White Card will be issued at admission, with 100 points (unless the youth is being transferred from another RYDC).

A youth must meet the following criteria to move to Pink Card:
- Must have earned a minimum of 175 points *that week* (regardless of points spent)
- No more than 4 restrictions or fines, or a combination of both equaling 4
- No room restriction via disciplinary room confinement
- No Class B or C rule violations
- Admitted to the facility no later than Noon on Monday

**Level Two -- Pink Card**

A youth must meet the following criteria to move to Green Card:
- Must have earned a minimum of 175 points *that week* (regardless of points spent)
- No more than 3 restrictions or fines, or a combination of both equaling 3
- No room restriction via disciplinary room confinement
- No Class B or C rule violations

**Level Three -- Green Card**

A youth must meet the following criteria to move to Gold Card:
- Must have earned a minimum of 175 points *that week* (regardless of points spent)
- No more than 2 restrictions or fines, or a combination of both equaling 2
- No room restriction via disciplinary room confinement
- No Class B or C rule violations
- Recommendation of 3 security staff members and the recommendation of the lead teacher (with input from all of the youth’s teachers).

**Level Four -- Gold Card**

A youth will remain on the Gold Card by meeting the following requirements:
- Must have earned a minimum of 175 points *that week* (regardless of points spent)
- No more than 2 restrictions or fines, or a combination of both equaling two
- No room restriction via disciplinary room confinement
- No Class B or C rule violations
STANDARD REWARDS

Each RYDC will identify standard rewards for each level with each level having a minimum requirement for rewards. Each facility will provide adequate resources for rewards and programming that appeal to the population.

Each facility will develop a list of reward options for youth to choose from.

_White Card level youth can choose a minimum of 4 rewards each week._

_Pink Card level youth can choose a minimum of five 5 rewards each week._

_Green Card level youth can choose a minimum of 7 rewards each week._

_Gold Card level youth can choose a minimum of 9 rewards each week._

General Guidelines:

- The facility Director will ensure the facility has an adequate supply of rewards to accommodate youth at the facility.
- Each level in the behavior management system will have scheduled daily and weekly rewards.
  - Pink, green and gold card levels will have rewards that are exclusive to these levels.
  - Green and gold card levels will have rewards that are exclusive to these levels.
  - Gold card levels will have rewards that are exclusive to this level.
- Standard rewards should include a mix of equipment and age appropriate games for each level. The equipment and games should provide a variety of recreational opportunities for group and individual participation.
- Rewards will range from 25 to 200 points, depending on the reward.
- There will be no points charged for playing board games, reading magazines or books, or watching television.
- The staff overseeing the behavior management system will check the accuracy of points given and spent at least weekly.
- Youth will not be able to get any rewards or use any type of reward (games, store, special activities, etc.) for that week if they have not attended school every school day for that week.
**PENALTIES**

Penalties are negative reinforcement designed to reduce the frequency of misbehavior when rewards do not produce the desired behavior.

Before a penalty is given, youth will be given an explanation of the misbehavior and given a chance to explain his/her behavior. An explanation or excuse by the youth does not mean that the sanction will be removed.

The following types of penalties will be used:

- **Verbal Correction** is a notice to the youth in a firm assertive manner that his/her behavior is not appropriate and a directive as to what the staff specifically wants him/her to do. There is no loss of points for a verbal correction. Verbal corrections are done on an individual basis.

- **Restriction** follows a verbal correction in most cases and is a written correction noted on the youth’s card. It results from the youth ignoring the verbal correction or for failure to correct behavior after being given a verbal correction. A restriction results in no points earned for that hour of activity.

- **Fines** are penalties given for deliberate defiance of a rule or expected behavior or failure to correct behavior after a restriction is given. A fine will result in 25 points being deducted from the point card.

- **Rebates** are refunds of fines when a behavior is corrected. Only the staff who issued the fine may issue a rebate. Rebates must be issued within 48 hours. All or part of the fined points may be rebated.

**APPEALS**

Restrictions and fines are not grievable.

Youth may appeal restrictions, fines, and other matters related to the behavior management system to the staff assigned to hear appeals regarding the behavior management system.

Youth will use the Behavior Management System Appeals Form (Appendix B) to appeal matters related to the behavior management system. These forms will be readily available at the location of grievance forms.

The staff assigned to hear appeals regarding the behavior management system has the last say over disagreements regarding point calculation, advancement, and fines.

Youth may file a grievance regarding bias treatment from staff, particularly prejudice against them based on race, color, national origin, or religion.
BEHAVIOR CONTRACTS

When a youth has a negative point card balance or more than 4 restrictions/fines, an appointment with the counselor or SSPII will be scheduled within 24 hours to develop a behavior contract to aid the youth in earning his/her way back to a positive point card balance. The restrictions/fines will not be removed from the point card when the behavior contract is finished.

The counselor or SSPII will contract with the youth to complete a psycho-educational assignment, write a report, or write 100 sentences in order to learn better ways to deal with conflict, anger, authority, etc.

While completing the requirements of the behavior contract, the youth will not have a point card. After the youth completes the contracted assignment, he/she will return to zero points on a White Card and may begin earning points.

The youth can use free time to meet behavior contract requirements. He/she must not miss school to complete the contract, nor will the youth be denied any rights to complete the contract.

Youth who are not successful in completing the requirements of a behavior contract within one week will be referred for consideration for a Special Management Plan.
PROGRAM RULES

1. Each RYDC will have rules that are clear and emphasize the youths' rights, responsibilities and consequences for rule violations. Rules will be printed in the Student Handbook and posted in areas readily accessible to youth.

