

16TH JUDICIAL DISTRICT



ST. MARY PARISH

JUVENILE DRUG COURT

CLIENT HANDBOOK

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Welcome to Clients

Welcome to St. Mary Parish Juvenile Drug Treatment Court Program. We are pleased you have become a member of our program and hope you will soon be on the road to a clean and sober recovery.

This program plays a vital role in your recovery; therefore, give it your effort and commitment. Together, we can make a difference.

The primary purpose of our treatment program is to provide a long term, structured program designed to treat chemical dependency in offenders referred by the 16th Judicial District Court. You will soon meet other people who know what it feels like to be chemically dependent. Through the program you will learn better ways of coping with and adjusting to a drug-free lifestyle.

This handbook is for your general information. We encourage you to share this information with family and friends who support your recovery. The information contained in this handbook may be changed periodically. Any changes that occur will be affected in our continuing efforts to improve the treatment program. Changes may occur without prior notice to you.

Most of your questions can be answered in this handbook, but if you have any other questions, please do not hesitate to ask your counselor.

Again, we are happy to welcome you into the program and wish you every success in your recovery.

Sincerely,

Lars Levy, LAC, RCS, NCAC II, CCGC
Drug Court Administrative Director

Keona N. Lanceslin, MSW, GSW, LAC
Drug Court Program Director

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I. INTRODUCTION

St. Mary Parish Juvenile Drug Court F.I.R.S.T. Model

PROGRAM DEFINITION

St. Mary Parish Juvenile Drug Court's adolescent and family treatment team developed F.I.R.S.T. Model in response to the need for a family-therapy model, which addressed the unique characteristics of a juvenile drug court program.

Realizing that the family plays an essential role in the development of adolescents, St. Mary Parish Juvenile Drug Court focuses on the family system rather than individual dynamics. That is, most of the counselor's focus is on the family unit rather than the targeted juvenile. As a result, this model is *Family-Intensive*.

All families in the Family-Focused Juvenile Drug Court have chosen to enter the program in lieu of their son or daughter going to jail for some juvenile offense. Some families enter the program eager to receive assistance; others view the program as an inconvenience and an invasion of their privacy. These families view drug court as the lesser of two evils. With this in mind, it is no wonder that there exists a great deal of resistance and hostility from not only the adolescents, but from their parents, who often plea innocence and blame their children for having to participate in the program. This in turn places even more pressure on an already overwhelmed adolescent manifesting itself in even more negative behaviors.

This cycle of blame and resentment has played a large part in the circumstances that present themselves when the family has reached this point. For this reason, counselors in this model focus on process rather than content dynamics; that is, *how* the family communicates rather than *what* they are communicating. This is the key tool in getting families to become healthier in their interactions with each other and with others outside their family system. Structured family therapy is utilized as it emphasizes organizational issues. Short term, interpersonal goals designed to reduce negatives in the family system are established with full input from all family members. Typical goals include correcting dysfunctional roles by putting parents in charge of their children and identifying subsystems that exist within the family. Other goals attempt to alter the faulty family structure by modifying the way each member relates to the other. These goals are kept simple and are stated in plain language that even the youngest family member can understand. Goals focus on the present and use direct, indirect and paradoxical directives. At no time is a goal established that may set the family up for failure.

No model of family therapy can encompass all the problems a family will face as it grows and changes. This model is designed to provide each family with a repertoire of tools and coping skills it can use to best handle a given situation. There will be setbacks, arguments, parent-child tug-of-wars, etc. These are inevitable and exist in even the healthiest of households. This model focuses on altering the family only as much as needed to allow it to maintain itself without the use of the presenting problem. In this sense, the model is labeled *Realistically Structured Therapy*.

PROGRAM PHILOSOPHY

Alcoholism and drug dependency are regarded as diseases with multiple causation, which may involve emotional, physiologic, environmental and maladaptive factors. The Family-Focused Juvenile Drug Court is an outpatient program for the rehabilitation and reunification of chemically abusive or dependent adolescents and their families who are referred by the 16th Judicial District Court.

The philosophy of the program is that, utilizing appropriate adaptive mechanisms, availing oneself of the resources of family, friends, community and treatment, and also structuring a suitable recovery environment, all people would be capable of living free from abuse or dependency of alcohol or other drugs. The Family-Focused Juvenile Drug Court is designed to mentally and emotionally rehabilitate most families within a treatment period structured to meet their individual needs so that they should be able to successfully participate in outpatient treatment free from alcohol or other drugs. Involved is the utilization of group, individual and family therapy, and case management in a structured and disciplined environment.

For those families who, because of their long history of substance abuse involvement experience withdrawal symptoms severe enough to interfere with daily living, referrals to a detox facility, whether social or medical, are performed. Adolescent clients unable to maintain sobriety while participating in the program may require referral to an inpatient facility or halfway house in order to provide some stability in which to cope with their substance dependency.

WHAT IS A FAMILY FOCUSED JUVENILE DRUG COURT?

A Family-Focused Juvenile Drug Court is a special court given the responsibility to handle cases involving adolescents and their families, one or both of who may be drug-using offenders, through a supervision and treatment program. These programs include frequent drug testing, judicial and probation supervision, individual, group and family counseling, drug abuse treatment, educational opportunities and the use of sanctions and incentives. The Judge has much more involvement in supervising drug court offenders than just placing an individual in a probationary or diversionary program for drug treatment. At any time during your participation, if you do not comply with the rules and treatment plan, you can be terminated from the program and sentenced by the Drug Court Judge.

PARTNERSHIP

You have joined a unique partnership with the Judge, District Attorney, Probation Officer, and Treatment Professionals. The treatment team consists of a Program Director, Family Intervention Specialists, and Case Managers. We are dedicated to helping you with the assistance you will need for recovery. Our responsibility to you is to do everything possible to help you and your families make the necessary changes in order to remain clean and sober. You and your family will be involved in the decision making process. The Criminal Justice Community is wishing you great success with your recovery and is dedicated to working with you and your family to make the necessary changes. They do not want to put you in jail. They have taken risks to put this program together and support you and your family's decision to enter this program.

PARTNERSHIP WITH OPTIONS FOR INDEPENDENCE

St. Mary Parish Juvenile Drug Court has formed a unique partnership with Options for Independence. Options for Independence is a 501 (c) 3 not-for-profit social service agency with the goal of building better communities, one person at a time. Formed in 1992, Options for Independence has served as an integral part of our communities as they work to assist persons with disabilities to receive home- and community-based services to avoid the need for institutional care.

