

**Northwest Wyoming Board of  
Cooperative Educational Services**

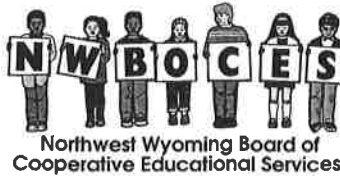
***Big Horn Basin Children's Center***

***Parent Handbook***  
***2016-2017***

***P. O. Box 112***  
***250 E. Arapahoe***  
***Thermopolis, Wyoming 82443***

***307-864-2171/2100***  
***1-800-928-2171***  
***307-864-9463 Fax***

***[nwboces@rtconnect.net](mailto:nwboces@rtconnect.net)***  
***<http://www.nwboces.com>***



Dear Parents/Guardians, DFS Caseworkers, and School District Caseworkers,

When your child/student is placed at NW BOCES for educational and treatment services, an Individualized Education Plan (IEP) is developed which you and all members of the student's IEP team will develop and sign. Within the plan the team will identify educational and treatment goals. The NW BOCES behavior management plan is also incorporated into the IEP. Through placement and IEP development it is expected that team members will work together to accomplish the goals as written and encouragement for the child to work through the NW BOCES level system to better ensure a successful transition.

NW BOCES staff will incorporate district IEP goals into the educational and treatment plan for each youth.

Prior to placement, parents and caseworkers will receive copies of the behavior management program. Copies of Level System attached included in the parent handbook. Further information is available on the website: [www.nwboces.com](http://www.nwboces.com).

Within the plan the team incorporates parent counseling/training as a necessary part of the child's treatment program. Under the federal Every Student Succeeds Act (ESSA), parent counseling/training is recognized as a related service designed to assist parents to support the child's IEP and carry out the successful strategies when the child returns home. We feel that this is a necessary part of your child's program and that it is essential to the success of our program and ultimately your child's transition home.

We encourage parents to attend sessions as scheduled with the therapist. Travel expenses may be available from your child's district when the service is written into the IEP or Department of Family Services may be able to secure funds for your travel expenses. We are available for parents and/or caseworkers calls regarding student progress. Monthly staff reports will also be sent to family members and all agencies involved.

It is expected that your child will work through the NW BOCES program as written. Should the parent, school district, or family services caseworker determine that they desire a child to leave before completing the evaluation period or the level system and an adequate transition process is accomplished, an IEP meeting will be required so that team members concerns, suggestions, advice, and planning can be accomplished.

We look forward to working with you in the successful evaluation, education, and therapy for your child.

Sincerely,

A handwritten signature in black ink that reads "Carolyn Conner". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Carolyn Conner  
Administrative Director

## A.

# ED PROGRAM FAMILY VISIT GUIDELINES

Philosophy: When a child is enrolled in the NW BOCES Residential Program, the orientation period is critical for learning the program and building trust. Scheduling and limiting family contact, particularly at Pre-Level and Level I, not only assists in focusing on learning the program and trust building; it also helps the child to work through separation issues. Excessive phone calls may increase homesickness and cause behavioral issues, depending on the child. Preventing behavioral issues following family contact sets the child and family up for success when they are together. When parents are supportive of NW BOCES, the child is more willing to learn and trust the staff and program. Scheduled and monitored phone calls and visits continue as the child progresses through the level/step system to assist the child in conversational skills and to assist the family in following the NW BOCES program when needed. NW BOCES staff are provided for support and assistance in helping the parents learn the program components that will be useful when their child transitions home. Therefore, keep in mind staff availability is important when scheduling calls and visits. Consideration of DFS recommendations (for court ordered youth) is required with individual children at times, as well as, the child's age and family situation. Positive interactions and positive behaviors are the desired outcome.

1. Family members must call the Administrative Director or the Residential Supervisor @ 864-2171 to arrange visits. Visits cannot be guaranteed if not @ least three days in advance. As a courtesy please call early. Due to staffing and space availability preference will be given to those who call first.
  2. The family must indicate who is coming as space limitations may be a factor, as well as privacy issues of other students. No more than two visitors are recommended.
  3. Length of visits are determined by the team on an individual basis, regardless of level/step status. For example, when a family travels a significant distance to visit for a weekend, they may be allotted three one-hour visits--one hour Sat. afternoon, one hour Saturday evening and one hour Sunday morning.
    - a. Visits for students placed for assessments will be individualized.
    - b. Level I two times per month.
    - c. Level II visits are weekly.
    - d. Level III visits are individualized.
    - e. Level IV visits are individualized.
    - f. Pre-Level I one time per month.
  4. NW BOCES staff are not responsible for babysitting siblings. Parents are responsible for siblings of students. It is recommended siblings be encouraged to follow school and cottage rules for safety of those we serve.
  5. Student must be accompanied by a staff member on all campus and off-campus outings until the transition phase of Level III/color Green. The role of the staff person is to model the behavior management techniques implemented in the program. This provides consistency, security and training for both the student and family.

