

ALLEN SUPERIOR COURT
ALLEN COUNTY JUVENILE CENTER



RESIDENT HANDBOOK

As a resident of the Allen County Juvenile Center (ACJC), you are required to adhere to all ACJC Rules and Regulations. Any violation of the Rules and Regulations could lead to disciplinary action against you. Be aware that any type of negative or inappropriate behavior will not be tolerated even if it is not listed in the brochure.

The types of discipline that could be imposed against you will depend on the severity of the violation(s) you have committed (with **A** being the lowest and **C** being the highest) and are listed at the end of the rules and regulations and correspond with the different levels of rule violations level **A** through level **C**.

ACJC employees are not required to give the ACJC residents any form of warning about properly following the ACJC Behavior of the Rules and Regulations. Disciplinary action may be assessed against any resident immediately and without warning for any violation or violations of the ACJC Rules and Regulations.

If the Allen County Juvenile Center Administration deems that any violation or violations of the ACJC Rules and Regulations is of criminal intent and/or action, criminal charges may be filed against the offending resident.

Rights of a Detention Resident

Residents have the right to:

- Be treated respectfully, impartially and fairly by all staff.
- Not be subject to corporal punishment, harassment, intimidation, threats, harm, verbal abuse, assault or humiliation.
- Not be discriminated against because of race, religion, national origin, color, creed, gender, sexual orientation, physical handicap or disability.
- Have the same access to all services and programs.
- Attend religious services within the ACJC, if desired.
- Nutritious meals, proper bedding, clothing, daily showers, toilet facilities, adequate lighting and proper ventilation.
- Medical and dental treatment as needed.
- Regular visits with parents or guardians, and to send and receive mail.
- Call, write or meet with your legal representative while in the facility.
- Complain about disciplinary action and receive a response to the complaint.

Resident Civil Rights

The Allen County Juvenile Center recognizes residents who are confined to the center have lost some liberties but notwithstanding basic human rights. Residents shall be equally treated in regards to meals served, seating arrangements, portion sizes, etc. Reasonable accommodations and efforts shall be made for all instances where the requirement of food substitutions will be needed. You have the right to file a complaint when you feel you have been discriminated against based on the following protected classes: (race, color, nation origin, sex, age, or disability). You have up to 6 months to report alleged allegations of discrimination. You will need to complete a resident complaint form with the following information:

- Name of person with complaint and contact information.
- Name of the facility/department where the alleged discrimination took place.
- What happened.
- Which right was violated.
- Witnessed.
- Date the discriminatory action occurred.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). "USDA is an equal opportunity provider and employer."

Authority of ACJC Staff Members and You

The Allen County Juvenile Center shall never delegate the role or functions of staff members to any resident or group of residents.

- A staff member will never give his/her authority or supervisory responsibility to you or a group of other residents for any decision regarding restriction of privileges, exclusion from the group of residents, or handing out of any other consequences.
- The Allen County Juvenile Center will ensure that only appropriately trained staff members will coordinate the daily group processes of the Center's programming.
- The Allen County Juvenile Center's group programming technique will always attempt to teach you to assume responsibility for helping one another by confronting inappropriate behavior and offering alternatives through established program guidelines. The staff members will always maintain authority in making decisions with regards to disciplinary actions.

Rules and Regulations

1. School Attendance

Attendance is required if enrolled in an education program. Residents will be subject to additional court hearing(s) if multiple attendance violations occur. **Level A-C**

2. Talking during resident movement

Resident movement consists of residents moving from any one part of the detention facility to another. There is to be absolutely no talking during movement. **Level A-B**

3. Resident body posture

Residents are prohibited from leaning against detention facility walls, furniture, and/or doors in any capacity (i.e. all hallways, classrooms, units, MPR, office and dining room doors and furniture.)

Residents are prohibited from propping their feet up on anything. Other than sleeping or lying down, residents are to have both feet on the ground at all times. **Level A-B**

4. Residents body posture during resident movement

Residents are required to clasp both hands, hand-to-hand, with fingers interlocked and behind their backs during any resident movement through the detention facility.