Options for Youth adolescent and family treatment utilizes the *Matrix Model*. This model addresses the unique characteristics of a juvenile treatment program. Realizing that the family plays an essential role in the development of adolescents, Options for Youth focuses on the family system rather than individual dynamics. That is, most of the counselor's focus is on the family unit rather than the targeted juvenile. As a result, this model is *Family-Intensive*.

Motivational Enhancement Therapy (MET) is a therapeutic style based on the idea that the youth will best achieve change when it comes from within them instead of being imposed by the counselor.

The five strategies of this program include:

1. Express empathy
2. Develop discrepancy
3. Avoid argumentation
4. Roll with resistance
5. Support self-efficacy

Cognitive behavioral treatment for marijuana abuse requires the youth's active participation and their willingness to try new self-control skills to prevent future drug abuse. Through active participation in a treatment program in which new skills and cognitive skills are acquired, the youth's bad habits can be replaced with healthy behaviors.

OPT-OUT PERIOD

Upon admission into the program, clients have fourteen (14) days to opt-out or discontinue the program and the drug court staff has thirty (30) days to opt-out. The client will then re-enter the regular court system. Any resignations or administrative discharges after the trial period will result in revocation and sentencing by the Judge. In order to opt out of the program the client/parent must specifically ask the judge in open court to opt out of the program.

CONFIDENTIALITY

You have the right to confidentiality. Without your written consent, staff may not release any of your information. Confidentiality is also essential in group therapy. Anything that is discussed in a group meeting must remain within the confines of the group. No information pertaining to any client should be discussed outside of group. Federal 42 CFR-14 as well as HIPPA guidelines protect clients' confidentiality.

FINANCIAL OBLIGATIONS

Your family may be required to pay all or partial costs for treatment in the Family-Focused Juvenile Drug Court after consideration of your financial circumstances. Fees are assessed on a sliding scale set forth by the Department of Health and Hospitals. Any changes in your income must be reported to the clinic within 30 days so that your fees may be reassessed; failure to do so may result in sanctions from the court. Any Drug Court participant with court-related financial obligations (i.e., child support, restitution, legal aid funds, and crime victims' fund) will make court-approved payments on a regular schedule and provide staff with documentation of payments. Payments made to Drug Court must be in the form of **cash or**

money order. Clients must have an **\$80.00 balance** on their account before they will be allowed to advance to Phase II and a **\$50.00 balance** to advance to Phase III and Phase IV. Failure to make timely payments may result in delaying completion of the program. **You are required to pay for your drug testing at the clinic. This fee cannot be waived.** UA fees are in addition to your treatment fees, if any are assessed. The 16th judicial district attorney's office probation division will collect probation fees. The probation fee charged is **\$30 per month** and is due to the probation officer in court monthly by **money order only**.

II. PROGRAM DESCRIPTION

FOUR PHASED PROGRAM:

The first three phases last a minimum of nine months and consist of highly intensive counseling:

- Motivational Enhancement Therapy/Cognitive Behavioral Therapy Model
- Family Group Sessions
- Individual Therapy Sessions with adolescents and/or family members
- Intensive Drug Testing (Adolescents and Parents)
- “The Matrix” Adolescent Intensive Outpatient Treatment Model
- Recovery Support Activities

The Fourth, or Transition, Phase lasts a minimum of six months and consists of monitoring and infrequent drug testing.

CORE FUNCTIONS OF THE PHASES:

Four Phase Program

- ❖ Phase I *Minimum of 8 weeks*
- ❖ Phase II *Minimum of 16 weeks*
- ❖ Phase III *Minimum of 12 weeks*
- ❖ Phase IV *Minimum of 12 weeks*

- *First three phases consist of the following core functions:*
 - Assessment and Goal Setting
 - Structural and Behavioral Changes
 - Application of Learned Techniques
- *Fourth phase, a transitional stage, consist of:*
 - Structured ongoing monitoring of family and adolescent functioning.
 - Individualized shore term intensive treatment services as needed.
 - Support of independent family functioning with continuous court supervision.

PROGRAM GOALS:

Phase I

- Produce a clearly documented plan of clinical service delivery.
- Complete a comprehensive assessment of family.
- Provide clearly defined expectations of family participation in the program.
- Develop clear and realistic short-term treatment goals.
- Recovery Support Activities
- **Provide Phase I Services:**
 - Adolescent Group at least 2x a week on Monday and Thursday
 - Monthly Family Groups—Parents/Guardians and Clients must attend Family Group on the last Thursday of every month
 - Adolescent Individuals as needed
 - Family Individuals/Collaterals as needed
 - Educational/Vocational Monitoring every two weeks

- Weekly Status Hearings
- Random Drug Screens 2-4x a week
- Random Home Visits by the Compliance Officer

Phase II

- Using proven family therapy techniques, achieve identified short-term goals.
- Implement a restructured family system and practice behavioral changes.
- Re-establish responsibility specific to roles of parents and adolescents.
- Teach and establish communication and coping skills within the family.
- Identify, address, and educate family on relapse prevention techniques.
- Recovery Support Activities
- **Provide Phase II Services:**
 - Adolescent Group at least 1x a week on Thursday
 - Monthly Family Groups—Parents/Guardians and Clients must attend Family Group on the last Thursday of every month
 - Adolescent Individuals as needed
 - Family Individuals/Collaterals as needed
 - Educational/Vocational Monitoring every two weeks
 - Bi-weekly Status Hearings
 - Random Drug Screens 2-4x a week
 - Random Home Visits by the Compliance Officer

Phase III

- Assess family's ability to generalize learned behaviors into home, school, and community arenas.
- Complete comprehensive assessment of educational and vocational needs of the family.
- Establish clearly developed long-term goals.
- Begin to transition locus of control back to the family.
- Slowly reduce intensity and duration of direct treatment services to the family.
- Recovery Support Activities
- **Provide Phase III Services:**
 - Adolescent Group at least 1x a week on Monday
 - Monthly Family Groups—Voluntary
 - Adolescent Individuals as needed
 - Family Individuals/Collaterals as needed
 - Educational/Vocational Monitoring every two weeks
 - Status Hearings every 3 weeks
 - Random Drug Screens 1-3x a week
 - Random Home Visits by the Compliance Officer

Phase IV

- Support family in continued use of skills developed during treatment process.
- Provide support and supervision to families utilizing learned techniques and behaviors.
- Achieve previously developed long-term goals.
- Reduce and eventually terminate treatment services to the family.
- **Provide Phase IV Services:**

- Adolescent Individuals at least once per month
- Adolescent Phone Contact at least 4x per month
- Monthly Family Groups—Voluntary
- Family Individuals/Collaterals as needed
- Educational/Vocational Monitoring every two weeks
- Status Hearings every 4 weeks
- Random Drug Screens 1-2x a week
- Random Home Visits by the Compliance Officer

III. TREATMENT PHASES

PHASE I **ADVANCEMENT TASKS**

ATTENDANCE

- ◆ Each client must complete a minimum of 8 weeks of Adolescent Groups. Group attendance is required 2 times a week. Failure to appear for these lectures (whether excused or unexcused) may affect a client's ability to advance to Phase II.
- ◆ Individual sessions will be scheduled as needed per client and/or counselor.