Students may only go on prearranged and earned outings planned one week in advance.
  6. Phone calls: All calls will be monitored with a speaker phone
    - Pre-Level I & I One time per week up to 15 min.
    - Level II One time per week up to 15 min. from parent/guardian and one time per week up to 15 min. from approved relative.
    - Level III Receive and make up to 30 min. calls as approved by staff.
    - Level IV Individualized. (Phone cards are suggested for Lev. III & IV & Step Green.)
- ❖ Individualized plans as therapeutically beneficial for students placed for treatment or assessment.

## FACT SHEET

Dear Parents,

The following are answers to some questions you may have about your child's placement at NW BOCES/Big Horn Basin Children's Center:



**1. *Is there a specific day and time to telephone my child?***

We encourage parents to set a day(s) of the week and time(s) that is convenient for them as well as working with your child's school and residential schedules.

**2. *Is there an 800 number for parents to use to:***

- a. Call my child? Yes, at the school but not at the residences. The number is 1-800-928-2171. School hours are 8AM-3PM. The school office is open 7AM-5PM.
- b. Call the facility? Yes, again at the school but not at the residences. The residential numbers are:  
Cottage A – 307-864-2966  
Cottage B – 307-864-5767  
Residential Supervisor, Matt Ivie 307-921-0012 Monday through Friday noon-8PM

**3. *Can my child call me whenever he/she wishes?***

The number of calls home per week is dependent upon the student's status. Telephone privileges are listed in the Parent Handbook. Students are not allowed to call home unless the parent also gives permission.

All telephone calls are supervised by a staff person for therapeutic reasons. Staff have a call guide to assist students in communicating with family members. Calls are monitored to help the student and child have a conversation, provide support for the child and the parent, and to answer or find answers to questions parents may have.

**4. *Is there a contact person for me to call to obtain information about my child? What number should I use?***

Parents are encouraged to call Carolyn (Director) or Matt (Residential Supervisor) to arrange visits with your child. Concerns, the status of your child, and program questions should be addressed to Carolyn. You may also contact your child's teacher (Susan, Leigh, Shawna), Sunday (Behavior Specialist), Dawn (Nurse), or you may email.

School 1-800-928-2171 or 307-864-2171

Carolyn Conner, Administrative Director

Dawn Davis, Nurse Supervisor

Sunday Taylor, Behavioral Specialist;

Susan Nichols, Shawna Bradshaw, & Leigh Anna Dobbins Classroom Teachers

Carrie Ryan, Adaptive Physical Education, Health, Art, & Music Teacher

E-mail: [nwboces@rtconnect.net](mailto:nwboces@rtconnect.net)

- 5. *What should I send with my child in the way of clothing and supplies? Are there any restrictions with regard to amount or type of personal belongings?***



A suggested inventory list is included in the admission packet. This includes type and amount of clothing as well as suggestions for limiting of personal items. Should you have further questions about this please feel free to call.

Students should be neat, clean, and modestly dressed at school, residence, and off campus activities.

Similar guidelines of public school clothing for students apply. The staff retain the authority for the final decision of what is not appropriate.



- 6. *How many children will be living at the facility with my child?***

The average number of youth at NW BOCES is 12-17 students. Usually there are no more than six students per classroom. Each residence houses six students with each having their own bedroom and bathroom facilities at this time. The school and cottage have an entry and exit egress door lock system for the safety of the students. The cottages also have a camera system to audio and video record staff and student in all areas except their bedroom and bathrooms.

- 7. *Do the residents live in a dorm? Cottages? Cabins?***

The NW BOCES residences are called “cottages”. The facilities are very nice with 3 bedrooms and 3 bathrooms on each side of the cottage, a living room on each side and a central kitchen and dining room area. The space is open, colorful and nicely furnished.

**8. *What type of recreation will be available to my child?***

There are many opportunities for recreational activities on campus, in the Thermopolis community, and for out of town field trips. All activities/outings are based upon the child's status. The local school district and community are wonderful in including our youth in local events. Some of our students' favorite activities are: swimming in the hot mineral pools, miniature golf, the dinosaur museum, eating at local restaurants, visiting the Safari Club, playing in the State Park, picnicking, hiking, and participating with the local youth recreational leagues.

**9. *Am I allowed to visit my child? Is there a special day of the week and/or time?***

You may visit your child on a scheduled basis, which is dependent on the child's status, individual circumstances, and court orders. We encourage the parents to participate in the program and visits are a part of this. Visits are planned in advance for the needs of the family as well as the educational, assessment, and treatment program schedules. Family training opportunities are included with visits and special family group sessions are scheduled routinely.

**10. *Will my child be allowed to come home for visits?***

This is also an area that is dependent upon the child's status. Visits home will begin with day passes and then advance to longer visits as a part of the transition home plan.

**11. *Will my child attend public school? If not, where will he/she go to school?***

Generally our students do not attend public school. Once their behaviors are appropriate for public school they are transitioning home. However, we have had situations of need for the child to attend a public school system and Hot Springs County School District works very positively with us.