2. Consequences or penalties will be directly related to the seriousness of the inappropriate behavior.

3. Youth should understand what behavior is a rule violation. (See DJJ 16.5, Disciplinary Reports and Hearings)

4. Privilege suspension must not include the loss of meals, clothing, sleep, health care services, school, exercise, and correspondence privileges. Contact with parents, guardians, or attorneys must not be denied.

5. Youth will not be permitted to discipline other youth.

6. Before a penalty is given, youth will be given an explanation of the misbehavior and given a chance to explain his/her behavior. An explanation or excuse by the youth does not mean that the sanction will be removed.

7. Youth who are unresponsive to penalties as outlined in this program plan and continue to violate rules will have a disciplinary report written. (See DJJ 16.5, Disciplinary Reports and Hearings) Youth may have a total of up to 50 points and a card level reduced as a sanction after a disciplinary hearing.

8. At a minimum, room confinement as the result of a disciplinary hearing for a Class B rule violation will result in the loss of one level. At a minimum, room confinement as the result of a disciplinary hearing for a Class C rule violation will result in a return to White Card. (See Appendix A for rule violation classes)

9. Each RYDC will have written guidelines for staff that specify behaviors that may be handled informally and how the behavior will be handled informally.

10. Room restriction for minor misbehavior will be considered a cooling off period that will not exceed 59 minutes. Youth will be removed from the cooling off period as soon as the youth demonstrates compliance with the rules. (See DJJ 16.3, Cooling Off)

11. Youth will be eligible to progress from one level to another level every Thursday. The staff member overseeing the behavior management system will issue new point cards every Thursday, based on youth demonstrating the behavior requirements for each level. (Youth must be admitted by Noon on Monday to advance to Pink Card on Thursday.) Point cards will only be issued on Thursdays, but youth may be restricted from an activity based on fines and restrictions issued prior to the activity, even if the card has not yet been dropped.

12. Youth who escape or attempt to escape from a secure facility can only attain Gold Card status at the discretion of the facility Director.

13. Youths who transfer from one RYDC to another will remain on the same level with the same number of points.
LOCAL OPERATING PROCEDURES

Each facility must have local operating procedures for DJJ 16.1, Youth Behavior Management that describes the behavior management system. The local operating procedure must include the following elements:

- The staff (by title) who will oversee the behavior management system, and their duties. The back-up staff member (by title) who will oversee the behavior management system
- The log that is to be used to track youth progress through the system
- The staff (by title) who is responsible for issuing the cards, including how cards will be issued for new admissions
- The point cards to be used for each level
- How restrictions will be noted on the point card
- How fines will be noted on the point card
- How rebates will be noted on the point card
- The staff member (by title) who will hear appeals regarding the point system, how appeals will be heard, and use of the standard DJJ Behavior Management Appeals Form
- Privileges and bed time for each level. (This local operating procedure must match the local operating procedure for DJJ 18.1, Program Activity Schedule where the facility’s daily schedule is located.)
- Location where facility rules, privileges, rewards and daily schedule are posted
- How behavior contracts will be used, what assignments will be given, the staff member (by title) will monitor when a behavior contract is required and ensure that it is done within 24 hours
- How staff document recommendations for Gold Card level
- Daily rewards for each level, including the number of points required for each reward
- Weekly rewards for each level, including the number of points required for each reward
- How points are deducted when rewards are received
- The staff member (by title) responsible for ensuring daily rewards are offered and points are deducted
- The staff member (by title) responsible for ensuring weekly rewards are offered and points are deducted
- The staff member (by title) responsible for checking the accuracy of points given and spent at least weekly
- Behaviors that may be handled informally and how the behavior will be handled informally.
RULE VIOLATION CLASSES

Class A: May issue a fine or restriction for these violations. The youth will be eligible to progress to the next card level that week.
   • Property violation
   • Nuisance contraband
   • Horseplay
   • Gang related gestures, signs and writings
   • Intentionally throwing/propelling an item
   • Refusal to obey
   • Altering appearance
   • Verbally or non-verbally threatening staff or other youth
   • Lying / willful deceit
   • Disrespect / profanity
   • Exchanging food
   • Littering

Class B: The youth will not be eligible to progress to the next card level that week. The card level will be dropped at least one level after a guilty finding in a disciplinary hearing.
   • Dangerous / illegal contraband
   • Safety violation
   • Bullying
   • Harassment
   • Gang-related activity that includes threats and/or intimidation
   • Unauthorized presence
   • Youth on youth physical altercation
   • Youth on staff physical altercation
   • Inappropriate sexual behavior
   • Obstruction of staff
   • Continued refusal to obey
   • Verbally or non-verbally threatening to do staff or other youth with the intent to do serious bodily harm
   • Careless / reckless operation of tools, machines, equipment
   • Improper use of medication
   • Violation of victim’s rights

Class C: The youth will be dropped back to a white card level after a guilty finding in a disciplinary hearing.
   • Aiding an escape or attempted escape
   • Escape or attempted escape
   • Riot or other major group disturbance
   • Youth on youth sexual act
   • Youth on youth abusive sexual contact
BEHAVIOR MANAGEMENT APPEALS FORMS
(DO NOT USE THIS FORM TO FILE A GRIEVANCE)

Youth's Name: ________________________________  Unit/Cottage/Room: ____________________
Nombre                                                                                   Unidad/Cabaña/Cuarto

What is the complaint? ¿Cual es su querella?

How do you want the problem corrected? ¿Como usas quiere que se corrija el problema?

Response:

Staff Signature: _______________________________  Date: _______________  Time: _______________

Youth Notification:

YES  NO
☐ ☐ Are you satisfied with the decision? ¿Esta usted satisfecho con la decision?

Comments:

Youth's Signature: _______________________________  Date: _______________  Time: _______________