RECOVERY SUPPORT ACTIVITIES

- ◆ The purpose of these activities is to help the youth engage in activities that are positive and help support their recovery efforts.
- ◆ Each client is required to turn in one Recovery Support activity each week. Acceptable recovery activities include: church services and/or youth group participation, team sports practices and/or games, library activity (such as reading and learning about addiction and recovery), and attendance at Narcotics Anonymous or Alcoholics Anonymous meetings.
- ◆ Participation in weekly Recovery Support Activities is a requirement for the successful completion of the St. Mary Parish Juvenile Drug Court. Any youth who attends group unprepared with their Recovery Support activity will be referred to the judge and sanctions may be imposed.

MAINTAINING SOBRIETY/DRUG FREE STATUS

- ◆ Any positive drug screen/breath test will result in sanctions and possibly delay advancement to Phase II.

FAMILY ATTENDANCE

- ◆ Parent(s) or guardian(s) are required to attend and participate in Family Group.
- ◆ Parent(s) or guardian(s) must attend one family group session with the client on the last Thursday of each month.

EDUCATION/EMPLOYMENT

- ◆ Every client must be enrolled in school or have a full time job. The counselor will contact schools or employers biweekly for status performance updates.
- ◆ Client must attend school regularly as you are required to attain a diploma or GED certificate.
- ◆ Clients that are working full time and have not received a high school diploma or GED certificate, must also enroll in a GED program.

FEES

- ◆ Clients must have a minimum balance of \$80.00 on their drug screen bill in order to advance to Phase II.

PHASE II **ADVANCEMENT TASKS**

ATTENDANCE

- ◆ Each client must complete a minimum of 16 weeks of Adolescent Groups. Group attendance is required 1 time a week. Failure to appear for these lectures (whether excused or unexcused) may affect a client's ability to advance to Phase III.
- ◆ Individual sessions will be scheduled as needed per client and/or counselor.

RECOVERY SUPPORT ACTIVITIES

- ◆ The purpose of these activities is to help the youth engage in activities that are positive and help support their recovery efforts.
- ◆ Each client is required to turn in one Recovery Support activity each week. Acceptable recovery activities include: church services and/or youth group participation, team sports practices and/or games, library activity (such as reading and learning about addiction and recovery), and attendance at Narcotics Anonymous or Alcoholics Anonymous meetings.
- ◆ Participation in weekly Recovery Support Activities is a requirement for the successful completion of the St. Mary Parish Juvenile Drug Court. Any youth who attends group unprepared with their Recovery Support activity will be referred to the judge and sanctions may be imposed.

MAINTAINING SOBRIETY/DRUG FREE STATUS

- ◆ Any positive drug screen/breath test will result in sanctions and possibly delay advancement to Phase III.

FAMILY ATTENDANCE

- ◆ Parent(s) or guardian(s) are required to attend and participate in Family Group.
- ◆ Parent(s) or guardian(s) must attend one family group session with the client on the last Thursday of each month.

EDUCATION/EMPLOYMENT

- ◆ Every client must be enrolled in school or have a full time job. The case manager will contact schools or employers biweekly for status performance updates.
- ◆ Client must attend school regularly as you are required to attain a diploma or GED certificate.
- ◆ Clients that are working full time and have not received a high school diploma or GED certificate, must also enroll in a GED program.

FEES

- ◆ Clients must have a minimum balance of \$50.00 on their drug screen bill in order to advance to Phase III.

PHASE III **ADVANCEMENT TASKS**

ATTENDANCE

- ◆ Each client must complete a minimum of 12 weeks of Adolescent Groups. Group attendance is required 1 time a week. Failure to appear for this group (whether excused or unexcused) may affect a client's ability to advance to Phase IV.
- ◆ Individual sessions will be scheduled as needed per client and/or counselor.

RECOVERY SUPPORT ACTIVITIES

- ◆ The purpose of these activities is to help the youth engage in activities that are positive and help support their recovery efforts.
- ◆ Each client is required to turn in one Recovery Support activity each week. Acceptable recovery activities include: church services and/or youth group participation, team sports practices and/or games, library activity (such as reading and learning about addiction and recovery), and attendance at Narcotics Anonymous or Alcoholics Anonymous meetings.
- ◆ Participation in weekly Recovery Support Activities is a requirement for the successful completion of the St. Mary Parish Juvenile Drug Court. Any youth who attends group unprepared with their Recovery Support activity will be referred to the judge and sanctions may be imposed.

MAINTAINING SOBRIETY/DRUG FREE STATUS

- ◆ Any positive drug screen/breath test will result in sanctions and possibly delay advancement to Phase IV.

FAMILY ATTENDANCE

- ◆ Parent(s) or guardian(s) are encouraged to continue to attend and participate in Family Group. However, it is not mandatory.

EDUCATION/EMPLOYMENT

- ◆ Every client must be enrolled in school or have a full time job. The case manager will contact schools or employers biweekly for status performance updates.
- ◆ Client must attend school regularly as you are required to attain a diploma or GED certificate.
- ◆ Clients that are working full time and have not received a high school diploma or GED certificate, must also enroll in a GED program.

FEES

- ◆ Clients must have a minimum balance of \$50.00 on their drug screen bill in order to advance to Phase IV.

PHASE IV **ADVANCEMENT TASKS**

ATTENDANCE

- ◆ Each client must complete a minimum of 12 weeks of treatment. Client must attend one Individual Session monthly with his or her counselor. Failure to appear for an Individual Session (whether excused or unexcused) may affect a client's ability to graduate.