Residents are required to stand upright and look straight forward only. If resident movement comes to a stop at any location in the detention facility, residents are required to turn their backs to the wall. Residents are required to drop their chins to their chest while looking straight down towards the ground. Residents are required to maintain this position until directed otherwise. **Level A-B**

5. Talking when off resident living units

Residents are required to be in complete silence at all times when they are off of their living unit. Residents are not allowed to talk with any staff or other residents when off the resident living unit. **Level A-B**

6. Resident manners

Residents are expected to maintain proper manners at all times. Residents will not speak to any staff member unless the staff member has spoken to them first. Residents will address all staff members appropriately at all times (i.e. “yes/no Ma’am,” “yes/no Sir”).
Level A-B

7. Food must remain in dining area

Residents are not to take food from the dining area at any time. **Level A-B**

8. Food portions during meals

Residents are required to accept a standard tray for all meals, unless medical staff directs otherwise. **Level A**

9. Trading, betting, or giving food away

Residents are required to keep their own food during all meals and are prohibited from exchanging food with other residents. **Level A-B**

10. False statements / lying

False accusations and/or untrue statements that are deliberately made by any resident against any staff members or other residents are prohibited. **Level A-B**

11. Constantly asking questions

Individual requests made for legitimate information are allowed, but repeated questioning is not. Once a staff member gives an answer to an ACJC resident, that answer is final.
Level A-B

12. Demanding

Demanding anything from either staff or other residents is prohibited. **Level A-B**

13. Resident hygiene

Residents are prohibited from combing, brushing, and/or braiding the hair of other residents. Residents are prohibited from leaving their unit with hair that is half-braided, combed, or brushed. Residents are permitted to have up to two (2) rubber bands for the purpose of maintaining hair. Rubber bands should be used in the hair only. Residents are required to shower once a day. **Level A**

14. Resident chain-of-command

Residents must go through the proper chain-of-command. Residents must approach their supervising Youth Care Worker and receive permission from that supervising Youth Care Worker before they are allowed to speak with any other staff member or resident. Talking to a staff member or any other resident before receiving permission from a supervising Youth Care Worker is prohibited. (Exception- When reporting sexual abuse or sexual harassment, Resident may report to anyone). **Level A**

15. Littering

Discarding any form of trash anywhere other than in the trash container is prohibited.

Level A

16. Contraband

Contraband is prohibited at all times. Resident should only have their bed linen, authorized mail, and detention facility clothing in their rooms. Anything other than the allowable items in a resident room could be considered contraband. Some examples of contraband are, but not limited to, any item that has the potential to cause harm to staff or facility residents (i.e. pens, pencils, markers, sporks, or tooth brushes. Other examples of contraband are unauthorized mail, pictures, bed linen, books, and food). **Level A-B**

17. Excessive noise

Any disturbing sound that causes staff or other residents to interrupt their normal activities are prohibited (i.e. banging on room doors, yelling under the room doors, and ringing intercom without justified reason). **Level A-B**

18. Arguing

Arguing with staff members and other residents is prohibited. **Level A-B**

19. Verbal harassment

Calling staff members or any other residents any derogatory names is prohibited. Making fun of residents or staff is prohibited. **Level A-B**

20. Profanity

Profanity of any kind is prohibited. **Level B**

21. Horseplay

Horseplay is not allowed in the detention facility or on the detention facility grounds.

Level A-B

22. Touching of the other residents or staff

Residents are required to keep to themselves at all times. **Level A-B**

23. Following staff instructions

Residents are expected to follow staff instructions at all times. Any attempt by a resident to argue or disregard staff instructions is prohibited. **Level A-B**

24. Resident attire and dress

The waistband of resident's pants must be showing at all times. "Sagging" of resident pants or wearing any resident pants below the waistline is prohibited. Resident pants must have the waistband properly positioned around the waist area at all times. Resident pants must be rolled up around the ankle area if they are too long. Resident's pants are not to be dragging or cuffed under. Resident shoes must be tied and/or strapped at all times.