**12. *What address shall I use to send my child mail?***

The mailing address is: NW BOCES, PO Box 112, Thermopolis, WY 82443

For letters or packages sent via US Postal Service

The physical address for packages is: NW BOCES, 250 E. Arapahoe, Thermopolis, WY 82443

For packages sent via UPS or FedEx

**13. *Will facility personnel read my letters and/or open packages?***

A specific staff person reads all incoming student mail and inventories packages received by students. If gifts are sent, please do not send them wrapped, as they will be unwrapped for inventory. Please include gift wrap in the package and a staff member will wrap the gift(s) for you.

**14. Are there limits as to what I can send my child (i.e. treats, gifts)?**



We encourage parents to write frequently. Of course packages and gifts are important for the youth as well. They truly look forward to having mail. Please refer to the inventory list or call staff regarding any specifications in this area. The students are generally not allowed chocolate or other sweets. We ask that you not send expensive gifts or gifts that could be used as weapons.

**15. What type of meals will my student have?**

NW BOCES follows the school nutrition guidelines. Students are provided three nutritious meals daily as well as a morning, afternoon, and evening snack.

**16. Will my child be given stamps to send letters to me?**

NW BOCES will provide all postage necessary for mailing letters and special items made for parents.

Students may also email parents according to their status and with appropriate use of the computer/privilege.

**17. What do the various abbreviations mean?**

DBR---Daily Behavior Rating  
STO---Sitting Time Out  
ETO---Environmental Time Out  
R---Restraint  
SW---Safety Watch  
TI---Teaching Interaction

**18. What are the basic behavior modification techniques?**

Positive reinforcement, choices, token economy system, and motivators/incentives, and natural consequences. Punishment is not allowed at NW BOCES

**19. How will I receive updates?**

Weekly psychological reports  
Monthly staffing reports  
Monthly Treatment Plan and Discharge Plan  
Quarterly IEP progress reports and report cards  
Calls, emails, and meetings as requested  
MDT meetings as scheduled  
IEP meetings at least annually



MEMBER COUNTIES  
Big Horn • Converse • Fremont  
Hot Springs • Park • Washokie

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307-864-2171 • 307-864-9463 FAX • e-mail: [nwboces@rtconnect.net](mailto:nwboces@rtconnect.net)

Dear Parents/Guardian,

NW BOCES qualifies for Title I funding. To receive this funding it is required that certain teachers and paraprofessionals meet requirements that qualify them as "highly qualified". Special education and related services must be delivered to students by highly qualified personnel.

This public notice is verification that our school met the requirements.

- All teachers are highly qualified.
- All paraeducators are highly qualified
- All related service providers meet the state's certification, licensing or registration requirements.

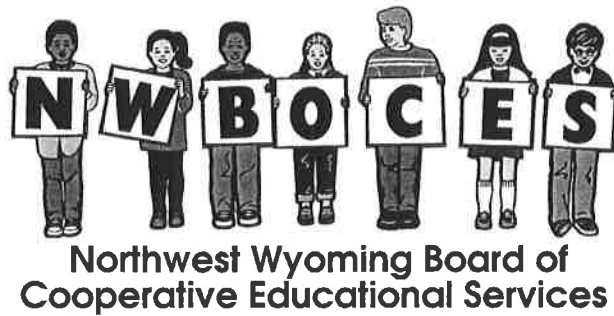
Copies of this verification are maintained at the NW BOCES school office and upon request will be made available.

Sincerely,

Carolyn Conner  
Administrative Director

Revised 3/1/2016





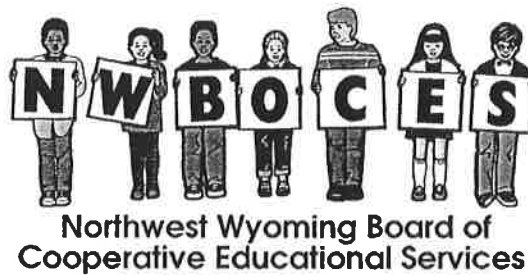
## **Parent Visits & Responsibilities of the Parent**

1. Unless contraindicated, parents are encouraged to actively participate in program with weekly calls, bi-monthly visits and attendance at parent trainings. Parent/family involvement is directly related to student success.
2. Due to confidentiality we cannot discuss the other students' programs or other personal information with you. Please understand when staff explains that they cannot discuss an area with you. We may also need to ask you to leave the classroom area or main cottage area if your visit seems to be distracting another child or if a behavioral or other problem is occurring. Your visit with your child may then be moved to a more private area.
3. We encourage all parents to visit according to the schedule which was included in your information packet. Your visits will optimize programming for your child. The sharing of information back and forth between staff and parents is very beneficial. The staff may ask you to interact and participate in classroom activities/lessons for the day.
4. Visits to the school or cottage are to be scheduled in advance. This allows for staff, counselors, and/or therapists to be available for your visit. Scheduling in advance will give the family information relative to the schedule for that particular day and whether it would be an optimal time to visit. Visits are to be scheduled through the Administrative Director or Residential Supervisor.
5. Visits are supervised when a student is on Level I, II, and III/Steps Red, Yellow, and Blue until they progress to the unsupervised phase of the transition plan. The supervision of visits occurs to set the student and family up for success. The staff person is present to support the child and the parent. Staff will model the program for the parent allowing the parent to take the primary role unless staff assistance is needed in order to follow the NW BOCES rules.
6. The family or guardian should indicate who is coming with them. For any students who are court ordered DFS will provide NW BOCES with an approved visitor list. For district placed students this will be provided by the parent/guardian. Space limitations in the classroom as well as privacy issues for other students restrict actual classroom visits. Arrangements will be made for the visit to occur in

another room within the school. Siblings of the students are the parent's responsibility and thus should not be left unsupervised.