MAINTAINING SOBRIETY/DRUG FREE STATUS

- ◆ Any positive drug screen/breath test will result in sanctions and possibly delay graduation from the program.
- ◆ Clients must have at least 2 months of continuous sobriety or one month without any sanctions from the judge in order to qualify for graduation.

FAMILY ATTENDANCE

- ◆ Parent(s) or guardian(s) are encouraged to continue to attend and participate in Family Group. However, it is not mandatory.
- ◆ Parent(s) or guardian(s) must attend a mandatory monthly session with the client and his or her counselor to discuss family issues.

EDUCATION/EMPLOYMENT

- ◆ Every client must be enrolled in school or have a full time job. The case manager will contact schools or employers biweekly for status performance updates.
- ◆ Client must attend school regularly as you are required to attain a diploma or GED certificate.
- ◆ Clients that are working full time and have not received a high school diploma or GED certificate, must also enroll in a GED program.

FEES

- ◆ All fees owed to probation for fees and fines and to the clinic for treatment or drug screens must be paid in full prior to being nominated for graduation.

IV. CLIENT RELATIONS

EQUAL OPPORTUNITY

You have the right to receive treatment services without discrimination as to sex, race, creed, color, religion, national origin, sexual preference, marital status or physical disability.

SAFETY

Safety is everybody's responsibility. The clinic joins with you in a desire to prevent the tragedy, pain and economic loss due to accidents. Safety rules are posted on clinic bulletin boards for your convenience.

GROUP AND INDIVIDUAL THERAPY

Your treatment in the program will consist of both regularly scheduled groups and individual therapy with your counselor. You will be required to participate in the sessions. Non-participation will be grounds for sanctions given by the Judge. Some of your treatment will be conducted in group therapy. Group therapy will allow you to work out your problems in the presence of others. By participating in group therapy, you will find that others share your feelings and concerns. You will receive support and awareness that you are not alone in your struggles. Individual therapy will be scheduled for you with your counselor to discuss issues that may be too difficult for you to discuss in a group setting.

Confidentiality is essential in group therapy. Anything that is discussed in a group session must remain within the confines of the group. There is to be no discussion of names or personal information of other clients outside of this facility. "Who you see here, what you hear here, when you leave here, let it stay here."

GROUP DAYS AND TIMES:

PHASE I	5-6:30 PM & 5-7:00 PM	Monday & Thursday
PHASE II	5-7:00 PM	Thursday
PHASE III	5-6:30 PM	Monday
FAMILY GROUP	5-7:00 PM	Thursday (last Thursday of each month)

PARENT PARTICIPATION

It is extremely important to our clients' success that we provide the entire family with support services. For parents, we provide a parent group that provides them with the tools necessary to develop and adhere to a plan for effectively responding to provocation and misbehavior. This group helps caregivers develop basic parenting techniques and knowledge of child development. Special emphasis is placed on appropriate discipline techniques. Parental lack of participation in this group may prolong the client's advancement to the next phase.

The objectives of the parent group include: increasing parental commitment and preventing parental resignation; improved relationship and communication between parent and

adolescent; and increased knowledge about parenting practices (e.g., limit-setting, monitoring, appropriate autonomy granting).

Group Day and Time:

<i>Family Group</i>	5-7:00 PM	Thursday (last Thursday of each month for Phase I and II clients)
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Parents or guardians are also required to provide a urine screen randomly once per month while their child is in treatment. The judge may also order parents to provide a urine screen. Your urine screen will be billed to your child's Urine Screen Bill. You will be charged the same amount as your child for the urine screen. The fee varies based on the client's current phase of treatment. *See the Drug Screening Section for a list of fees.*

Note: Parents, when calling in to report any type of misconduct or unruly behavior on behalf of your child, understand that your call will not be anonymous. This is a family focused program and we are hoping to correct the behavior of your child and improve your family relationship.

FAMILY THERAPY

The Family Program is a vitally important component of the Juvenile Drug Court Treatment Program. When someone in the family is a substance abuser, it affects the entire family system, including the non-using family members. The focus of this service is to provide family counseling which is integrated with the individual and group counseling service provided at the primary counseling facility (St. Mary Parish Drug Court Clinic). An integrated treatment plan will be developed with emphasis on family stability aimed at the reduction of delinquent behaviors and the maintenance of a substance-free lifestyle. The frequency of the family contact will be adjusted according to the needs of the family in the treatment process. **Family members are required to submit to random drug testing. Failure to do so can result in sanctions from the judge for the family members.**

DRUG SCREENING

You are required to provide a urine sample on a regular basis to monitor progress. A same-sex staff member will supervise urine specimens. At times, you will also be required to submit to other recognized monitoring techniques such as saliva tests or sweat patches. Urinalysis results and/or other monitoring techniques will be documented and made available to the court. Any positive urine screens, diluted urine samples or stalls can be grounds for legal sanctions given by the Judge.

A client who challenges a positive urinalysis result may pay for a GCMS (gas chromatography/mass spectrometry) confirmation test by a certified lab. Clients are only allowed to confirm a test if the judge has asked the client if he/she wants a GCMS confirmation and has ordered it in court. Once you have ordered a GCMS test in court you must pay for it by the time and date ordered by the judge. ***If you do not pay for your GCMS, you will be sanctioned as if the GCMS was positive and the sanction will be doubled.*** A client wanting a GCMS confirmation test must pay the full price of the test by **6:00 P.M. on Wednesday.**

The prices for **GCMS Testing** are as follows:

\$25.00	Alcohol	\$25.00	Suboxone
\$25.00	Barbiturates	\$25.00	Oxycotin
\$25.00	Benzodiazepines	\$30.00	Amphetamines
\$25.00	Cocaine	\$50.00	Opiates
\$25.00	Marijuana	\$52.00	Soma
\$25.00	METG		

Whenever a client is unable to provide a urine specimen, a saliva test will be conducted. Please be informed that it will still be considered a stall and you will be sanctioned in court. If your saliva test reads positive for any drug you will also be sanctioned for that positive. If your saliva test reads negative you will only be sanctioned for that stall.

If you are absent on the day you are scheduled for a treatment session or scheduled urine screen collection for any reason, you will be responsible for submitting a urine screen and breath test the next day. Non-attendance will be grounds for sanction.

You are required to pay for your drug screens weekly. **Phase I clients must have a minimum urine testing fee of \$80.00 before advancing to Phase II. Phase II and III clients must have a minimum urine testing fee of \$50.00 before advancing to the next phase. Phase IV clients must have all testing fees paid in full before graduating.** Whenever a client advances he will be issued a new color that will be handed out in court on the day of advancement.

