

Long Creek
Youth Development Center

Your Resident Handbook

2019

Written, Illustrated, and Revised by the Residents
of Long Creek Youth Development Center

Our Handbook

This handbook was written for *you*, by the residents here, so that you can learn about what to expect at Long Creek Youth Development Center (LCYDC). We hope it will help you become familiar with the way we do things on a day-to-day basis, so you can adjust to the community here more quickly. Remember to ask questions when you have them. We're here to help.

--The Long Creek Resident Council

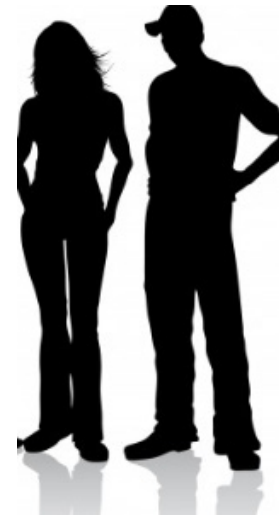
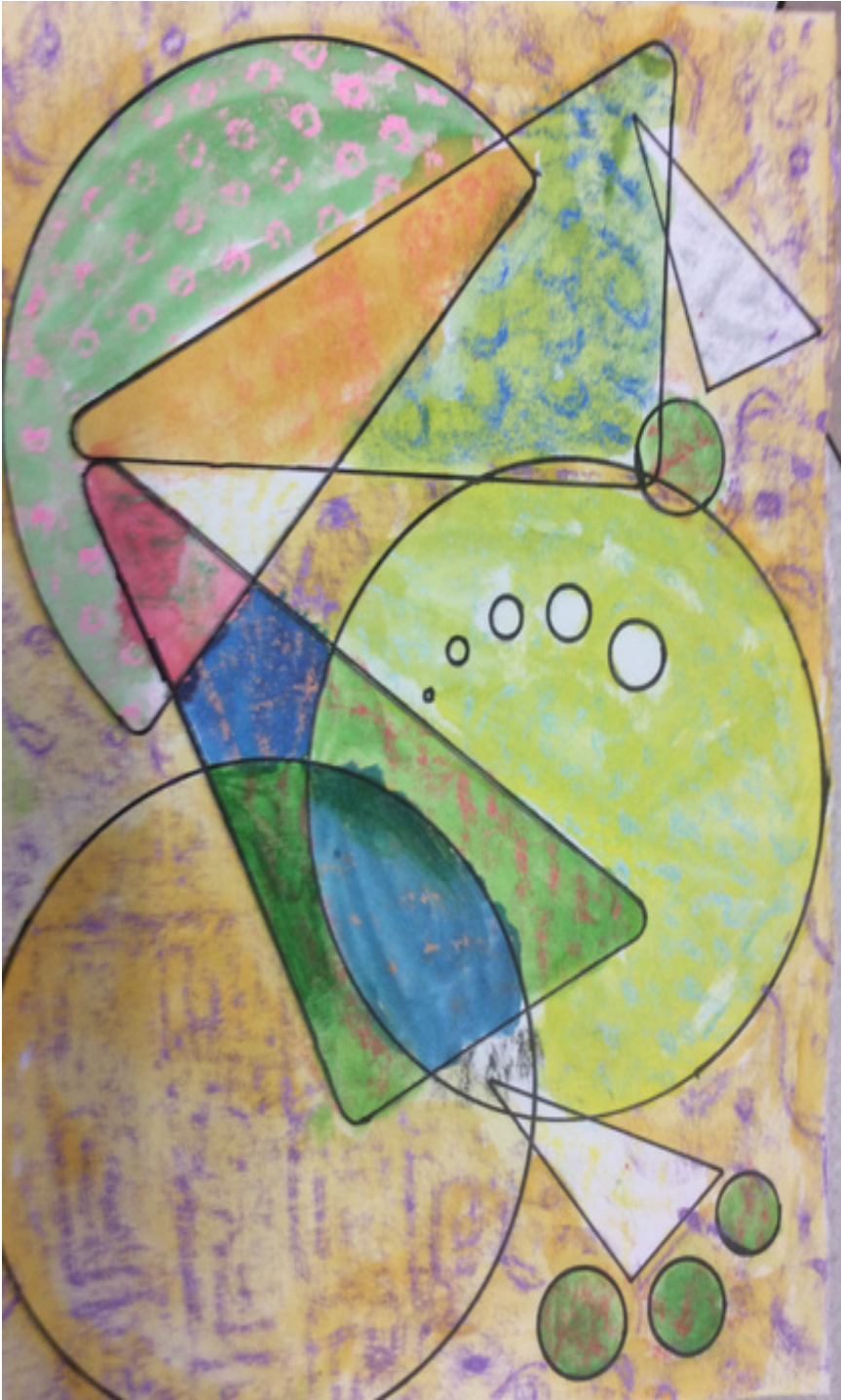


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LCYDC Mission Statement

To promote public safety by ensuring that juvenile offenders are provided with education, treatment, and other services that teach skills and competencies, strengthen pro-social behaviors, and acquire accountability to victims and communities.



Superintendent's Welcome



Greetings! I want to warmly welcome you to Long Creek Youth Development Center. I know this may not be where you want to be, and that it can be really hard to be away from home, but I do hope that you are able to learn and grow while you are here. I want you to know that I believe in you! I do not believe that what led you here to Long Creek defines you or your future.

I hope that while you are here you are able to set goals for your future and set yourself up for success. You are offered a lot of support while you are here from people like the unit staff, teachers, behavioral health technicians, acuity specialists, counselors, nurses, supervisors, social workers, program managers, recreation staff, the Chaplain, mentors, and even volunteers. I hope you make connections with some of these positive people to support your growth. You will have opportunities to participate in education, treatment, and programs, which can all be a lot fun. Yes, I said fun!

Learning how to take good care of yourself is one of our main goals, and the best way for you to learn how to do that is for us to take good care of you while you are here. I want you to feel safe and secure while you are here and believe that it is important so that you can focus on all the other things that will keep you busy each day. If you have concerns or questions, please know that you can reach out to me. The easiest way to do that is by writing a letter to me and giving it to your Juvenile Program Manager (JPM), who will get it to me.

So again, I welcome you to Long Creek and look forward to hearing about all the things you accomplish here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Caroline Raymond'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Caroline Raymond
Superintendent

Getting Along at Long Creek: A Letter from a Resident

Dear Resident,

If this is your first time coming to Long Creek, either as a detained or committed resident, then I bet you're wondering what it's like being here. First, you need to know that your behavior has a direct impact on how you'll spend your time. For each individual, it's entirely unique the way Long Creek impacts feelings, moods, and behavior. Yet as a long-term resident, I have to tell you that most residents will have similar thoughts and feelings as you.

It's actually pretty simple: Your attitude will determine whether you do well here and build good relationships with staff and other residents. Your attitude is also what determines whether you will advance in your programming, if you're committed.

It's really important to be careful in your first couple of weeks. Don't succumb to peer pressure. Residents will try to get you to do things, such as pop a sprinkler head or go in their room and wrestle or fight another resident. It's not worth it, and this behavior will only get you in trouble and make it difficult for you on the unit.

Keep in mind, your goal should be to do a program and advance in phase and level so that you can leave Long Creek with a good future ahead of you. Doing bad things will only impede this process. Do your best to be respectful and patient with the line staff. Being stuck here can be depressing, and people are probably going to get you angry, because they are struggling themselves.

But don't let it get to you, and if it does, talk to someone who's supportive, who can guide you in the right direction.

My second recommendation is that you always need to communicate with your team (your JPM, social worker, coach, teachers, and therapists) if something in your programming is not working. Each resident has a unique program, yet you're expected to complete certain therapeutic groups to further advance in phase and programming. This is critical, since during your monthly meetings (called UTTs) and quarterly meetings, they will discuss your progress and set near future goals that you'll need to reach.

The thing to always try to keep in your head is that you can spend your time here in a productive way. It can be a positive experience for you. Yes, it can be frustrating a lot of the time. But it's life. And you can make it into a positive experience for yourself. It's all up to you.