7. A reminder that all mail, e-mail, and telephone calls to the student will be monitored.
8. Many of the students are on diet restrictions and all are restricted from caffeine, chocolate and high sugar content foods. Per Department of Health guidelines, we cannot serve the students food items prepared at home. Thus, please do not send or bring in food items.
9. Parents/guardians are responsible for providing all the student's clothing and personal care item needs. Staff will keep you informed of these needs.
10. Parents/guardians are responsible for all the medical costs for their child. This includes doctor appointments, lab work, prescriptions, and other medical costs that the child may incur. Payment may be made through insurance, Title XIX (Medicaid), or personal payment.
11. Parents/guardians should contribute \$25-\$50 toward the student's personal account (SAF) at the time of placement. These funds will be used on a very limited basis. Separate ledgers are kept for each student with copies available at the parent's request. The funds can be replenished as needed. However, it is requested that the student have no more than \$50 in their SAF account.
12. Level 2/Blue Step and above residents are allowed to have up to \$2 in their possession.
13. Parents are not to bring family pets on campus. This just has the possibility of too many problems, health issues, and liabilities.
14. Information regarding the IEP process and parental rights is shared at each IEP meeting. This information is also available at any time per a request.

❖ This information is a summary. Detailed information is in the ED Manual.



## **Transition School & Home Visit Information for Students in the Treatment Program**

Home visits occur after a student has maintained Level 3 for at least 3 consecutive weeks. Visits begin with a 2-3 hour day visit with NW BOCES staff supervision.

Several day visits occur first with staff supervision then without staff supervision and generally with some increase in the amount of time of the day visit.

The next step of the transition is an overnight visit on Level 4. This progress to a weekend with maintenance of Level 4.

The NW BOCES team works with the family and the local school district to determine individual transition time frames to the local district. Our team desires to have NW BOCES staff tour and visit the local district, then a tour and visit of the local district with the student, and for district personnel to tour and visit NW BOCES.

With each step of the transition the student needs to continue to maintain Level 3 and 4 scores. The 24 hours prior to a scheduled visit are critical as the student needs to have no safety watch incidents and an average score of 80% or higher both at the residence and at school.

All visits will be scheduled for the therapeutic benefit of the individual child.

Please call Carolyn if you have any questions regarding this information.

## 24. NW BOCES ED Program Level System

Pre-Level I: Trust of Behaviors	Level I: Trust of Environment	Level II: Trust of Care	Level III: Trust of Control	Level IV: Trust of Self
<ul style="list-style-type: none"> <li>➤ Demoted by team consensus only</li> <li>➤ Consistent danger to self and others</li> <li>➤ Lacks basic understanding of program</li> <li>➤ Full Restriction</li> <li>➤ Trust Building</li> <li>➤ DBR weekly average of 70% for 1 week and written plan for promotion</li> <li>➤ DBR and Token Systems</li> <li>➤ T-shirts, sweatpants or shorts and slippers. No pockets</li> <li>➤ Daily Room Searches</li> </ul>	<ul style="list-style-type: none"> <li>➤ Entrance Level</li> <li>➤ 3-week orientation then Level Determination</li> <li>➤ Signed student statement</li> <li>➤ DBR and Token Systems</li> <li>➤ On-campus activities only</li> <li>➤ Full staff supervision</li> <li>➤ Shoes and coats left at door; slippers only in cottage</li> <li>➤ Limited personal clothing and belongings</li> <li>➤ Daily Room Searches &amp; Pocket checks daily @ school &amp; residences</li> </ul>	<ul style="list-style-type: none"> <li>➤ DBR weekly average of 80% at school and cottage for 2 consecutive weeks required</li> <li>➤ No Level change until after 3 week orientation</li> <li>➤ Increased privileges</li> <li>➤ DBR and Token Systems</li> <li>➤ On and off-campus activities</li> <li>➤ No major infractions</li> <li>➤ Full staff supervision</li> <li>➤ Increased personal belongings</li> <li>➤ Weekly Room Searches</li> <li>➤ Money in pockets, jewelry, belts</li> </ul>	<ul style="list-style-type: none"> <li>➤ DBR weekly average of 90% at school and cottage for 3 consecutive weeks required</li> <li>➤ Student may negotiate DBR scores</li> <li>➤ Begin self - monitoring training</li> <li>➤ No major infractions and maintain 90% weekly average</li> <li>➤ DBR and Token Systems</li> <li>➤ Limited unsupervised activities</li> <li>➤ Increased privileges and independence</li> </ul>	<ul style="list-style-type: none"> <li>➤ DBR weekly average of 95-100% at school and cottage for 4 consecutive weeks</li> <li>➤ Transition Phase</li> <li>➤ Self-monitoring</li> <li>➤ DBR and Token Systems phased out</li> <li>➤ Maintain 95-100% weekly scores based on self monitoring and staff charting (DBR's)</li> <li>➤ Increased privileges and unsupervised activities</li> <li>➤ Inventory taken after home visits</li> </ul>