Level A-B

25. Touching of controls and/or equipment

Residents are prohibited from touching any detention facility equipment and/or controls.

Level A-B

26. Classroom and court room behavior

All ACJC residents are expected to maintain the same behavior regardless of their specific location within the detention facility, during transport to and/or from court, or in any Allen County Courtroom. As long as a juvenile is in custody of the Allen Superior Court, all ACJC residents rules and regulations are in effect and will be enforced at all times. **Level A-B**

27. Excessive/repetitive rule violations

More than one violation of any ACJC rules and/or regulations is considered excessive and is prohibited. **Level A-C**

28. Provoking, instigating, or participating in an altercation

Residents are prohibited from being involved in any aspect of a physical altercation with either staff or residents. Residents are prohibited from involving themselves in any restraint attempt by a staff member. In the event of an altercation or restraint attempt, all residents who are not involved in the particular situation are expected to immediately face the nearest wall, look straight forward at the wall, put their hands straight up in the air and on the wall in front of them. Residents should maintain this position until they are instructed to do otherwise. Any resident who fails to do this will be considered part of the situation and will be disciplined accordingly. **Level B-C**

29. Racial taunts, threats, or comments

Residents are prohibited from making racially motivated comments or threats to staff members and other residents. Residents are prohibited from participating in racial name calling against any staff member and/or other resident. **Level B-C**

30. Sexual vulgarity and/or misconduct

Any acts of sexual misconduct and/or vulgarity toward any staff or resident are prohibited. **Level B-C**

31. Riotous behavior

Extreme behavior on the part of two (2) or more residents participating in or inciting a violent disturbance or act for a common purpose or intent, which may incite a riot, is prohibited (i.e. throwing furniture, equipment, etc.). **Level B-C**

32. Defacing, damaging, or destroying facility property

Destruction, damaging, or defacing of facility property is prohibited (i.e. writing on walls, tearing up facility clothing or bed linen, and damage to facility furniture).

Level B-C

33. Gang activity

Gang activity of any kind, including any form of gang graffiti or gang signs is prohibited.

Level B-C

34. Flooding

The act of flooding any of the ACJC resident rooms, sinks, or toilets is prohibited.

Level B-C

35. Escape

Any attempt to escape the custody of the Allen Superior Court is prohibited. **Level C**

36. Threatening staff or other residents

Threatening gestures, remarks, or actions of any kind that are directed to any staff members or residents are prohibited. **Level B-C**

DISCIPLINARY ACTIONS

Level-A Rule Infractions

- Extra work detail
- Activity restriction
- Loss of phone privileges

Level-B Rule Infractions

- Activity restriction
- Loss of phone privileges
- Room Confinement (up to 4 hours)

Level-C Rule Infractions

- Restart DDOE
- Filing of Additional Charges

Health Care

The ACJC licensed medical staff shall complete a routine health screening upon admission and complete physical including tuberculosis test (if needed) on each and every resident after their detention review hearing. Juveniles may request to see the nurse or physician on-call by signing up on the juvenile access sheet.

If you are on prescription medication it is important that you let us know and that your parents or guardians bring the prescription medication to the ACJC as soon as possible. Parents will be called to refill prescriptions. If you have a medical condition that we need to know about, let us know.

Report to staff immediately if you are sick, injured, or think you are pregnant and require medical attention.

Hair Care

The Allen County Juvenile Center has agreements with licensed barbers and stylists to cut and braid hair.

Haircut fee: \$25.00

Both services require payment (cash only) and permission slip(s) completed prior to scheduling. Payment and permission slip(s) can be completed at the Security office located at the main entrance of the Allen County Juvenile Center.

Protection of Identity

Your identity as a resident of the Allen County Juvenile Center is confidential. If members of the news media come to the facility, they are not permitted to interview or photograph you without written consent from you and your parent(s) or guardian(s).