The fees for urine screens are:

Phase I—\$10.00
Phase II—\$7.50
Phase III—\$5.00
Phase IV—\$5.00
Aftercare—\$5.00

Drug testing is done on a random basis:

Colors: Each client will be assigned a color for urine screening.

- The Case Manager will inform you of your color. For any phase advancement contact the case manager or counselor for your new updated color.
- **The Compliance Officer may also urine screen and breath test you at your home and/or place of employment.**
- **NOTE: YOU MAY BE ASKED TO PROVIDE A URINE SAMPLE AND BREATH TEST AT ANY TIME EVEN IF YOUR COLOR IS NOT CALLED ON THE UA LINE.**

COLORS BY PHASES
Phase I: Orange
Phase II: Purple
Phase III: Grey
Phase IV: Pink

Urine Testing Schedules:

1. **Monday through Thursday:**

- Transportation for urine testing is only provided on **Monday and Thursday**.
- Clients needing to arrange transportation can begin calling the facility at 12:00 noon to find out if their color has been selected.
- If transportation is not needed, clients can begin calling the *color line* at 2:00 P.M. to find out if your color has been selected.
- If your color is selected, report to the facility for a urine test. All clients report between 3:30 P.M. and 5:00 P.M.

2. **Friday:**

- Start calling the *color line* at 1:00 P.M. to find out if your color has been selected.
- If your color is selected, report to the facility between 3:00 P.M. and 6:30 P.M.

3. **Saturday and Sunday:**

- Start calling the *color line* by 8:00 A.M. to find out if your color has been selected.
- If your color is selected, report to the facility between 11:00 A.M. and 12:00 Noon.
- Use the Drug Court entrance to report for your weekend urine screens.

Important Urinalysis Information:

I. What is a “*dilute*?”

- Lack of proteins in the urine.
- Any urine screen that test with a creatinine level of 19 and below.
- Clients that may feel their urine specimen appears to be diluted will only be allowed to provide one urine specimen.

II. What is a “*stall*?”

- Not being able to provide a sample for urine screens. Clients are given two chances to provide a sample, if time permits. Clients are then given an oral swab drug test.
- You are **not allowed** to leave the facility while attempting to provide another sample.

III. What is the procedure for Urine Tests?

- Each client must sign the “UA Sign-In Sheet” upon completion of providing the urine specimen.

STATUS HEARINGS

You and your family are required to attend regularly scheduled status hearings to notify the Judge of your treatment progress. Your group counselor, family counselor, and probation officer will complete a status report in conjunction with each scheduled court date. Rewards and praise are given for progress. The judge may issue sanctions for noncompliance with program rules. **Parental attendance is very important and as such is required.** Parents must discuss any absence with their child’s counselor as soon as they are aware.

Court Day and Time:

- *Juvenile Court* *3:00 PM-4:00 PM Monday*

Status Hearings Schedule by Phases:

- Phase I - Status Hearing every week.
Phase II - Status Hearing every 2 weeks.
Phase III - Status Hearing every 3 weeks.
Phase IV - Status Hearing every 4 weeks.

****Note: Court dates may vary due to Phase advancement or infractions.**

STATUS HEARINGS POLICIES AND PROCEDURES

1. **CLIENTS MUST NOT WEAR SHORTS TO COURT, UNLESS YOU ARE IN SCHOOL UNIFORM.**
2. **CLIENTS MUST HAVE SHIRTS TUCKED IN BEFORE GOING INTO THE COURTROOM.**
3. **PARENTS ARE REQUIRED TO ATTEND COURT WITH THE CLIENT.**
4. **PARENTS ARE NOT ALLOWED TO WEAR SHORTS TO COURT.**
5. Clients are not allowed to hang around the front steps of the courthouse. Please stay around the front benches or off to the side.
6. Clients are “REQUIRED TO ATTEND COURT ON SCHEDULED DAYS.” If you do miss court on your required day, you must turn in either a work or medical excuse.
7. Clients must remain quiet and show respect for all court personnel and procedures while in the courtroom.
8. Your cellular phones must be turned off or placed on vibrate.
9. Clients must contact treatment prior to court if he or she is unable to attend.

SANCTIONS & INCENTIVES

Sanction means that if you fail to follow through with your responsibilities, there will be consequences. There is a wide range of sanctions available that the Judge could impose, ranging from a verbal reprimand to dismissal from the program and serving your detention sentence. Sanctions are individualized based on the client and the infraction.

Incentives are rewards for responsible and positive behaviors. These rewards could range from public praise in court from the Judge to advancements to the next treatment phase. You decide what you will receive based on the decisions you make and the actions you take. There is a direct relationship between what you do and what you get.

Incentives: (range of incentives)

- Verbal Praise
- Phase Advancement and Certificates
- Decreased Frequency of Court Appearances
- Extended Curfew
- Reduced Supervision
- Reduced Fines or Fees
- Dismissal of Criminal Charges or Reduction in Probation Term
- Reduced or Suspended Sentence
- Graduation
- **3 Consecutively Clean Scheduled Urine Screens:**
\$5.00 Urine Screen Bill Certificate

Sanctions: (range of sanctions)

- Verbal Warning
- Community Service
- Detention Confinement
- Essay Writing
- Demotion to Previous Phase
- Increased Frequency of Urine Screen Testing
- Increased Frequency of Court Appearances
- Increased Monitoring and/or Treatment Intensity
- Termination From the Program and Reinstatement of Regular Court Processing

PHYSICALS/LAB WORK

Physicals are required within twenty-one days of admission into the program and yearly. A personal physician may take physicals or a physician contracted to the treatment clinic. Employment physicals could be used with written consent of release from a client.

VDRL, which tests for sexually transmitted diseases, and the PPD skin test, which test for tuberculosis, are required within twenty-one days of admission in the program. Our contracted Nurse, public health clinic or personal physicians may administer these tests. The PPD skin test must be read within **48-72 HOURS OF ADMINISTRATION**. If you miss your appointment to have your PPD skin test read, you will have to be retested.

Anyone having a positive result for either of the tests will be referred to the nearest public health clinic or to their personal physician. Anyone having symptoms of tuberculosis (e.g., fatigue, weight loss, feeling ill, fever, or night sweats, cough, chest pain and/or coughing up blood) will be exempt from group until a chest examination is completed and the results are negative. All testing and results are kept strictly confidential.