-- Another Resident



The Intake Process

When you first get here, you will go through something called the intake process. Everyone goes through the same process to make sure that we're healthy and safe while we're at Long Creek.

Here's what happens:

1. The intake officer will greet you.
2. You will meet the nurse and she will ask you medical questions, take your blood pressure, and make sure you're healthy enough to come in.
3. Something called a pat search will be done to make sure you don't have anything in your pockets.
4. You'll get information, so you can learn the rules.
5. You will be searched to make sure you don't have any bruises or injuries and so that no contraband comes into the building. Contraband is anything that's not allowed in the facility, or anything that is not issued by the state or facility. So that can be anything from jewelry to pens to paper clips. The following pages have a chart that lists all allowable items on it. Anything that is not on the allowable items list is considered contraband.



These items are considered to be contraband.

Some items that are allowed to stay with you are prescription glasses (not sunglasses) and medically approved dental items, such as retainers.

You need to remove your clothes for this kind of search, so staff of your gender will do the search. While you're in your underwear, a nurse will check your skin for rashes, tattoos, infections, and disease.

6. Then you get to take a shower and change into the uniform that the staff give you.
7. All of your clothes and any other items you have will be searched and inventoried. Please know that your clothes will be washed before they get stored. The intake staff will ask you to sign and date the inventory list, and then you will be offered a copy. We will also keep a copy on file.
8. We will give any items that aren't allowed in the facility to your family at their first visit, or we will send the items home. If we find something illegal, we will have to confiscate it. Cigarettes, lighters, and drugs are given to the transporting officer to discard.
9. See the chart on the next page to find out what your clothing will be like. You'll also get a comb, a toothbrush, and other personal hygiene items, in the unit.
10. You will meet with the intake officer, who will ask you questions to provide us with basic information. The intake officer will weigh you, measure your height, and record any scars, marks, or tattoos, as well as take pictures of them.

If you arrive under the influence of drugs or alcohol (if you are drunk or high), you could spend a night or two in the Special Management Unit.

11. The intake officer will go over paperwork relating to:

- ❖ State-issued property
- ❖ PREA notification (you will watch a PREA video in intake and review PREA paperwork)
- ❖ Religious needs and preference (prayer rug, Quran, Bible) and visits from the Chaplain
- ❖ Gang questionnaire
- ❖ Risk assessment questions (questions about suicide, self-injury history, drug use, etc.)
- ❖ MAYSI questionnaire

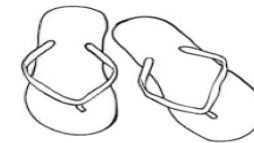
12. Next, you will have your fingerprints recorded.

13. You'll also get to make a phone call to your legal guardian(s) while in intake.

Once you're done with the intake process, we'll take you to your housing unit. The staff in your unit will help you learn the unit rules and get you the things you need, such as blankets and hygiene products (shampoo, toothpaste, toothbrush, deodorant, and comb). This is where you will receive a resident handbook and go through an orientation checklist.

Allowable Items

Items Allowed	Maximum Quantity	Requirements
Storage container	1	State issued (all residents)
Footwear		
Sneakers	1	State issued -- all residents receive 1 pair during the intake process. Canteen purchased footwear value cannot exceed \$50.00.
Shower shoes	1	All residents receive 1 pair during the intake process.



	Clothing	
Grey Polo shirt (Committed males only)	4	1 issued during the intake process
White t-shirts (Males only)	4	1 issued during the intake process
Tan pants	4	1 issued during the intake process
Grey sweatshirt (Males only)	2	1 issued during the intake process
White socks	4	1 issued during the intake process
Blue t-shirts (Committed females only)	4	1 issued during the intake process
Pink t-shirt (Detained females only)	4	1 issued during the intake process
Black Polo shirt (Females only)	4	1 issued during the intake process
Black sweatshirt (Females only)	3	1 issued during the intake process
Grey Sweatpants (Females only)	4	Issued in the unit

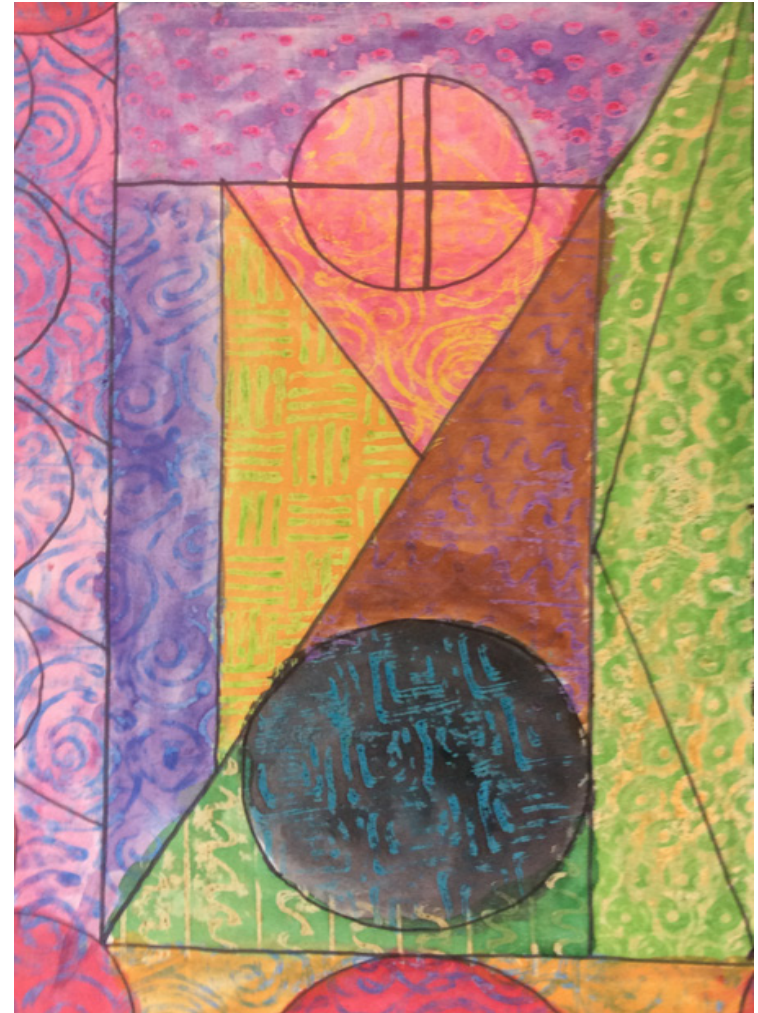
Additional Clothing Items		
Underwear (Females)	5	1 issued during the intake process
Underwear (Males)	4	1 issued during the intake process
Personal socks (Females)	5	Girls' unit not state-issued, 1 issued during the intake process
Personal bra (Females)	5	Girls' unit not state-issued, 1 issued during the intake process
Pajama pants	1	Obtained from volunteer closet



Religious items		
Bible, Quran	1	Chaplain service
Prayer rug	1	Chaplain service



Residents may have additional items, depending on your phase and level. The manager in charge of your unit, called a JPM (Juvenile Program Manager), as well as other staff, can remove an item from you on a temporary or permanent basis, if you intentionally break the rules. In order to maintain your safety and security in the building, your property is subject to search at any time.



What to Expect Your First Month

Soon after you've gotten to Long Creek, you will visit a nurse here in the building to complete a health screening. Within two weeks of being committed, you will have a complete physical exam with our doctor. Within a month, you will be assessed by the dental staff.

If you feel sick or have problems with your teeth or health before you go to your first visits with the doctor or dentist, you can fill out a sick call slip. You'll need to do this first thing in the morning, before school starts. Place the sick call slip in the box located in your housing unit, so the nursing staff can collect it. A nurse will call you to the Medical Department to be examined.



During the first 30 days following commitment, you will undergo several assessments with mental health staff as part of the Assessment and Orientation (A&O) Process. An initial mental health assessment is completed by a mental health clinician or psychologist within seven days of commitment.