## 25b. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
I	Trust of Environment - Entrance Level for all youth, Orientation to DBR and Token Economy Systems. Daily review of rules and program. Trust building. Structure, consistency and complete adult supervision. Baseline Data	<ol style="list-style-type: none"> <li>1. All youth entering program</li> <li>2. 3 week time period for initial orientation. Level determination after 3 week orientation.</li> <li>3. 2 week time period for re-orientation if student is demoted from a higher level</li> <li>4. Youth shows knowledge of DBR and Token Economy Systems</li> <li>5. Signed statement from student for program explanation</li> <li>6. Must have 80% DBR weekly average for 2 consecutive weeks before team considers promotion to Level II.</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily token spending times at school and cottage</li> <li>2. Going outside or to BHBCC gym with staff for structured recreational activities</li> <li>3. Staff planned and structured activities on campus (ex. crafts, social skills, ½ hr. T.V. time, etc.)</li> <li>4. Assigned chores in cottage</li> <li>5. Family style dining</li> <li>6. 1 x wk. phone call from parent/guardian (15 minute maximum)</li> <li>7. 2 times per month, visit from parent/guardian with prior administrative approval</li> <li>8. Weekly activities at school and cottage</li> <li>9. Mail from family friends only with parent written permission.</li> <li>10. Bike/scooter safety classes on school campus, includes practice of bike/scooter riding on school campus only with close staff supervision.</li> <li>11. May wear soft sole slippers in cottage. Store in coat room at bedtime</li> </ol>	<ol style="list-style-type: none"> <li>1. Ready for bed &amp; in room 8-8:30</li> <li>2. Lights out and room quiet by 8:30</li> <li>3. Youth is within 25 ft. of staff and in eyesight at all times</li> <li>4. No personal items in room other than family picture, personal blanket and pillow and one stuffed animal, and clothes.</li> <li>5. No off-campus activities</li> <li>6. Not allowed in room without staff, except to sleep or to change clothes. Bedroom and bathroom doors are open.</li> <li>7. Homework is to be done in the study area</li> <li>8. Shoes and coats left at front door</li> <li>9. Daily room/clothing (pockets, etc.) search for unsafe items by staff.</li> <li>10. Must earn weekly average of 70% on school DBR sheet and behavior appropriate (7&amp;up) the previous 2 hrs. for school weekly activity, token purchase</li> <li>11. Must earn weekly average of 70% on cottage DBR sheet, and behavior appropriate (7&amp;up) the previous 2 hrs. for cottage weekly activity, token purchase</li> <li>12. No belts, boots, hi-top sneakers, jewelry. No items in pockets.</li> <li>13. No batteries, radios or electronics in room or at school. No headphones in room.</li> </ol>

## 25c. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
II	Trust of Care - Level Two consists of entire DBR System and participation in Token Economy in full force. Structure, consistency and adult supervision continued with increased privileges.	<ol style="list-style-type: none"> <li>1. Must have 80% on DBR and team consent to enter Level II. Requires 3 full weeks during the orientation period and only 2 weeks thereafter.</li> <li>2. Development of basic trust in the system</li> <li>3. Appropriate participation in "Teaching Interaction Steps"</li> <li>4. No occurrence of infractions which result in a demotion to Pre-Level I or Level I</li> <li>5. Should weekly % fall below 80% demotion to Level I.</li> <li>6. Must have 90% weekly average on both cottage and school DBR sheets for 3 consecutive weeks before team considers promotion to Level III.</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily token spending times at school and cottage</li> <li>2. Going outside or to BHBCC gym with staff for structured recreational activities</li> <li>3. Staff planned and structured activities on campus (ex. crafts, social skills, ½ hr. T.V. time, etc.)</li> <li>4. Assigned chores in cottage</li> <li>5. Family style dining</li> <li>6. 2 x wk. phone call from parent/guardian and/or approved relative (15 minute maximum)</li> <li>7. Weekly activities at school and cottage</li> <li>8. Decorate rooms. Personal items in room with the exception of personal hygiene items which are kept in the office and checked out in individual carriers. Limited, approved by staff.</li> <li>9. Weekly visits from parent/guardian with prior administrative approval</li> <li>10. On-and off-campus weekly activity</li> <li>11. Earned field trips and outings</li> <li>12. Personal clothing. One jewelry item. May wear a belt. Up to \$2 in pocket.</li> <li>14. Must pass bike/scooter safety class to ride bike/scooter on campus only with close staff supervision.</li> <li>15. May purchase up to ½ hour additional TV time.</li> <li>16. May wear soft sole slippers in cottage. Store in coat room at bedtime</li> </ol>	<ol style="list-style-type: none"> <li>1. Youth is within 25 ft. of staff and in eyesight at all times</li> <li>2. Not allowed in room without staff, except to sleep or to change clothes. Bedroom and bathroom doors are open</li> <li>3. Homework is to be done in the study area</li> <li>4. Shoes and coats left at front door</li> <li>5. Weekly room/clothing (pockets, etc.) search for unsafe items by staff</li> <li>6. Must earn 80% weekly &amp; daily average on school DBR sheet and behavior appropriate the previous 2 hrs. for school weekly activity, token purchase.</li> <li>7. Must earn 80% daily average on cottage DBR sheet and behavior appropriate the previous 2 hrs. for cottage daily activity, token purchase.</li> <li>8. Bedtime 8:30 - 9:00 P.M. 9:00 P.M. lights out, earlier for younger students if necessary.</li> <li>9. No batteries, electronics, or radio in room or at school.</li> <li>10. No headphones in room</li> <li>No belts, boots, hi-top sneakers</li> </ol>