Mail Policy

Incoming mail

- The counselor sorts and delivers mail to confined residents on a daily basis Monday-Friday excluding holidays.
- If parcels are received for residents who are no longer residents of the ACJC, the counselor will mark “forward or return to sender” on the correspondence and place them in the mail box for the postal carrier to pick up within twenty-four hours, excluding holidays and weekends.
- Before mail is distributed to juveniles, the counselor or designee must first open the correspondence or parcel and empty the contents. He/she unfolds all pages, removes any postage stamp(s) or labels and checks thoroughly for contraband or non-approved items.
- If contraband is found, it shall be confiscated, documented and reported to the appropriate channels (shift leader, probation officer, administration, or hearing officer) if necessary. Illegal items shall be destroyed upon the approval of the court. Money or non-approved items shall be documented, labeled and placed in the juvenile’s personal property.

Outgoing mail

- Letter-writing is conducted Friday-Sunday excluding holidays by the detention staff.
- Each resident is supplied with two stamps, two envelopes, and stationary to complete two letters per week. If a resident requests to write more than two letters per week it is the responsibility of his/her parent or guardian to provide stamps; the Allen County Juvenile Center will provide the envelopes and stationary.

Visitation Policy

Visitation is on **Sunday** and is a first-come, first-serve basis. Your visit must be scheduled 24 hours in advance. CALL **260-449-8449**

- **A valid photo ID must be presented to security before each scheduled visit.**
- **Must call at least 24 hours in advance for reservations.** Visitation reservation sessions are on a first-come, first-serve basis.
- Visitation is for parents and legal guardians. Others may request a special visitation but it is subject to approval.
- We recommend you arrive 10 minutes early. If you arrive more than 10 minutes late for your scheduled visit, your visit will be cancelled.
- All residents are allowed one (1) forty-five minute visitation session per week.
- All visits must be made on the specific time that is allocated for the different resident units.
- Cell phones, purses, lighters/matches, tobacco products, head coverings, coats, or any items that ACJC staff deems not permissible can not be taken to visitation.
- No items are to be given to any resident during visitation without prior approval from the Detention Administration. Security must also be notified.
- All residents must complete a four (4) day orientation program prior to their first visitation.
- The Allen County Juvenile Center reserves the right, without prior notice, to change, cancel, or revoke any resident(s) visitation in order to maintain building security and/or order.

SUNDAY'S VISITATION SCHEDULE

Waiver	11:00 AM -11:45AM	
A-Unit	12:00 PM -12:45 PM	1:00 PM - 1:45 PM
F-Unit	2:00 PM - 2:45 PM	3:30 PM - 4:15 PM
L-Unit	4:30 PM - 5:15 PM	5:30 PM - 6:15 PM
B-Unit	6:30 PM - 7:15 PM	7:30 PM - 8:15 PM

Phone policy

Juveniles are permitted to call the following people during their admissions process: **parent, guardian, attorney, pastor, spiritual advisor, and probation officer.**

Juveniles being housed in general population have daily phone privileges based upon availability and building schedule. Juveniles are not permitted to receive incoming calls unless it involves legal counsel, probation staff, caseworkers, or personal emergencies.

You may request (through the counselor) to use the telephone for communication with attorneys or clerk staff, parents or other family members when they are unable to visit over a prolonged period of time due to illness or family crisis. You may also request (through staff) to use the telephone to report a sexual abuse or sexual assault at anytime.

Emergencies

In case of a fire, tornado or other emergency situation remain calm, listen to your unit staff and follow all instructions without causing problems or distractions.

Attorneys and court officials

You are permitted to communicate with your attorney or officials of the court. You may request this by informing a youth care staff member of your need to see the counselor, who will assist you in this communication.

Personal property

Your clothing, money, jewelry, and other personal items are inventoried and safely stored until your release. All juveniles receive a copy of this inventory which shall serve as a receipt for items being stored. Your personal property may be released to your parents or guardian while you remain in detention. You have 30 days from the date of your release to pick up your property.