Often these forms are already completed if a new resident has been in detention for longer than a

week. Once this is completed, staff from mental health, education, substance use, medical and psychology will meet with you on an individual basis to obtain a more detailed history and ask you to complete further assessments and/or testing. You will also meet with your unit psychiatric social worker who will interview you and complete a bio/psycho/social assessment along with a criminal history.

Upon completion of these assessments and interviews, the A&O team meets and develops your individualized case plan based on needs identified through the A&O process. A case plan review is scheduled within 30 days to review the case plan and to get your signature for the plan, as well as the signatures of your providers. Mental health clinicians can be accessed through the sick call process or a staff referral at any point during this 30-day assessment process to receive additional mental health support.

At Long Creek, all committed residents participate in a treatment program that determines your phase and level/tier. You can read more about how this program works on page 35. But briefly, within the first month that you're here, you begin the program on the first phase, called the A&O phase. As you get used to the facility, we get to know you and the staff will work with you to identify areas that cause problems for you so that we can work on them during your time here.

Also, while you're here, you will go to school every day during the week (Monday through Friday) at the A. R. Gould School. If you're in high school, you will go to classes so that you can continue to work on getting your diploma. You can also participate in vocational programs, including culinary arts (learning how to cook) and engine repair (learning how to fix engines). You can also participate in our Creek to College program, where you can earn college credits, through Southern Maine Community College, towards a degree.



After school and on weekends, residents participate in many activities, including daily scheduled gym and activity room times, yoga, special interest groups, meeting with mentors, visits and going outside (when weather permits). On Friday afternoons and Saturday mornings, you can go to chapel services.

You will be able to participate in a wide variety of recreational activities. The recreation staff offer

activities that include athletics (basketball, softball, flag football, kickball, ultimate frisbee, lacrosse, soccer, volleyball), fitness programs (weight lifting, running, yoga, exercise classes), music (learning an instrument with an instructor, listening to or recording music/voice), arts & crafts (crochet, photography, drawing, painting), and recreational games (dodgeball, pool, ping pong, foosball, capture the flag, Magic, Dungeons & Dragons, card games, board games, BINGO). Activities off grounds may also be offered to residents who have advanced in their program and have been approved; these activities may include fishing, sporting events, plays and other outings. If you have a positive activity or interest that you would like to see offered, you can talk to the recreation staff.



How Things Work Here

The Units

There are four different units at Long Creek: Two for committed boys, one for detained boys, and one for both committed and detained girls.

Below is a chart with information about who runs each unit (the JPM), who the unit social worker is, and what their phone numbers are.

Name of Unit	Juvenile Program Manager	Telephone Number	Social Worker	Telephone Number
Cedar Unit	Scott Janosik	822-2713	Melanie Cardus	822-2708
Pine Unit	Willie Stewart	822-2747	Kerry Polyot-Stefani	822-2767
Oak Unit (Detention)	Chad Sturgis	822-2756	Betsey Davis Al Haynes-DHHS Clinician	822-2748 822-2789
Maple Unit (Girls)	Jerry Dixon	822-2758	Angela Fauth Cassie Antonelli-DHHS Clinician	822-2708 822-2749

Daily Schedules

At Long Creek, we follow regular schedules. During the week (Monday through Friday), we go to school during the day as well as participate in therapeutic groups and meetings with our clinicians. On the weekends, we have activities and visits, but we have more free time.

The schedules on the next page will give you a good idea of our daily routines. However, once in a while we have changes to the schedule, such as a special performance or a graduation ceremony.

Weekday Schedule

6:30 a.m. to 6:45 a.m.	Formal count
6:30 a.m. to 7:30 a.m.	Wake up
6:45 a.m. to 8:00 a.m.	Breakfast
7:30 a.m. to 8:00 a.m.	Medication
8:00 a.m. to 8:15 a.m.	Morning circle
8:15 a.m. to 11:45 a.m.	School
11:15 a.m. to 1:00 p.m.	Lunch, medication, community meetings, programs, Maine Inside Out, and free time
1:00 p.m. to 2:00 p.m.	Groups (committed)
2:00 p.m. to 3:00 p.m.	School
3:15 p.m. to 3:45 p.m.	Formal count
3:45 p.m. to 4:45 p.m.	Free time, gym, therapy, college classes, tutor/mentor meetings, visits, chapel (Friday)
4:45 p.m. to 6:30 p.m.	Dinner
6:30 p.m. to 7:30 p.m.	Bible study (Tuesday, Wednesday, Thursday)
7:30 p.m. to 9:00 p.m.	Free time. Bedtimes depend on level, and it varies in each unit.

Weekend Schedule

6:30 a.m. to 6:45 a.m.	Formal Count
6:30 a.m. to 7:30 a.m.	Wake up
6:45 a.m. to 8:00 a.m.	Breakfast
7:30 a.m. to 8:00 a.m.	Medication
9:00 a.m. to 10:00 a.m.	Chapel (Saturday)
8:30 a.m. to 11:15 a.m.	Free Time, gym, recreation
11:15 a.m. to 1:00 p.m.	Lunch, free time, medication, visits
1:00 p.m. to 2:40 p.m.	Free time, gym, recreation, visits
2:40 p.m. to 3:00 p.m.	Formal count
3:00 p.m. to 4:45 p.m.	Free time, gym, recreation, visits
4:45 p.m. to 6:30 p.m.	Dinner, visits
6:30 p.m. to 8:15 p.m.	Free time, gym, recreation
8:15 p.m. to 9:00 p.m.	Showers, snack, bedtime
9:00 p.m.	Bedtime, depending on level and unit
9:00 p.m. to 10:00 p.m.	Unit cleaning

Visits

Each unit offers visiting time for all residents, four times each week. You and your visitors can attend all visits that are offered each week. Before people can come in to visit you, they need to be approved to be able to do so. This helps us make sure that everybody is safe.

Just like with everything else at Long Creek, there are rules we need to follow during visits:

1. First, your JPM—or someone your JPM designates—needs to know the visiting person's name, relationship to you, address, and phone number.
2. People will not be allowed to visit you until we can verify their relationship to you, such as through a custody order, marriage certificate, and/or birth certificate.
3. All visitors need to arrive at Long Creek at least 15 minutes before the visiting time starts, in order to complete all the things that need to happen before the visit begins. If your visitors don't come 15 minutes before the visit starts, they might not be able to come in to visit you.
4. Visitors won't be able to come into the visits room if they are under the influence of drugs or alcohol, or if they have an item that is not allowed, such as illegal drugs, a weapon, escape tool, and/or other contraband.
5. All visits occur in the visits room, unless directed otherwise by the officer on duty. Visitors sit on one side of the table, and residents sit on the other side.
6. Visitors aren't allowed to leave and then re-enter the visits area, once visits begin.
7. Visitors can use the restrooms in the lobby before the visits start. Visitors and residents aren't allowed to use the same bathrooms.
8. Visitors won't be able to come into the visits room if they are wearing inappropriate clothing, such as revealing clothes and/or clothing with drug, gang, sex, or violence references and/or obscene language. Other examples of inappropriate clothing are: Bare mid-drifts, half-shirts, halter tops, pajamas, lingerie or see-through clothing of any kind. Visitors must also wear shoes.
9. Family visits are limited to four people per visit. Exceptions to this require the written permission of the Superintendent, unit social worker, JPM, or designee.
10. Adult visitors need to present government-issued picture identification, such as a driver's license, to the lobby officer before they can come in to the visits area.
11. Visitors who are minors may be required to present government-issued picture identification, such as a State of Maine identification card or passport, to the lobby officer.
12. All visitors enter the building through the lobby, and they must leave all of their belongings in their vehicles or in the lockers located in the lobby. All visitors pass through a metal detector, and they cannot bring anything for residents into the visits area or leave anything at the lobby desk unless they have received special permission from the JPM or designee. This must be arranged in advance.
13. No food may be brought into the building, unless special permission has been granted from the JPM or designee. This must be arranged in advance.