## 25d. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
III	Trust of Control - The youth has the opportunity to assign his/her own daily score following the point review process and negotiating with staff. Increased privileges. Youth understands what is expected of them. Continue DBR and Token System. Begin training with self-monitoring forms.	<ol style="list-style-type: none"> <li>1. Must have 90% weekly average on both cottage and school DBR for 3 consecutive weeks and team consent to enter Level III</li> <li>2. Youth is beginning to internalize trust of both the control of self and of relationships</li> <li>3. Appropriate participation in "Teaching Interaction Steps"</li> <li>4. No occurrences of infractions which result in a demotion to Pre-Level I or Level I</li> <li>5. Maintain 90% criteria to remain on Level III. Team meets if criteria drops to determine demotion.</li> <li>6. 90% on DBR for 2 weeks before reconsideration for Level III after the youth has previously reached Level III.</li> <li>7. 80% average &amp; no safety watch 24' prior to any home or school transition visit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily token spending - school and cottage</li> <li>2. Going outside, to BHBC gym or cottage commons with staff for structured rec. act</li> <li>3. Staff planned and structured act. on campus (ex. crafts, social skills, etc.)</li> <li>4. Assigned chores in cottage</li> <li>5. Family style dining</li> <li>6. Weekly activities at school and cottage</li> <li>7. Help plan and cook meals</li> <li>8. Decorate rooms. Personal items in room with the exception of personal hygiene items which are kept in the office and checked out in individual carriers.</li> <li>9. Limited, approved by staff.</li> <li>10. Unsupervised visits with parent/guardian with prior administrative/DFS approval</li> <li>11. On-and off-campus weekly activity</li> <li>12. Earned field trips and outings</li> <li>13. Free on-campus activity up to one hour a day with permission</li> <li>14. Optional 10:00 bed time on weekends and vacation days (w/staff approval)</li> <li>15. Receive or make approved phone calls 2 x wk. up to 30 min. per call (calling card)</li> <li>16. Time alone in bedroom w/door open.</li> <li>17. Homework alone in bedroom okay</li> <li>18. Shopping locally with staff in store.</li> <li>19. Bike/scooter riding off campus with a staff member after passing bike/scooter safety course</li> <li>20. Limited unsupervised on-campus activities, if age appropriate. Outdoor time alone w/o other students.</li> <li>21. 1 hour TV time. Radio in room.</li> <li>22. May wear shoes&amp; slippers in the cottage and have those in their own room. May wear boots, hi-tops, 2 jewelry items</li> </ol>	<ol style="list-style-type: none"> <li>1. Youth is within 25 feet of staff for off-campus activities</li> <li>2. Level II bedroom time 9:00 P.M. except weekends, earlier for younger students if necessary.</li> <li>3. Must earn weekly outings with 80% weekly and daily average DBR percentages and appropriate behavior the previous 2 hours for cottage weekly activity and school weekly activity.</li> <li>4. Check in every 1/2 hr. during unsupervised on-campus activities.</li> <li>5. Youth may do extra chores for earning Property</li> <li>6. Restitution tokens if needed. Loss of privileges and/or "grounding" as consequence for inappropriate behaviors not warranting demotion.</li> <li>7. No batteries or electronics in room or at school. No headphones in room.</li> </ol>