Grievance procedure

If you feel your rights have been violated, you may file a written grievance. A grievance form must be completed and submitted for review. This form can be requested/completed at any time as needed. If you need help completing a grievance form you may seek the help of any youth care staff or request to see the counselor and he or she can assist. Grievance forms will be reviewed by a shift leader or administrator if necessary.

Report sexual abuse, sexual harassment or threats (see reporting page 12)

RESIDENT SEXUAL MISCONDUCT

The ACJC has a ZERO TOLERANCE Policy of Sexual Abuse and Sexual Harassment. The Allen County Juvenile Center requires mandatory reporting of any and all violations and a complete and accurate investigation of all violations.

The safety of the juveniles in the custody of the ACJC is the number one priority. As a resident within the ACJC, certain rules shall apply to ensure this safety.

Rules

- Sexual relationships are not appropriate in any manner at ACJC.
- Sexual contact is prohibited at all times (i.e. residents and staff).
- Consensual sexual relationships are prohibited (NO SUCH THING).
- Sexual or implied sexual comments that will make others feel uncomfortable are prohibited.
- No coercion, threats, or promises.
- Respect residents and staff personal space.

Staff and you

- Staff is here to protect you and keep you safe.
- Report any intimidating or threatening behaviors to staff.
- Report any inappropriate touching by other residents or staff.
- The PREA coordinator shall investigate all allegations.

Your Behavior

- Be aware of your body language.
- Keep your conversations clean and appropriate (i.e. non-sexual in nature).
- Do not share charges or “war stories.”
- Do not ask or accept favors which are against the rules.
- Do not be afraid to say “STOP,” “QUIT,” or “DON’T DO THAT.”
- Avoid secluded areas; position yourself in plain view of staff members.

Reporting

The ACJC shall provide multiple ways for a resident to privately report sexual abuse, sexual harassment, retaliation or threats by other residents, staff, volunteers, or contract personnel.

Residents are strongly encouraged to immediately report sexual abuse, sexual harassment, threats and staff neglect or violation of responsibilities by reporting the incident to any of the following:

- Diagnostic Personnel
- Medical Personnel
- PREA Coordinator
- Administrative Personnel
- Chaplin
- Parents
- Probation Officer
- Attorney
- Teacher
- Counselor
- Victim Assistance 260-427-1205
- DCS Hotline 1-800-800-5556
- Rape Crisis Hotline 888-311-7273
- Women's Bureau (rape crisis) 260-424-7977
- Police Dept. 911
- Any Detention Staff

Being sexually assaulted

- Report assault immediately.
- Do not brush your teeth or shower.
- Do not change or wash your clothes.
- Do not eat or drink anything.
- You shall receive medical treatment.
- You shall be informed of your rights as a victim.
- You shall be offered counseling and other services.

Silence of victims (Myths)

- Victims feel shame and humiliation, so don't tell - **please report**
- Males feel it is just another physical assault and don't seek emotional help - **this is criminal / seek help**
- Males feel their sexual identity is in question after such act - **it's not your fault**
- Males can't be sexually abused, assaulted – **not true, it can happen to anyone**
- Some females feel abuse/assaults are normal within relationships because of being raised around such acts - **not true**
- A victim of sexual abuse/assault becomes sexually excited, does not mean approval was given. These are normal and involuntary actions – **true**
- A victim of sexual abuse/assault can be male or female – **true**
- Walk and stand with confidence; many rapists choose victims who look like they won't fight back or are emotionally weak – **true**

Follow up care

- Medical staff, in conjunction with outside medical professionals, shall take care of your needs.
- Our Diagnostic Department, in conjunction with outside health professionals, shall take care of your mental health needs.

False reporting

- False allegations against someone will result in consequences.
- It's against the law and charges may be filed.