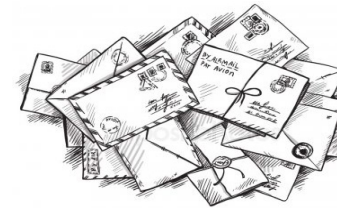
14. All visitors and their vehicles are subject to search.
15. All tobacco products and/or any item that contains nicotine must be left in vehicles.
16. Visitors can't take any pictures during visits or at any other time while on the grounds of Long Creek Youth Development Center.
17. Facility staff will be present during all visits to supervise the residents and visitors. If any resident or visitor acts inappropriately, such as displaying excessive physical contact, criminal activity, violating any of our rules, or is a risk to the safety or welfare of a resident or other visitor, then facility staff will end the visit immediately, and all those visiting the resident will have to leave the facility.

Here is the Visit Schedule for Each Unit:

Unit	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cedar	11:00am – 12:15pm		7:30pm – 8:45pm		7:30pm – 8:45pm		9:30am – 10:45am
Pine	4:15pm – 5:30pm	7:30pm – 8:45pm		7:30pm – 8:45pm			4:15pm – 5:30pm
Oak (Detention)	12:30pm – 1:45pm	6:00pm – 7:15pm			6:00pm – 7:15pm		12:30pm – 1:45pm
Maple (Girls)	2:45pm – 4:00pm		6:00pm – 7:15pm			6:00pm – 7:15pm	2:45pm – 4:00pm

Mail

We encourage you to send and receive mail while you're here. You can write as many letters as you want, as long as you have stamps. You get to send two free letters every week (we provide the stamps). Your family and friends can also send you stamps, or you can buy them at the Canteen.



The address here is:

Long Creek Youth Development Center
 675 Westbrook Street
 South Portland, ME 04016

Things to keep in mind about mail:

1. Staff checks all incoming mail for contraband.
2. Staff will remove money orders, checks, and cashier's checks from your mail, and it will be deposited into your canteen account. The money will be available on your canteen two weeks from the day of receipt. The business office will send you a receipt for any money you receive.
3. Staff will remove the stamps that you receive and give them to your JPM, so you can use them when you need them.
4. Staff will not read privileged or legal mail, such as mail from your lawyer, the Department of Corrections, the courts, or elected officials, but you need to open it in front of them.

5. You won't be able to get subscriptions to magazines delivered to you at Long Creek, but you can receive individual publications, such as one magazine, through the mail.
6. All books and publications you receive through the mail need to be reviewed and approved by the Education Department.
7. You can't send or receive mail from anyone in a correctional facility, unless that person is an immediate family member (your mother, father, brother, sister, grandmother, grandfather, or husband/wife). This kind of mail must be approved by your JPM or designee. Your ability to send or receive this kind of mail might be restricted by the correctional facility where your family member is living.
8. Any contraband found in the mail will be removed and will become property of the state.

For more information about approved publications, please refer to *Policy 16.1 Resident Mail* and the October 4, 2016 memo from the Commissioner regarding approved book distributors. This policy and memo are included in this handbook.

Approved Book Distributors	Address	City	State	Zip
Amazon.com*				
Books N Things Warehouse, Inc.	PO Box 7330	Shrewsbury	NJ	07702-7330
Hamilton Books	PO Box 15	Falls Village	CT	06031-0015
Prison Legal News	P.O. Box 1151	Lake Worth	FL	33460
Shutterfly, Inc.				

* All Amazon orders must be shipped directly from Amazon.com – not a third party that sells through Amazon.

Money

Long Creek keeps a trust account for you so that you can buy things while you're here, such as minutes for phone calls, snacks, toiletries, etc. When you achieve higher phases in your programming, you may even have the option to order take-out food. Any money you receive (in the form of checks, cashier's checks, or U.S. Postal money orders, payable to you) will be stamped "FOR DEPOSIT ONLY" and will be deposited into your Resident Trust Account.

All funds received via the mail will be posted to your account within 3 working days (Monday through Friday) after receipt in the Business Office, but this money will be placed on hold for 14 calendar days from the date of posting. Your signature is not required. You will receive notification of all transactions to your account. For committed residents, another way to have money deposited into your account is online (<https://www.maine.gov/online/correctionsdeposit/main.cgi>). This money will be available within 3-5 business days.



It's important for you to know that if you have facility or court-ordered restitution, that 25% of each obligation will be subtracted from the original amount. For example, if someone sends \$10 and you owe money to both the court and facility, you will only receive \$5 in your account.

All funds need to be mailed in or posted online (online deposits are only eligible for committed residents); no funds are accepted when visiting a resident. Cash is not accepted and will be returned (per policy). Any money sent in needs to be in the form of a personal check, cashier check, or U.S. Postal money order.

All accepted forms of money should be mailed to:

Long Creek Youth Development Center
675 Westbrook Street
South Portland, ME 04016

Expectations

At Long Creek, we are a community of people: Residents, staff, visitors, mentors, volunteers, and special guests. Every community is built on respect. While you're here, it's our expectation that you will always respect yourself and others.



Responsibility – take responsibility for your own behavior

Encouragement – encourage your peers to make better choices

Self-control – follow rules and expectation

Positive attitude – keep a positive attitude and be a leader

Empathy – consider others' feelings

Constructive feedback – listen to feedback and learn from it

Treat – others the way you would like to be treated

In turn, the staff at Long Creek are expected to:

Treat you fairly, consistently, and respectfully.

Hold you accountable.

Listen to and communicate with you.

Answer questions and explain things you don't understand.

Praise and encourage you for your efforts.

Your Rights

1. While you are here, you can expect your rights to be protected.
2. Residents have the right to expect that they shall be treated respectfully, impartially, fairly, and with dignity.
3. Residents have the right to not be subjected to physical punishment, personal injury, disease, physical, mental or emotional abuse, humiliation, sexual harassment, other harassment, verbal abuse or threats, punitive interference with the daily functions of living, such as eating or sleeping, or property damage.
4. Residents have the right to be supervised by trained staff and/or trained volunteers only.
5. Residents have the right to be informed of relevant policies and procedures and schedules concerning the operation of the facility, provided such information does not jeopardize the safety, security, or orderly management of the facility.
6. Residents have the right to be informed in writing of the rules and the sanctions for violation of the rules.
7. Residents have the right to a fair disciplinary process prior to the imposition of a disciplinary sanction.
8. Residents have the right to be present at all classification meetings dealing with them, provided their behavior does not preclude their attendance.
9. Residents have the right to participate in religious services and religious counseling on a voluntary basis, without penalty or threat of penalty. (See Department Policies (JF) 29.1, Resident Grievance Process, General and (JF) 29.2, Resident Grievance Process, Medical and Mental Health Care Grievances.)
10. Residents have the right to review their juvenile criminal history records and Department of Corrections records, within the limits of the law, as set forth in Chapter 22, Resident Records.
11. Residents have the right to a reasonable opportunity for physical exercise.
12. Residents shall be allowed freedom in personal grooming subject only to the limitations necessary to protect the safety, security, or orderly management of the facility.

Your Responsibilities

While you are here, we expect you to be responsible for the following:

1. Residents have the responsibility to treat others with respect.
2. Residents have the responsibility of asking for medical and mental health care, counseling, and direction from staff when they need it.
3. Residents have the responsibility to follow the rules, schedules, and directions of staff.
4. Residents have the responsibility of not discriminating against other residents or staff and not using language or acting in a manner that would imply prejudice or discrimination.
5. Residents have the responsibility to not harass, intimidate, physically/sexually/verbally abuse, threaten, assault, or humiliate others.
6. Residents have the responsibility to respect the property rights of others.
7. Residents have the responsibility of conducting themselves properly during visits and following all mail, telephone, and visitation procedures.
8. Residents have the responsibility of not using profane or obscene language.
9. Residents have the responsibility of helping to maintain clean and tidy living quarters.
10. Residents have the responsibility of maintaining their clothes in a clean and odor free condition. It is also their responsibility to keep their persons (including their hair) clean and odor free.
11. Residents have the responsibility of following the grievance process for reporting any problems they have at the facility and for reporting any action taken against them by other residents or staff because of filing grievances.
12. Residents have the responsibility of using the appeal process for any disciplinary finding or recommended sanction they feel is unfair.
13. Residents have the responsibility to report, in a timely manner, information about potential threats to the safety of themselves, other residents, staff, or others, as well as other potential threats to security.