If you do not show for your scheduled Physical and/or Lab Work appointment, sanctions may be imposed by the judge.

CASE MANAGEMENT

The Case Manager/Counselor will work in cooperation with the client to meet his/her identified needs. Such assistance may be educational, employment, financial, and etc. You are required to seek employment and will be required to have obtained or be in the pursuit of a GED or trade school certificate to graduate from the program.

REFERRAL SOURCES

St. Mary Parish Juvenile Drug Clinic will make referrals for clients in need of additional treatment services. Clients in need of intensive chemical dependency treatment are referred to an inpatient treatment facility. If additional treatment is needed after clients complete their inpatient stay, referrals are made to halfway houses, where the length of stay varies depending on the facility or the client's treatment status. In some instances, referrals are made to a detox facility to monitor the client's medical condition before being admitted to an inpatient facility. For someone needing treatment for mental health problems, outpatient referrals are usually made to state mental health facilities or to a psychiatrist. Other referrals may be made as deemed appropriate by the treatment staff.

Clients may also be referred to Louisiana Youth Challenge. The Louisiana Youth Challenge Program is a multifaceted program that aims to help at-risk adolescents achieve their education and become productive and responsible members of society.

TANF

(Temporary Assistance for Needy Families)

TANF (Temporary Assistance for Needy Families) services are non-assistance (services not funds) and are not limited to needy families. Our agency is required by the State of Louisiana Supreme Court to have the following documentation on file for each client that has legal guardianship of any children under the age of 18 years old. Also, if the client is not the Custodial parent and pays child support, we need documentation of the biological relationship to the children. Clients will need to turn in one of the following forms of information to the case manager within two weeks of entering the program:

- Child(ren) Birth Certificate
- Court Ordered Child Support Papers
- Child(ren) Medical records
- Child(ren) Arrest Report

SCHOOL ATTENDANCE

All clients will be required to attend school on a regular basis. Clients may attend traditional schools, alternative schools, or learning centers. Clients are required to obtain or be working toward their diplomas or GED certificates. School attendance and status will be monitored and reported to the judge. Students who have completed their high school requirements will be required to attend higher education classes or obtain employment.

Education is very important to the future of our clients. All clients will be required to obey the mandatory probation rules pertaining to school. These rules apply to clients who are working in any type of educational environment including public and private schools as well as alternative and vocational school placements. These rules will be reviewed with each client and

their family, following the review they will be asked to sign the rules indicating that they have received them. The program maintains an open relationship with the St. Mary Parish School board for the purpose of exchanging information. Parents are encouraged to bring any problems they are having with school to Juvenile Drug Court staff as we are willing and able to provide support for all of our clients in their various educational environments.

Students receiving a grade of “C” or below in any major subject area may be required to participate in other enrichment opportunities provided by their individual schools. *Students receiving behavioral disciplinary reports and poor attendance reports, such as excessive unexcused absences and/or tardies, will be subject to sanctions by the judge.*

MANDATORY RULES OF PROBATION PERTAINING TO SCHOOL

- You shall attend school and not miss any school without a valid verifiable excuse accepted by the school authorities and the court. (You shall be responsible for providing the valid verifiable excused absence to the school and to the court.)
- You shall not be tardy without a valid verifiable excuse (getting up late and or missing the bus is not a valid excuse.
- You shall not violate ANY school rules.
- You shall not cause or participate in ANY disturbance in the classroom at school.
- You shall obey bus driver and all bus rules.
- You shall not cause or participate in ANY disturbances in the classroom at school.
- You shall do your very best in school, which means at a minimum:
 - (a) You shall go to class prepared.
 - (b) You shall have done your homework.
 - (c) You shall participate in class.
 - (d) You shall pay attention.
 - (e) You shall follow all instructions given to you by your teacher.
 - (f) You shall not sleep in class.
- You shall show respect to all teachers, school administrators and other school employees.
- You shall provide the court with a copy of your report card or progress report within 48 hours of receiving it.
- You shall report any and all of violations of the above set rules to the court or treatment within 48 hours of such violations.
- You shall attend after school tutoring if you have received a D or F in any subject matter.

It is your obligation to inform your employer of your participation in the Drug Court Program (both clients and their adult family members) and make necessary arrangements for court appearances, groups, meetings, etc.

EMPLOYMENT

Clients are able to seek employment full-time or part-time. Clients who have attained their GED or high school diploma must attain a full-time job. It is your obligation to inform your employer of your participation in the Drug Court program and make necessary arrangements for court appearances, groups, individuals, meetings, etc. Staff must be notified of any changes in your employment **immediately**. The Case Manager will verify employment routinely either through phone contact, on-site visits, or paycheck stubs.

Due to our strong network with several employment agencies the case manager may be able to set up interviews for clients with agencies. If in the case an interview has been set up for you and you are unable to make the interview, you must contact the employment case manager and give her a 24 hour notice or sanctions may apply.

Clients must turn in employment check stubs monthly. If you change employment you should turn in a check stub from your new job as soon as you receive your first check.

Clients that are 16 years old and are not attending school or employed full-time or part-time, may be referred to Job Readiness. *See Job Readiness Section Below.*

JOB READINESS

Clients who are not attending school or employed full-time or part-time, may be ordered by the judge to attend Job Readiness Class. This class offers Work Readiness Skills Training to clients who need “intensive services” in developing strengths in regards to work behaviors, attitudes, and work skills, but do not require a job coach. Training can be provided up for a period of 32-36 sessions. Areas of Training may include, but are not limited to the following: Self-Assessment, Oral/Visual Communication, Written Communication, and Job Search. These classes are conducted at Drug Court. Training will be for 4 hours a day, Monday through Thursday. Assistance with job placement will be provided upon completion of 32-36 weeks.

Once the judge has ordered Job Readiness you are mandated to attend the classes. **You are not allowed to discontinue participation in Job Readiness unless given permission by the judge.**

Transportation is offered for Job Readiness by contacting the Juvenile Van Driver at 985-519-7804. Review the Job Readiness schedule for instructions to set up transportation.

Note: If court is scheduled on a day other than Monday due to a holiday, then you should follow the Monday schedule on the reassigned court date.