Violator of sexual abuse/sexual assault

- All sexual assaults shall be reported to local law enforcement
- The case shall be investigated thoroughly
- Disciplinary actions shall be taken against you
- You may be charged with a criminal act
- A new sentence may be imposed
- You may be required to register as a known sex offender

Sexual misconduct definitions

- **Staff sexual misconduct** includes: (A) any behavior or act of a sexual nature, consensual or non-consensual, directed toward an offender by an employee, volunteer, official visitor, or agency representative. Romantic relationships between staff and offenders are included in this definition; or (B) completed, attempted, threatened, or requested sexual acts; or (C) occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification; or (D) intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks, with the intent to abuse, arouse, or gratify sexual desire
- **Staff sexual harassment** includes: (A) repeated verbal statements or comments of a sexual nature to an offender by an employee, volunteer, official visitor, or agency representative; or (B) profane or obscene language or gestures and demeaning references to gender or derogatory comments about body or clothing.
- **Non-consensual sexual acts** include: (A) contact of any person without his/her consent, or of a person who is unable to consent or refuse, and (B) contact between the penis and vagina or the penis and the anus including penetration, however slight; or (C) contact between the mouth and the penis, vagina, or anus; or (D) penetration of the anus or genital opening of another person by the hand, finger, or another object.
- **Abusive sexual contacts** include: (A) contact of any person without his/her consent, or a person who is unable to consent or refuse; and (B) intentional touching, either directly through the clothing, of the genital, anus, groin, breast, inner thigh, or buttocks of any person.
- **Consensual**: agreed to by the people involved; done with the consent of the people involved.
- **Prohibited**: to order (someone) not to use or do something, to say that (something) is not allowed.
- **Coercion**: to make (someone) do something by using force or threats.
- **Perpetrator**: a person who does something that is illegal or wrong.
- **Allegations** a statement saying that someone has done something wrong or illegal.
- **Consequences**: disciplinary or legal actions that happen as a result of your particular action.

DETENTION-DIAGNOSTIC, ORIENTATION, AND EDUCATION (D.D.O.E.)

MISSION STATEMENT

The mission of the Detention-Diagnostic, Orientation and Education Program is to allow new residents the opportunity to acclimate themselves to a detention setting in a non-threatening and constructive manner. The D.D.O.E. Program will also allow the professional staff members the opportunity to properly assess the overall needs of each resident so they may be cared for properly. Finally, it will allow a short term period in which the resident can learn appreciation for the rewards of positive behavior while experiencing the consequences for negative behavior.

Purpose

To provide residents with a short term orientation and education process under secure and safe conditions.

Philosophy

This program is designed to allow the ACJC staff the opportunity to properly assess the psychological, behavioral, physical, and mental needs of the resident. The program also allows the ACJC staff the time to evaluate the resident's emotional condition during their stay in detention. The program is designed to reinforce the consequences of negative behavior and the potential rewards for positive behavior.

Procedure

Each resident will be informed of the Detention-Diagnostic, Orientation, and Education (D.D.O.E.) Program when they first arrive at ACJC. Upon completion of the intake process, the resident will enter isolation and begin the program. Please note that the program does not begin until 6:00 a.m. the day after the resident arrives at the ACJC.

The D.D.O.E. Program utilizes points to reward positive behavior. Each resident must accumulate 90 points in order to be eligible to move to general population. After the juvenile has earned 90 points, he/she will be evaluated by the shift leader. The shift leader will evaluate each resident and determine if the resident is able to move to general population. The resident will begin 1st shift (6:00 a.m. – 2:00 p.m.) and 2nd shift (2:00 p.m. – 10:00 p.m.) with a maximum of 15 points per shift. Points may not be earned on 3rd shift (10:00 p.m. – 6:00 a.m.) but may be taken from a resident if that resident's behavior is negative during that shift. Once a resident earns a total of 90 points, he/she may be released from the D.D.O.E. Program and enter the population. At this time, he/she will be allowed the same privileges that other residents in the general population are allowed.