RESIDENT TIP:

You can get a copy of Long Creek's policies and procedures in the Learning Commons (the library); a copy is kept behind the desk.



The Phase and Level Program

At Long Creek, we have a program for committed residents built on phases and levels that reflects the progress you are making in your program.

Phase refers to the progress made in the treatment goals identified in your case plan.

Level refers to your daily behavior and conduct in every area of the facility: The unit, the dining hall, at school, with your clinicians, and with visitors.

The program consists of four treatment phases:

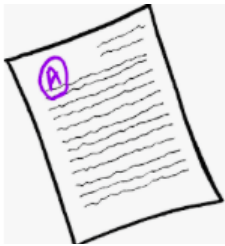
PHASE 1: Assessment and Orientation (A&O)	Identifying the areas that cause problems for you and orienting you to the facility.
PHASE 2: Self-Awareness	You show awareness of the problems created by certain behavior choices.
PHASE 3: Self-Control	You show that you are able to gain control of negative behaviors and engage in more positive behaviors.
PHASE 3: Off-Grounds Approval	You have completed the steps necessary to be able to go off-grounds, to work, or on passes.
PHASE 4: Community Reintegration Preparation	This is the final stage of preparation for release, when we identify community supports and create a community reintegration (or after-care) plan.

The program also consists of four behavioral levels:

On Level 1, you are expected to follow the basic facility rules for safety and security. You are also eligible for basic privileges, such as phone calls, recreation time, unit activities, and others.

As you demonstrate expected behaviors for each level, you will move to the next level, where you will be expected to show even more responsibility as well as receive more privileges.

Staff will measure your behavior every day on a behavior card which will list your target behavior by marking down commendable, acceptable, and unacceptable behaviors. Once you have earned and once Classification has approved you for Phase 3, you may apply to your Unit Treatment Team to discontinue the daily behavior card. When you have been approved for Phase 4 by Classification, you no longer need to use the daily behavior card.



How to Advance in Phase and Level

When you're first committed to Long Creek Youth Development Center, you begin the program on Assessment and Orientation (A&O) status.

Each week, your coach will make a recommendation during the Unit Treatment Team meetings about your level. You can progress, stay at the current level, or be dropped a level (or levels), based on your behavior during the previous week. If you do something considered to be major misconduct (see page 43), you will be immediately dropped to Level 1. You will remain on Level 1 until your Unit Team reviews your misconduct and determines an appropriate level.

When you are ready to advance to the next phase, your coach will give you a packet to complete. You will then identify what progress you have made, and you will be responsible for gathering input from all areas of your programming: School, the unit, skills groups, substance use treatment, mental health treatment, etc. You will then make a presentation to the Unit Treatment Team (UTT), describing the reasons you think your phase advancement is appropriate. If you're approved, your JPM or social worker will arrange a Phase Advancement Review to be held by the Classification Committee.

The Classification Committee will review your Phase Advancement Packet and talk about phase advancement with you. Then the Committee will either approve or deny your phase advancement. If your advancement is denied, the Classification Officer (or a designee) will explain what you'll need to do in order to advance.

You can be dropped a level (or levels) by your JPM or Unit Treatment Team. You will be dropped in phase only by the Superintendent (or designee).

A blue rectangular form with a white border. At the top center, it says "PHASE ADVANCEMENT". Below that, on the left, it says "PHASE 3" and "UNIT:". On the right, it says "RESIDENT:" and "DATE:". Below these labels are several horizontal lines for writing, with the lines on the right side being shorter than the ones on the left, creating a stepped appearance.

Our Rules

At Long Creek, you will always be held accountable for your behavior. Our goal is that you learn from your behavior. We want you to learn why some behaviors are not acceptable and to help you take accountability by repairing the harm you have caused. Restorative Justice is our primary way to help you do this and is our first response to harmful behavior. You will be offered to participate in a “Restorative Process” as a way to repair the harm. The process will differ depending on the situation. It may include meeting with the person(s) you harmed and agreeing on how to repair the harm.

Unacceptable behavior can be considered either major or minor misconduct.

Minor misconduct is behavior that is inappropriate but does not create a substantial risk to your or others’ safety or to the security of the facility.

Major misconduct is behavior that creates a substantial risk to your or others’ safety or to the security of the facility or that constitutes a juvenile crime.

Consequences

Misconduct has consequences. These can include:

- ❖ verbal redirection or modification
- ❖ “unacceptable” rating on behavior card
- ❖ writing assignment
- ❖ extra work duties
- ❖ monetary or service restitution
- ❖ specific activity restriction
- ❖ restriction
- ❖ pod restriction

The extent of the consequences depends on whether the misconduct is major or minor. See the chart on pages 46 & 47 for more details.

Staff may resolve minor misconduct and some major misconduct informally, if the resident agrees, and may impose one or more of the consequences listed above. If a resident does not accept the informal resolution, then staff writes a misconduct report, and the issue is referred to the formal disciplinary process.

When major misconduct occurs, staff must write an incident report, attach it to a misconduct report, and deliver both to a Juvenile Facility Operations Supervisor (JFOS). Staff will investigate the incident and talk to the resident who has allegedly violated a rule. The resident will have an opportunity to make a statement at that time. A resident who commits major misconduct will be dropped to Level 1, until the resident’s Unit Treatment Team (UTT) reviews the misconduct and determines the appropriate behavioral level.



If it is determined that a violation hearing will be held, the resident will be notified of the date and time of the hearing at least 24 hours prior to the hearing, unless the resident waives the right to a 24-hour notice. At this time, the resident will be given a copy of the misconduct report. The resident may ask staff to assist him/her and be present at the hearing. The Hearing Officer will be present at the hearing, unless the resident's presence would create a risk to self or others.

The resident will have an opportunity to make a statement at the hearing. The Hearing Officer will determine guilt or innocence, based on the evidence presented at the hearing, and will also determine the consequences. The Hearing Officer will explain the resident's right to appeal the decision and/or the recommended consequences.

The resident will receive a copy of the Hearing Officer's report and, if the resident is appealing, an appeal form, within 24 hours of the hearing. The resident has 15 days to appeal. The Superintendent makes the final decision on guilt or innocence and on the consequences to be imposed.

If a resident commits major misconduct which constitutes a juvenile crime or crime, the Superintendent may refer the matter to the District Attorney's Office or the Attorney General's Office. In such a case, the misconduct may also be processed through the formal disciplinary process.



Minor Misconduct

Minor misconduct is behavior that is inappropriate but does not create a substantial risk to the safety of you or another person or to the security of the facility. The following behavior constitutes minor misconduct:

1. Failure to maintain cleanliness and neatness of oneself, property, and assigned areas (rooms, school desks, dining area, activity area, etc.).
2. Disrespectful behavior toward another person (name calling, swearing, offensive words or gestures, harassment, ignoring staff, lying, etc.).
3. Failure to follow any staff directive or posted rule (housing unit rule, library rule, dining room rule, classroom rule, visitations rule, etc.).

4. Failure to conduct oneself in an orderly or courteous manner (horseplay, running--except as part of an approved activity, arguing, loud or obnoxious noise, language, or behavior, etc.).
5. Unauthorized physical touching of another person (shoving, poking, grabbing, excessive physical contact during sporting activities, kissing, hugging, etc.).
6. Being out of place (being in another resident's room, being late for any program or activity, taking an excessive amount of time to arrive at a destination, etc.).
7. Damage or destruction, misuse, or unauthorized possession of property (damaging or destroying the property of another person or the facility, using any item in a way in which it was not designed to be used, possession of any property of another person or of the facility without authorization of facility staff—valued at less than \$50).
8. Violation of facility policies and procedures (telephone use, correspondence procedures, care of facility-issued property, etc.).
9. Refusal to abide by an informal resolution of a prior misconduct incident.