Job Readiness Schedule:

Monday	<i>10:00 am – 2:30 pm</i>	<i>Schedule transportation before 8:30 am.</i>
Tuesday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>
Wednesday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>
Thursday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>

TRANSPORTATION

Transportation services are available to any clients and their parent(s) or guardian(s) **who do not have their own means of transportation** to and from treatment and related services. **Whenever treatment cancels transportation, you will be informed by staff and responsible for your own transportation to treatment or court.**

Transportation Schedule:

Monday	<i>Call before 1:30 P.M. for court, group, or urine screens.</i>	<i>985-519-7804</i>
Thursday	<i>Call before 1:30 P.M. for group or urine screens.</i>	<i>985-519-7804</i>
Weekends	<i>Call before 8:30 A.M. for urine screens.</i>	<i>985-519-7804</i>

****Parents are responsible for transportation on Tuesday, Wednesday, and Friday. Also, transportation may not run every weekend.**

Clients who call after the assigned time will not be eligible for transportation and will be held responsible for missed appointments. A time for pick-up cannot be given; you must be ready and watching for the transportation worker. The driver will not wait longer than 5 minutes after the pickup time. There are other clients waiting to be picked up. Clients will be dropped off at home only.

Clients must follow the rules listed below while they are riding in the facility's vehicles; failure to obey these rules will be reported to the judge and can lead to court sanctions. **The rules are as follows: no shouting or hanging out of the windows, no profanity, no racial remarks, no slamming doors, no smoking, no food or drinks, keep hands and feet to yourself, keep your feet on the floor.**

St. Mary Parish Juvenile Drug Court, in compliance with St. Mary Parish Government, requires the following safety belt usage policy: **AVAILABLE SAFETY BELTS SHALL BE USED WHILE TRAVELING ON ALL PARISH BUSINESS.** The purpose of this policy statement is to establish mandatory belt use as a parish policy of the highest priority. **All clients using transportation must have on their safety belt at all times!! Refusal to comply with this rule will result in having your transportation privileges taken away.** Furthermore, clients are to obey the instructions of the transportation worker.

Clients needing transportation for blood work and physicals should follow this transportation schedule.

Blood Work and Physical Transportation Schedule:

Tuesday *Call on Tuesday prior to blood work and physical scheduled* **985-399-4555**
on Wednesday between 8:00 am and 4:30 pm to schedule a ride.

****Transportation is only provided for group, urine screens, and blood work. You are not allowed to access transportation for personal reasons and/or employment.**

Important Note: Transportation privileges may be suspended at any time for noncompliance of transportation rules.

PICK-UP AND DROP OFF OF CLIENTS

Parents are asked to utilize the Southeast Blvd. entrance to the Fairview facility in order to drop off and pick up their children weekdays Monday through Thursday. The Belleview entrance is to be utilized only on Fridays and during the weekend. Staff members will be present in the front lobby of the building to supervise clients as they are waiting to be picked up. Clients must remain inside of the building until a parent or guardian picks them up.

****CLIENTS AND PARENTS PLEASE DO NOT PARK UNDER FAIRVIEW'S PAVILION FOR ANY REASON; YOU MUST PARK IN THE PARKING SPACES.**

DISCHARGE

Upon admission into the program, clients have fourteen (14) days to opt-out or discontinue the program and the drug court staff has thirty (30) days to opt-out. The client will then re-enter the regular court system. Any resignations or administrative discharges after the trial period will result in revocation and sentencing by the Judge.

Clients constantly violating the program rules will have to attend a Revocation Hearing. At the Revocation Hearing the judge may sentence the client to serve his or her detention time as per the charges he or she pleads into the program. The Judge also reserves the right to allow the client to continue to participate in Family Focused Juvenile Drug Court if the client shows significant improvement while awaiting the Revocation Hearing.

GRADUATION

A client's completion of all four-treatment phases, which has remained chemical free and has developed a plan for ongoing recovery and relapse prevention, will be successfully graduated. You should be able to show how your involvement in the Drug Court program has positively influenced your life. All treatment, probation and court fees must be paid before a client is eligible for graduation. If your fees have not been paid in full before the scheduled graduation date, you will be required to stay in Phase IV until doing so.

V. RULES AND RESPONSIBILITIES

RULES AND RESPONSIBILITIES

Due to the diverse population at the St. Mary Parish Drug Court Clinic, it is necessary that certain specific rules be made and adhered to by clients. All clients and their family members must adhere to the rules and regulations set forth below. Failure to comply may result in disciplinary action, including but not limited to discharge or denial of privileges. All rules are subject to additions and changes at any time without prior notice.

POLICY FOR ARRIVING AT THE FACILITY

Upon arriving at the clinic for group therapy, individual sessions or drug screens, each client must remain at the clinic until he or she has completed whatever business is required for that day. No client may leave the clinic for any reason until all business has been conducted and he or she has been dismissed. ***Clients are not allowed to roam the halls; you must sit in your assigned area while waiting on staff or group. After your Urine Screen is complete, you must leave the facility if you have no other business.***

When driving up to the facility, please do not park under Fairview's Pavilion for any reason; you must park in the parking spaces. Also, please turn down the volume of any loud music. Please do not drive erratic through the parking lot, your safety and the safety of others is important to us. ***Clients are not allowed to go to their cars once arriving at the facility without permission from staff members.***

Clients needing to use the restroom must use the do so before and after group. You will not be allowed to use the restroom during group. Clients should also have Urine Screens completed prior to group.

MP3 players, IPODS, and/or walkmans are not allowed at treatment. These items will be taken from you if brought to treatment and reported to the judge.

CONDUCT

You are asked to take both time and effort to be polite to everyone. You should show respect to staff and peers at all times. Maintaining appropriate behavior is indicative of the progress you are making toward your recovery. Inappropriate sexual behavior, language or harassment toward staff and/or other clients will not be tolerated. Also, negative talk, drug using and/or selling talk will not be tolerated as well. Any sexual contact among peers is grounds for dismissal from the program. ***No physical violence or threats of violence will be tolerated toward staff or other clients. No weapons are allowed at the facility, i.e. guns, knives, stun guns, pepper spray, and etc. No hitting, pushing, or threatening of staff or clients will be tolerated, sanctions may be imposed.*** No interaction with ***adult clients*** will be allowed. If you are addressed regarding this issue, you will be asked to appear before the judge prior to coming back to the facility. If a problem persists, you may be discharged from the program.

DRESS CODE

Clients have a responsibility to dress appropriately at the treatment facility and on the grounds according to standards of propriety, safety, and health.