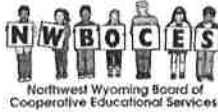
## 25e. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
IV	Trust of Self - Transition phase. DBR sheets and Token Economy System phased out. Privileges reflect a higher level of maturity and leadership offering greater freedom and self determination. Staff charting will continue. Self- monitoring of behaviors.	<ol style="list-style-type: none"> <li>1. Must have 95 - 100% on DBR sheets weekly for 4 consecutive weeks to enter Level IV with team consent.</li> <li>2. Shows responsibility for self and acts as role model for others</li> <li>3. Begin transition to home/district according to individualized transition plan</li> <li>4. Maintain 95-100% appropriate behaviors weekly (Based on staff charting and self-monitoring scores) – if % is less than 95% then 1-week Probation to earn 95% weekly average with no major infractions to prevent demotion to Level III.</li> <li>5. 95% on DBR for 2 weeks before reconsideration for Level IV.</li> <li>6. 80% average &amp; no safety watch 24' prior to any home or school transition visit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Option of 10:00 P.M. bed time on weekends (w/staff approval)</li> <li>2. Receive approved phone calls 2 x wk. up to 30 min. per call</li> <li>3. Time alone in bedroom with door open</li> <li>4. Homework may be done in bedroom alone</li> <li>5. Bike riding with staff member off campus</li> <li>6. Individual transition into home district according to transition plan</li> <li>7. Weekend home visits according to transition plan</li> <li>8. Community activities (i.e. Boy Scouts, 4-H, B Ball) with staff, as individualized by team</li> <li>9. Shop while staff wait in the car, if age appropriate</li> <li>10. Job training opportunities, if age appropriate</li> <li>11. Make approved phone calls with purchased calling card using phone log</li> <li>12. Limited unsupervised on-campus activities, if age appropriate. Outdoor time alone w/o other students.</li> <li>13. Student chosen on-campus activity up to 1 hr. a day</li> <li>14. Student may purchase items from "store" with self-monitoring scores.</li> <li>15. Staff approved up to 2 hours of TV time. Radio in room.</li> <li>16. 3 jewelry items</li> <li>17. All Level 3 privileges</li> </ol>	<ol style="list-style-type: none"> <li>1. Alternative bedtimes determined with staff</li> <li>2. Must earn all privileges through personal responsibility of behavior - no DBR sheets or tokens used</li> <li>3. Upon return from home visit student's personal belongings will be inventoried</li> <li>4. Check in with staff hourly during unsupervised activities</li> <li>5. Youth may do chores for earning Property Restitution tokens if needed.</li> <li>6. Loss of privileges and/or "grounding" as consequences for inappropriate behaviors not warranting demotion or if weekly average less than 95%</li> <li>7. Must earn Level IV scores when on 1 week probation to maintain Level IV. Probation is not allowed for 2 consecutive weeks.</li> <li>8. No electronics at school. No headphones in room.</li> </ol>



# DO NOT DEMOTE or PROMOTE TO PRE-LEVEL I WITHOUT TEAM CONSENSUS

Level	Description	Criteria	Privileges	Restrictions
Pre-Level I TEAM DECISION	Trust of Behaviors - Full restriction Daily review of rules and program Trust building. Structure, consistency and complete adult supervision. Instruction into DBR and Token System Major Infraction committed (see definitions) Student shows lack of basic understanding of Lev. I requirements Consistent danger to self and others	<ol style="list-style-type: none"> <li>1. Development of basic trust in behaviors.</li> <li>2. No excessive E.T.O.'s</li> <li>3. Shows knowledge of Level I criteria.</li> <li>4. Student must complete and commit to following a prevention plan with counselor/behavior specialist</li> <li>5. Must have 70% on DBR for 1 week and team consent to enter Level I.</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily token spending times at school and cottage.</li> <li>2. Going outside or to BHBCC gym with staff for structured rec. act.</li> <li>3. Assigned chores in cottage as appropriate only</li> <li>4. 1 x wk. phone call from parent/guardian (15 minutes maximum)</li> <li>5. Team approval of individual visits scheduled in the best interest of the student</li> <li>6. Attend school</li> <li>7. Staff supervised structured activities on campus (indoor &amp; outdoor)</li> <li>8. Copy of one family picture no frame, one stuffed animal, personal blanket and pillows allowed in bedroom, if appropriate.</li> <li>9. Outside time @ least 15 minutes every day walking. Not playing on equipment</li> <li>10. Educational Toys</li> </ol>	<ol style="list-style-type: none"> <li>1. No shoes, slippers only</li> <li>2. No TV at all</li> <li>3. No family style dining</li> <li>4. No weekly activity or field trips/outings.</li> <li>5. No forks, knives, or styrofoam. Plastic Spoon only. Paper cups &amp; Plates.</li> <li>6. No pens or pencils. Crayons or chalk only</li> <li>7. Daily room/clothing search for unsafe items</li> <li>8. 24-hr. staff supervision, bedroom and bathroom doors open. Within staff arms length while in transit</li> <li>9. Isolation from peers except for structured activity (including outdoor activity)</li> <li>10. No personal items including clothing in bedroom except as listed in #8 Privileges.</li> <li>11. 8:00 P.M. Bedtime and Lights Out.</li> <li>13. Sweatsuits, t-shirts, pants provided by NW BOCES will be required attire.</li> <li>12. No belts, boots, jewelry, pockets, hoods, zippers, snaps, strings</li> <li>13. No batteries, radios, or electronics in room or at school</li> </ol>



**Big Horn Basin Children's Center (BHBCC)**

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**HISTORY:** non-profit, established in 1970; AdvancED/NCA school accreditation; Department of Family Services Residential Treatment Facility; funding is fee for service-based

**FACILITIES:** school sits on approximately 5 acres in beautiful Hot Spring State Park, three well-maintained residential cottages with views of the Big Horn River

**MISSION:** The NW BOCES is a community and state resource providing educational and service programs that assist individuals to maximize their potential.