(All violations include planning, attempting, inciting, and/or acting as an accessory).

Major Misconduct

Major misconduct is behavior that creates a substantial risk to the safety of you or another person or to the security of the facility or constitutes a juvenile crime or crime for which the facility intends to seek prosecution. The following behavior constitutes major misconduct.

1. Arson or possession of any item that may be used to facilitate arson (match, lighter, explosive and combustible chemical, or other combustible material, etc.).
2. Hiding (concealing yourself or disguising yourself or wearing clothing not issued to you by the facility), touching or approaching the security fence, escape (escape from the facility, a transport, or an off-grounds activity), or being out of place during a leave/pass (leaving the supervision of the sponsor, failing to appear at the approved location, going to a location other than the approved location, or failing to return to the facility at the appointed time).
3. Use of machinery, computer, or other equipment without authorization.
4. Possession of major contraband--an item prohibited by law (dangerous weapon, tool, or other item that may be used to facilitate escape), alcohol or illegal drugs, tobacco or tobacco-related products (match, lighter, pipe, etc.), inhalant, medication, cash, check, money order, or any other legal currency, debit/credit card, telephone calling card, ATM card, or any account number information, or key or keycard.
5. Fighting or assault or inflicting bodily injury on others or threatening any of these or demonstrating or practicing wrestling, boxing, or any type of martial arts.
6. Assault with body fluid, such as spitting, excreting, or urinating on or at another person, throwing any body fluid or any fluid

appearing to be or stated to be a body fluid on or at another person, or contaminating any item with any body fluid or any fluid appearing to be or stated to be a body fluid.

7. Sexual contact (touching of a sexual nature, whether voluntary or involuntary) or exposure (exposing one's genitals, female breasts, or buttocks to another person).
8. Damaging or destroying property of another person or the facility of which the cost of replacement or repair, including labor, is more than \$50.
9. Dishonesty (stealing, making a false statement, counterfeiting, forgery, cheating, etc.).
10. Gang-related activity or article (possessing any gang-related article or engaging in any gang-related activity, including the use of gang gestures, words, or symbols).
11. Tampering with or blocking a safety or security device (locking device, door, fire alarm, radio, fire sprinkler, etc.) or interfering with a count or failing to obey a staff directive during an emergency or a critical incident.
12. Producing a positive drug or alcohol test result or refusing to take a drug or alcohol test (outright refusal, failure to produce an adequate sample, tampering with a sample, failing to follow instructions for producing an uncontaminated sample, etc.).
13. Mistreatment of an animal (abuse, harassment, etc.).
14. Demonstrating (organizing or participating in an unauthorized group demonstration, strike, sit-in, etc.).
15. Gambling (whether or not involving money) or bribery (whether or not involving money).

16. Violation of state or federal juvenile criminal or criminal law.
17. Repeated minor misconduct (three or more minor misconduct violations on the same day), if the JPM, or, in his/her absence, the on-duty Juvenile Facility Operations Supervisor approves designating it as major misconduct.
18. Self-injurious behavior (cutting, rubbing, tattooing, etc.), provided disciplinary intervention is prescribed by the resident's Unit Treatment Team, after consultation with appropriate mental health staff, and is outlined in the resident's Case Plan.
19. Body piercing or tattooing.
20. Harassment (harassment by words or gesture of any person that is motivated by the person's race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, physical or mental disability, or juvenile crime).
21. Being in another resident's room.

(All violations include planning, attempting, inciting, or acting as an accessory).

Consequences

For a Minor

Consequence	Duration
Verbal Redirection or Modification	To the extent necessary to accomplish the intended outcome
"Unacceptable" Rating	For the rating period during which misbehavior occurred
Writing Assignment	Sufficient in detail to accomplish the intended outcome
Extra Work Duties	Not to exceed (1) hour per day for up to two (2) days, as soon as practicable
Monetary or Service Restitution	Sufficient for reimbursement of costs
Specific Activity Restriction	One activity, loss of privilege for up to a week (up to two (2) weeks with authorization of the resident's Juvenile Program Manager, or designee)
Unit Restriction	No more than (12) hours, which may be consecutive or intermittent
Pod Restriction	No more than (12) hours, which may be consecutive or intermittent

For a Major

Consequence	Duration
Verbal Redirection or Modification	To the extent necessary to accomplish the intended outcome
"Unacceptable" Rating	For the rating period during which misbehavior occurred
Writing Assignment	Sufficient in detail to accomplish the intended outcome
Extra Work Duties	Not to exceed (1) hour per day for up to (4) days, as soon as practicable
Monetary or Service Restitution	Sufficient for reimbursement of costs
Specific Activity Restriction	(2) activities, loss of privilege for up to (4) weeks
Unit Restriction	No more than (30) hours, which may be consecutive or intermittent
Pod Restriction	No more than (30) hours, which may be consecutive or intermittent

How to File a Grievance

You can file a grievance and request administrative review of any policy, action, decision, or any condition that you feel is unfair, in violation of your rights, or in violation of departmental policies and procedures, without fear of consequences.

If the Commissioner, designee, or Superintendent determines that a resident has abused the grievance process or has determined that the grievance is frivolous, he/she may suspend your use of the grievance process for up to a 90-day period. If the Commissioner suspends your use of the grievance process, you will be notified in writing. If you make a false statement in a grievance filled, disciplinary action may be taken against you.

A grievance may not be filed regarding the following matters, since appeal procedures for handling these matters currently exist:

- 1 Classification decisions
- 2 Disciplinary decisions
3. Going on a pass

If you feel you have a grievance, your JPM or other staff person can assist you in filling out the appropriate forms. The grievance policy is available in each housing unit for you to read. If you cannot understand any part of the procedure, ask staff to explain it.

Attorneys and Legal Advocacy Organizations

If you are facing charges in court, you can contact your defense attorney by either writing or making a phone call at reasonable times by contacting a staff member with your request for a call.

You have the right to seek legal advice about other matters as well. If you wish to contact an attorney or a legal advocacy organization, you may do so in writing. If you feel that a letter will not be sufficient, you may request to make a telephone call to the attorney or legal advocacy organization.

The following are some legal advocacy organizations:

Maine Civil Liberties Union
121 Middle Street
Portland, Maine 04101
Telephone # (207) 774-5444

Disability Rights Center
160 Capitol Street, Suite 4
Augusta, Maine 04330
Telephone # (207) 626-2774

GLBTQ Legal Advocates and Defenders
18 Tremont Street, Suite 950
Boston, MA 02108
Telephone # (800) 455-4523
(617) 426-4523

Maine Equal Justice Partners
126 Sewall Street
Augusta, Maine 04330
Telephone # (207) 626-7058

Pine Tree Legal Assistance
88 Federal Street
P.O. Box 547
Portland, Maine 04112
Telephone # (207) 774-8211

Portland Outright
56 North Street, Suite 100
Portland, ME 04101
Telephone # (207) 558-2429

Long Creek Services

At Long Creek, residents benefit from many different services—from medical and dental care to religious services, from yoga and hair care to mental health. We also have a robust volunteer program, which offers residents more layers of support. Our services are detailed below.

Volunteer Services

The main purpose of the Volunteer Office is to connect caring and responsible adults from the community to Long Creek residents. We believe that even though you are in Long Creek, you are more than the mistakes that you have made and that you have a lot to offer the community when you return to it. Your journey in Long Creek might be hard at times, and it's ok to reach out for support. Spending time with a volunteer is a great way to get this support.

Currently, we have over 125 active volunteers who come in at least monthly, most weekly, to spend time with you. Long Creek volunteers donate an average of 350 hours per month.

If you are interested in spending time with a volunteer, here are some ways to do so:

Mentor Program

A mentor spends an hour per week with a Long Creek resident. A mentor can listen to you, help you set goals, play games with you, and be a role model and friend to you.

Tutoring

School may not have been a positive experience for you, and you may have some catching up to do. A tutor can help you with any school work that might be hard for you.