Residents on the D.D.O.E. Program must adhere to the Resident Rules and Regulations at all times. Not following the Resident Rules and Regulations and/or any form of negative behavior can result in the resident losing points, being placed on

lockdown status, and/or losing ALL accumulated points up to the time of the infraction. In the latter case, the resident would begin the D.D.O.E. Program from the beginning. Severe or continued negative behavior is not eligible to earn points and may result in the filing of new charges.

Privileges

Residents on the D.D.O.E. program have no privileges. Only basic rights and needs are met (i.e. personal hygiene, mail services, mandatory recreation, education, and educational reading materials). Residents are confined to their rooms and all meals are served on your assigned unit.

EDUCATION SERVICES

There are currently seven full-time Fort Wayne Community School staff members that comprise the educational staff at the Allen County Juvenile Center. The school day begins at 7:30 a.m. and ends at 2:35 p.m. The Allen County Juvenile Center school program follows the Fort Wayne Community Schools academic calendar.

Juveniles who are attending school at the time of their detention are eligible to attend classes at the Allen County Juvenile Center. Juveniles who are not currently enrolled in the Fort Wayne Community Schools are transferred and enrolled as FWCS students during their stay in detention. Upon their release from detention, students will be re-enrolled in their home school district. All grades in progress are forwarded to the juvenile's home school upon their release from the Allen County Juvenile Center.

Juveniles who are not enrolled in school at the time of their detention at the Allen County Juvenile Center are placed in resource classes. These students work with certified teachers to improve language arts and mathematics skills.

Special education students who are detained at the Allen County Juvenile Center can receive direct services from a licensed special education teacher. Special Education Conferences can be conducted at the Allen County Juvenile Center when they are required.

CURRENT HIGH SCHOOL COURSE OFFERINGS

English: 9-12	Biology
Algebra 1&2	Chemistry
Geometry	Economics
Trigonometry	U.S. History
ECA remediation	Social Studies
Compass Learning (credit recovery only)	

MIDDLE SCHOOL COURSE OFFERINGS

Language Arts
Mathematics
Social Studies

Test Assessing Secondary Competition (T.A.S.C.) Instruction

Students who are currently working toward a T.A.S.C. can continue this effort by attending T.A.S.C. preparation classes while detained at the Allen County Juvenile Center.

T.A.S.C. classes are conducted by certified teachers from 3:00 p.m. to 5:00 p.m. The official T.A.S.C. test is proctored at the Allen County Juvenile Center approximately every 45 days.

KNOW YOUR RIGHTS AS A RESIDENT:

ACJC RESIDENT DUE PROCESS FOR DISCIPLINARY WRITE UPS

1. READ AND KEEP A COPY OF THE RESIDENT HANDBOOK YOU RECEIVE UPON ADMISSION TO THE CENTER IT EXPLAINS ALL THE FACILITY RULES AND REGULATIONS!
2. IF YOU RECEIVE A WRITE UP FOR DISCIPLINE ACTION THE SHIFT LEADER WILL READ AND HAVE YOU SIGN THE REPORT.
 - YOU THEN HAVE THE RIGHT TO SCHEDULE/REQUEST A HEARING
 - YOU HAVE THE RIGHT TO REQUEST AN IMPARTIAL STAFF MEMBER TO BE PRESENT TO ADVISE YOU.
 - INVESTIGATIONS ARE COMPLETED WITHIN 24 HOURS OF THE INCIDENT.
 - THESE RIGHTS ARE POSTED ON EACH UNIT.
 - DISCIPLINE HEARINGS WILL BE CONDUCTED IN A TIMELY MANNER WITHIN 72 HOURS OF THE INCIDENT EXCLUDING WEEKENDS AND HOLIDAYS.
 - YOU HAVE A RIGHT TO APPEAL THE HEARING DECISION WHICH WILL BE REVIEWED BY THE DIRECTOR OF DETENTION.

*****NEW CRIMINAL OFFENSES SUCH AS BATTERY AND CRIMINAL MISCHIEF CAN LEAD TO NEW CHARGES BEING FILED BY THE PROSECUTOR'S OFFICE*****