**SERVICE AREA:** School districts & court ordered placements from throughout the state of Wyoming

**REPRESENTATION:** NWBOCES 18 member board are elected school board members of and are appointed by their local districts

**SERVICES:** educational, therapeutic, and residential programs to promote learning and growth and to improve the quality of life for youth with disabilities

**MOST COMMON REASONS FOR PLACEMENT:** severe emotional disturbances; aggressive/violent behaviors; family/school/community problems; abuse; less intensive treatment services have been unsuccessful

**BEHAVIOR PROGRAM COMPONENTS:** increase self-control and cooperation; adaptive interventions for co-existing conditions such as: ADHD, ODD, OCD, PTSD, Anxiety Disorders, victims of abuse, Asperger's/Autism Spectrum, aggression, excessive fears, anger, poor social skills, lack of trust; daily living skills; positive reinforcement through a response cost system; progress monitoring

**ASSESSMENT COMPONENTS:** milieu therapy; comprehensive medical, family, recreation therapy, behavioral and life skills assessments; medication review; psychiatric evaluation; academic testing; psychological testing; nutritional reviews

**ADMITTANCE:** individualized treatment plan in the least restrictive environment, 24-hour supervision, continuum of care

**THERAPIES:** neuropsychiatric and cognitive behavioral approach; family therapy; comprehensive educational services; recreational therapy; social skills; daily living skills; pet therapy; counseling; medication management as necessary

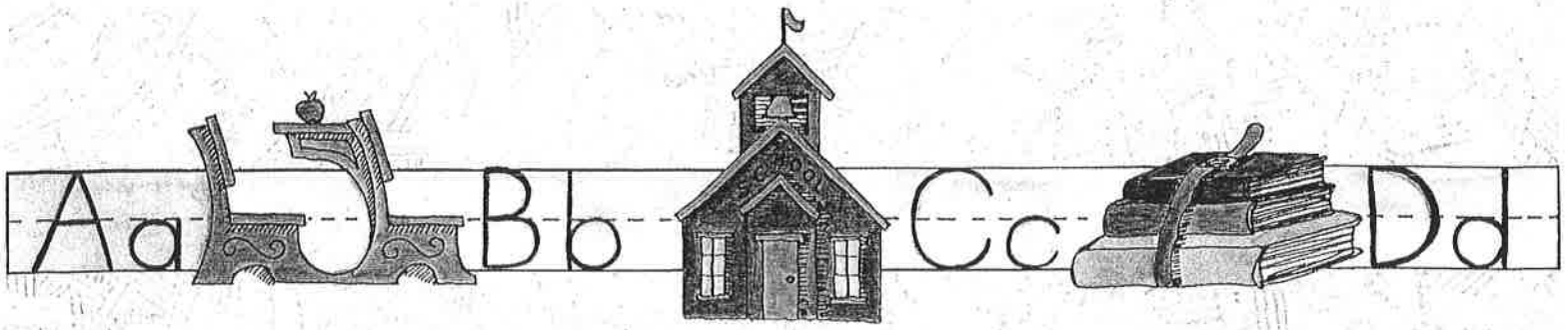
**COOPERATION:** systematic communication with families, placement agencies, school districts, MDT Teams, and IEP teams

**THERAPEUTIC OUTCOME DATA:** *84% of youth who completed the treatment program have successfully integrated in the home community and have had no further residential treatment placements*

**TRANSITION COMPONENTS:** planning for post-program life begins upon entry to the facility; aftercare services and consultations are offered

**OUR STAFF:** PTSD certified staff include special education & regular education teachers, APE/health teacher, behavior specialist, school counselor, registered nurse, school social worker, administrative director; residential supervisor; licensed practical nurse; psychologist; contracted/consultant psychiatric nurse practitioner, speech therapist, occupational therapist, physical therapist, and pharmacist; highly qualified paraeducator; highly trained residential staff. Direct care staff are certified in MANDT, First Aide, and CPR. Continued staff training is mandatory. Very low staff turnover.

**NW BOCES ensures high quality therapeutic treatment, promotes safety of residents, invests in retention of skilled staff, and is committed to attainment of desired outcomes. 3/14/16**



## CONVERSATION TOPICS

School: P.E. Class

Health

Art

Social Skills – Show & Tell, Pet Day, etc.

Recreational Therapy

Weekly Activities

Cottage: Block Time

Meals

Equine Program

Chores

Activities – movies, library, school district  
events/games

Miscellaneous:

Items needed

Brothers & Sisters

Family & friends at home

Pets

Weather