Other Programs

Other volunteer programs and activities include:

Recreational activities, AA meetings, unit sponsorship activities, monthly birthday group, music lessons, religious volunteers, yoga, radio programming, holiday celebrations, donation drives, and help for residents reentering the community.

If you would like to speak with someone from the volunteer office, please ask a staff member to call our office.

Chaplain Services

The Chaplain services at Long Creek serve you and your family while you are here. Our purpose is to provide opportunities for religious/spiritual expression. We hold weekly Catholic and non-denominational services. We also use available community contacts to provide other religious services that you may practice. We hold a regular weekly meditation group for all those interested.

Chaplain services also provides individual counseling for a variety of personal needs, such as grief counseling, religious concerns, anxiety, and family issues. You may contact Chaplain services for help at any time. If you would like further religious assistance, such as baptism, holy communion, or religious instruction, the Chaplain can arrange for that.

We have a strong core group of religious volunteers available to meet one-on-one with you.

Bible Study meetings, support groups, and group spiritual direction are available to all residents in their units regardless of your religion.



Hair Care

At Long Creek, you're allowed freedom in personal grooming, as long as it doesn't conflict with our requirements for safety, security, and hygiene.

You may request free haircuts at least once every 2 months. You can also request to purchase additional haircuts through your canteen account.



Medical/Dental Department

Our medical and dental department is here to assist you while you are here. The nursing staff administers prescribed medications and handles sick calls for residents. They also make doctor and dentist appointments with outside professionals when necessary. Our own medical doctor is available two days a week to give physicals to newly committed residents and to see residents who have problems that might need more care.

If you wish to see a nurse or the doctor, then you fill out a sick call slip in the morning and place it in the box in your unit designated for that purpose. A nurse will collect the slips from the housing units at night, and you will be seen when the nurse calls you to the medical department.

If you feel like you can't wait until the morning to see a nurse, then you need to ask the staff person on duty to call the medical department. Remember, you are responsible for making someone aware of your problem. In the event of an emergency, a nurse will respond to the area where you are.

The dental hygienist is here for eight hours one day a week and will treat you, as appropriate, for your dental needs. A dentist is available to do any necessary dental work you may need. If you need to see an outside professional, we will make an appointment for you. To see someone on the dental staff, you follow the same process as the one you follow to see a nurse or doctor.



Behavioral Health

Changing behavior is very hard work, and it takes a lot of help. Everyone at Long Creek works together to support you to make the changes that will help you succeed in the community.

The clinical services at Long Creek are offered by Wellpath. We base appropriate clinical services or interventions for you on the assessments we do when you are committed, your behavior, and the progress you make on reaching the goals in your case plan.

Interventions in your case plan may include individual, group, and/or family therapy. These, including sexual behavior treatment, are provided by clinical social workers, psychologists, and substance use counselors.

Sexual behavior treatment is provided when it is in your case plan. It includes both individual and group therapy. The sexual behavior treatment team and the unit treatment team work together (and

your sexual behavior treatment therapist is part of your unit treatment team). Your sexual behavior treatment therapist can answer any questions you or your family have about sexual behavior treatment.

The mental health director at Long Creek will help you and your family understand your program and make sure that your program meets all your treatment needs. Sometimes, the mental health director may work with you to make sure that your evaluations are accurate and complete. You may be asked to repeat some of the testing you did during your assessment and orientation time, which helps the unit treatment team know where you are with regards to your case plan.



Clinical social workers provide individual, group, and family therapy, according to your case plan. Your therapist is part of your unit treatment team. Referrals to a therapist can be made by the assessment and orientation team or the resident's unit treatment team. If you think you would benefit from seeing a therapist, you can fill out a sick call slip to mental health and place it in your sick call box in the unit. You can also request it with your unit treatment team at any time.

Substance use counselors help you meet the substance use goals in your case plan. They provide individual, group, and family counseling. They also help set up counseling in the community when it is part of your community reintegration plan. Your substance use counselor is part of your unit treatment team.



The A.R. Gould School

The mission, vision and core values of Long Creek's Arthur R. Gould School are listed below.

Mission

Arthur R. Gould School educators provide safe, innovative, student-centered instruction to a unique group of students to support, encourage, inspire, and prepare them as confident, successful community citizens.

Vision

Arthur R. Gould School, in collaboration with Long Creek Youth Development Center, inspires excellence in teaching and learning, in order to promote individual talents and skills and maximize each student's potential.

Values

Exploration
Learning
Practical Application
Self-Realization
Risk Reduction
Accountability
Healthy Relationships
Respect
Integrity
Responsible Citizenship

We are approved by the Department of Education, just like other Maine schools, and we grant high school diplomas to those who successfully complete the curriculum. For those residents who have earned a limited number of high school credits, we also offer HiSET preparation, to test for and receive a high school equivalency diploma. In our Creek to College program, students can earn college credits through Southern Maine Community College, and our CTE and vocational programming (including Culinary Arts and Small Engine Repair) introduces students to a variety of career options and pathways while they build skills and earn certifications.

Unlike other schools, the A. R. Gould School is in session year-round. Our summer session allows residents to meet standards aligned with the Maine Learning Results as well as earn additional credits toward high school graduation and take college classes.



Within the first two weeks of your arrival, you will take an educational assessment to help us understand how we can help you academically. It is very important that you do your best on these tests, so we can all work together to offer you the most appropriate instruction. After testing is complete, you will meet with the guidance counselor to discuss your past schooling and where it occurred. We will also gather your school records and place them on file here.

During your initial interview with the guidance counselor, you will learn about the educational program offered here, and we will create a Personal Learning Plan (PLP). Our ultimate goal is to prepare you to be a lifelong learner as well as a useful and responsible member of the community.

The A.R. Gould School's Program includes:

- A team of teachers, including Special Education teachers, to meet academic needs
- Opportunity for hands-on, project-based learning and activities
- Technology resources to help students achieve academic goals
- Instruction linked to standards-based curriculum measures
- Multiple assessments geared to show student progress
- Integration of educational instruction with alternative pathways to meet the needs of individual students
- A physical education program
- The Creek to College and Career Program (C²CC), where students can earn college credit and take courses offered through Southern Maine Community College



- Vocational programming, including Small Engines and Culinary Arts
- Career exposure and exploration
- HiSET preparation and testing
- Team/intramural sports

At its core, the A.R. Gould School believes that, in a safe environment, students directly involved in their own learning process effectively create their own learning. Each classroom has a very small number of students, thus allowing more individual attention per student and the opportunity for you to engage in active learning with your peers. The collaborative environment enables students to practice social and academic skills. This preparation is a key to successful transition and community reintegration.

For students requiring additional help, the school maintains a Special Education Department that will provide support to you, as required by law. The Arthur R. Gould School is prepared to provide services to students arriving with IEPs or 504 plans. Educational services for Special Education students are determined during a transfer IEP meeting held upon enrollment to the A.R. Gould School. We maintain compliance with Chapter 101--Maine Unified Special Education Regulations. Services may include both consultative and/or direct instruction services, depending upon individual needs. Students may receive both academic and behavioral support within their mainstream classes or individually in the Special Education classroom. Modifications and accommodations for Special Education and 504 students can be adjusted if the need arises. We can also provide speech and language services as well as ELL (English Language Learner) services with licensed therapists, if needed.

- CLASSROOM EXPECTATIONS -

- Respect yourself, your teacher & your classmates -

Respect others property, use appropriate language, and wear appropriate clothing. Respect is a two way street!

- Put forth your best effort at all times -

It's not how you start, it's how you finish!

- Follow directions when given, ask for clarification if you need it -

When directions are given, do your best to follow them the first time.

- Pay attention, participate and ask questions -

Engage in what is going on in the classroom. If you have a question, ask it! Challenge yourself to grow as a student and individual.

- Preserve a positive learning environment -

Don't let your actions interfere with teaching or learning in the classroom. Use your class time to learn... please do not spend your time grooming, sleeping, talking, writing notes, arguing, throwing things, banging on windows, or doing work for other classes. Come to class ready to learn!

- Take responsibility for your actions -

If you are confronted about a rule infraction, own up to it. Don't deny it, lie about it, or blame someone else. Now is the time to take responsibility for actions and grow.

- TECHNOLOGY IS A PRIVILEGE, NOT A RIGHT -

Use our technology appropriately or it will be removed.

Habits of Work (HOW's)

At the A. R. Gould School, we follow a system called “Habits of Work,” which encourages students to participate in class, complete work, and advocate for themselves. Each class period, students have the opportunity to demonstrate academic excellence, leadership, self-advocacy, engagement, curiosity, and perseverance.

Dress and Appearance

The A.R. Gould School is a place of business where students are learning academic, social, and workday skills. Students are expected to wear attire appropriate for business/school day activities that is not distracting to the educational environment. You will be expected to follow your unit’s dress code. However, you may be in a class where you must wear certain attire for safety and must adhere to that classroom’s rule.

Learning Commons (Library and Media Center)

The Learning Commons is a place to help students research and learn with the use of library catalogs, databases, technology, and other materials. In order to use a computer, you must fill out and sign a technology contract.

- CLASSROOM RULES -

- No food or drink, except water. This is a facility, unit, and classroom rule! -

If your teacher provides snacks during class, they cannot leave the classroom!

- Arrive to class ready to learn and participate -

If you are not assigned to a class, you cannot be there. Also, please keep personal items in the unit, not in the classroom.

- Refrain from lining up at the door before dismissal, stay seated until staff arrives -

Staying in your seat helps with class transition. The smoother the transition, the better!

- Do not cheat, plagiarize, or copy work -

Cheating is not necessary. When you cheat, you're only cheating yourself.

- Use polite and appropriate language -

No offensive, derogatory and profane terms. No put downs, swear words, or slang words allowed.

- Keep feet off of the table! -

It's a health issue and facility rule. No one wants your feet where they put their hands!

POSSIBLE CONSEQUENCES:

- Verbal warnings - Call to unit/ JPM - Write ups - Referral to principal or possibly FREE - Removal from class - "U" on behavior card - Teacher discretion consequence -

**** Teachers may enforce and impose additional rules - they will be posted in the classroom ****

A successful student in the C2CC program writes:

"I really want to stress the importance of graduating high school and/or attending college in the Creek to College program. In school, you'll not only be learning and working toward graduation, but you'll also have the chance to build important supports who can help you--whether it's just talking or keeping you busy, so you don't go crazy from boredom on the unit. You can take Engine Repair class where you'll learn how engines operate, basic troubleshooting techniques, and how to properly dismantle and reassemble engines. You'll get to work on lawn equipment, snow blowers, and rototillers.

In the Culinary program, you'll learn how to cook, and you can even get certified in food safety, which is a valuable thing because it will help you get a job.

My best advice is to take as many college classes as you can while you are here—because they give you an advantage in life, and they are free! Even if you are still in high school, you can get what's called "dual credit." That means you get credit toward your high school diploma as well as earn credits through Southern Maine Community College toward a degree. College classes are free—and important. You can take a variety of classes, such as English Composition, Academic Success Seminar, Sociology, and Introduction to Psychology."

--Resident C.H.

Prison Rape Elimination Act (PREA)

Maine Dept. of Corrections reporting number is 1-855-279-4763.

The Maine Department of Corrections has a zero-tolerance policy for sexual misconduct.

Sexual misconduct from any source will not be tolerated at any department facility, including Bearings. All sexual conduct, including consensual sexual conduct, is against the department's rules and considered to be sexual misconduct.

Any sexual conduct between staff and a resident is NOT ALLOWED. Any sexual conduct between residents is NOT ALLOWED. A resident can NEVER agree to any type of sexual conduct with any person who works at the facility.

NOTE: It is not sexual misconduct when an employee is doing a physical search or medical staff is doing a medical examination according to approved departmental policies and procedures.

NO ONE has the right to pressure you to engage in sex.

Things to remember:

1. Always carry yourself in a confident manner.
2. Do not permit your emotions (fear/anxiety) to be obvious to others.
3. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
4. Do not accept an offer from another resident to be your protector.

5. Discuss your concerns with a staff member with whom you feel comfortable.
6. Be alert! Do not use contraband substances such as drugs or alcohol.
7. Be direct and firm if others ask you to do something you don't want to do.
8. Do not give mixed messages to other residents regarding your wishes for sexual activity.
9. Stay in approved areas.
10. Choose your associates wisely.
11. Stay involved in positive activities.
12. Trust your instincts. If you sense that a situation may be dangerous, it probably is.
13. If you fear for your safety, report your concerns to staff.

What to do if I am a victim of sexual misconduct?

1. Report it immediately to staff. Staff will protect you from further sexual misconduct. You do not need to name the person to get help, but we do want you to name the person if possible. The person can only be disciplined and/or prosecuted if we know his or her name.
2. Seek medical attention if you have been sexually assaulted. It is very important that you do not smoke, drink, eat, brush teeth, shower or go to the bathroom right after a sexual assault. Please do not change your clothes. You might be checked at a hospital for the presence of physical evidence. If so, a medical

professional will perform a FREE medical examination to find physical evidence from the assault. The evidence may help in identifying the person who hurt you and will be helpful should you choose to pursue a criminal investigation. This free exam will be conducted privately and professionally at the hospital.

3. You should seek medical help if you have been sexually assaulted or had sexual relations with others to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. A sexual assault advocate is available to you to support you during a medical procedure.
4. Seek counseling services. If you have been a victim of sexual misconduct, you will be referred for counseling and/or advice from a mental health clinician. Free crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Often, people may require help to recover from the emotional effects of sexual assault. You have the right to request an advocate from the local sexual assault support center to either meet with you in person or talk to you on the phone.
5. Professional staff members are available to help you at any time for any sexual assault you may have suffered at any time in your life before your time here. Support is also available via the statewide sexual assault crisis and support line.

Who do I tell if I am a victim of sexual misconduct?

1. You can tell any staff at Long Creek.
2. You can call the Prison Rape Elimination Act Hotline at 1-855-279-4763, a free call from the blue phone in your unit.
3. You can also report by writing a letter to any person who works at Long Creek or a letter addressed to PREA Coordinator, Dept. of Corrections, State House Station 111, Augusta, ME 04333.

4. You may also tell a friend or family member who can report for you.
5. You can call the Maine Sexual Assault Crisis and Support Line at 1-800-871-7741 to request an advocate from your local sexual assault support center to either meet with you in person or talk to you on the phone. In person meetings with an advocate will be confidential.

What happens if I report an incident of sexual misconduct?

A report of sexual misconduct will be reviewed by one of the department's investigators. A true report made in good faith will not be considered lying. No punishments of any kind will be taken against any resident for good faith reporting of sexual misconduct. However, if it is found that a person filed a false report, he or she may be criminally charged with falsely reporting an incident and/or may be subject to disciplinary action.

Confidentiality: Information concerning the identity of the person reporting sexual misconduct, and the facts of the report itself, will only be shared with staff that need to know the information, to make decisions concerning your welfare. If a case is forwarded for prosecution, certain information may have to be shared during the court proceedings. However, if you choose to speak to an advocate from the local sexual assault support center, your decisions with that advocate will remain confidential. The Department of Corrections has a zero-tolerance policy for sexual misconduct of any kind. PREA Reporting Number is 1-855-279-4763, a free call from the blue phone in your unit.

Sexual assault support & advocacy

Have you ever experienced:

- Sexual harassment?
- Sexual assault?
- Rape?
- Sexual abuse when you were a child?
- Someone blackmailing you into sex?
- Someone talking you into sex when you didn't want to?
- Someone protecting you in exchange for sex?
- Someone sexually touching you in a way that makes you uncomfortable?
- Someone sexually bullying you or harassing you?

Confidential support is available to you, no matter when it happened. Even if you're not sure what happened is a crime, you have the right to talk to an advocate. Maine Coalition Against Sexual Assault Crisis and Support number is 1-800-871-7741.

The Maine Department of Corrections has a zero-tolerance policy for sexual misconduct.