- Clients will be fully attired at all times.**
- Tank shirts, halter-tops, tube tops or undershirts “wife beaters” (as outer garments) are not acceptable.**
- Shirts with squaretails must be long enough to cover the stomach. No bare midriffs for men or women.**
- Loose-fitting slacks, shorts, skirts, and jeans are acceptable. NO SAGGING! Pants must be worn at waist, not around hips. Shorts and skirts must be no more than 5 inches above the knee.**
- Footwear with soles must be worn. No house slippers.**
- No Clothing displaying alcoholic beverages, illegal drugs, nude pictures, firearms, weapons, racially sensitive material, or obscenity, which may be offensive to the other clients or staff, will be allowed.**
- Both females and males will not be permitted to wear hats, caps, bandanas, sweatbands, or other headgear in the building at any time.**
- No sunglasses inside the facility.**
- Females must wear appropriate underwear, such as bras.**
- No sheer or see through clothing.**
- No pajamas or visible boxer shorts (female and male).**
- No inappropriate displays of public affection.**
- No mouth grills at treatment or court.**

SMOKING POLICY

This facility prohibits smoking. Smoking is allowed by adults only outside. Cigarette butts are to be disposed of in ashtrays only. **It is against the law for anyone under the age of 18 to possess or use tobacco products.** This includes smoking, chewing, snuff, etc. There will be no substance use or possession of substances while at the clinic. **Any staff member may confiscate tobacco products at any time!**

FOOD & BEVERAGES

Snacks and beverages are allowed in the waiting area only. **No eating, drinking, or chewing gum in group or at the UA Station.** Trash must be disposed of in garbage cans. Littering of the waiting area and outside will not be tolerated. *Do not throw trash in the ashtrays.* **Failure to do so may result in cleaning up the lobby and grounds of the facility.**

You are not allowed to go to the vending machines in the Adult Drug Court section; failure to comply with this may lead to sanctions by the judge.

PERSONAL TELEPHONE CALLS

Personal telephone calls will not be allowed on clinic phones. **Cellular phones are not allowed in court or group sessions, they must be turned to vibrate or silent.** Cellular headphone sets or Bluetooth sets are not allowed in group. You will not be able to return phone calls from pagers or answer cellular phones while sessions are in progress. Emergency calls for you should be made to the clinic on the business line.

You are not allowed to talk on cellular phones in the building; you must take your calls outside. You are not allowed to make or accept calls during group, read the Cellular Phone Policy in the next section.

TARDINESS

It is your responsibility to be on time for all treatment sessions. You should contact your counselor and inform him or her whenever you are running late for treatment. If you do not contact your counselor, you will not be allowed to enter scheduled sessions if you are late, thus acquiring an unexcused absence. Fairview's doors will be locked at 5:00 pm.

ABSENTEEISM

The only absences that will be excused are doctor appointments, school and work. ***To excuse an absence, there must be a written verification on medical or a company letterhead. No handwritten notes will be accepted.*** If you are active in a school function, you must inform your counselor and the judge for approval for these activities. You must contact your counselor *an hour ahead of your scheduled appointment* to inform them of your absence. **You should contact the facility during treatment hours and the counselor on call for after-hours.** Unexcused absences will be reported to the judge and sanctions may be imposed.

CURFEW

All clients will adhere to the following curfew as set forth in the terms of their probation. Clients must be indoors and supervised by a parent or guardian at curfew times. Clients issued a stricter curfew such as dusk to dawn or house arrest will abide by that. All clients, even those age 17 will abide by juvenile curfew. Failure to adhere to your curfew is a probation violation and is subject to sanctions from the judge.

CURFEW SCHEDULE BY PHASES:

Phase I 6:00 A.M to 6:00 P.M. Daily

Phase II 6:00 A.M to 7:00 P.M. Daily

Phase III 10 P.M. Sunday through Thursday and 11:00 P.M. on Friday through Sunday

Phase IV 10 P.M. Sunday through Thursday and 11:00 P.M. on Friday through Sunday

DUSK TO DAWN CURFEW

Clients placed on dusk to dawn curfew must be at home and under the supervision of a parent or guardian during the hours from dusk until dawn the following morning. Supervision can also include another adult, 25 years or older, who has been approved by the compliance

officer. In order to be certain that clients are complying with the rules of their curfew, parents must report infractions to the Juvenile Drug Court staff. Failure to report a child's infractions will result in court-imposed sanctions for parents.

HOUSE ARREST

Clients placed under house arrest must remain at home, under the supervision of a parent or guardian at all times. They may only leave their homes under the supervision of a parent or guardian and only to attend school, church, or to purchase groceries. Clients must remain inside the home while they are on house arrest; being in the yard is not acceptable. Clients under house arrest may not have any visitors in their homes at any times nor may they engage in conversations with anyone via telephone or the use of the internet, other than treatment or probation personnel. Parents must report infractions to the Juvenile Drug Court staff. Failure to report a child's infractions will result in court-imposed sanctions for parents.

PROBATION

All clients are placed under probation through the District Attorney's office or through the Louisiana Department of Corrections. While under probation clients must notify their counselor if they will be leaving St. Mary Parish. Clients must obtain permission from the judge at the regularly scheduled status hearing at least one week before traveling outside of the state. Parents are not to frequent drinking establishments, possess, or utilize illegal drugs or alcohol during the term of their child's probation. Infractions may result in sanction by the judge. Probation fees of ***\$30/month*** are assessed by D.A. Probation Department. This can be paid directly to the probation officer monthly in court **only** in the form of a money order.

PERMISSION TO TRAVEL POLICY

All parents or guardians are responsible for permitting or not permitting their child to go anywhere based on your values and understanding of their behavior. No means no and if a parent says no there is no reason to contact drug court. Once a parent or guardian has given permission, then and only then is it appropriate to consider the impact of drug court and probation. As a drug court client you are on probation and are thus required to notify us of your whereabouts and plans. Permission from the drug court staff could possibly be withheld on the grounds that the outing would violate the terms of probation, if the client wants to go to an event, location, or hang out with an individual known to have drug involvement or based on a pre-existing sanction.

Clients will be required to complete the form titled "Authorization for Weekend Plans and Travel Within the Jurisdiction," which is the form printed in color, **if they are planning to do anything that keeps them out past their curfew including staying out for the night at a friend or relative's home.** Clients must speak with their parents about their arrangements before filling out the form as parents are required to sign the form giving their permission for the plans and that they understand all of the arrangements. The second form titled "Authorization for Travel Outside of Jurisdiction" is to be filled out **if a client is traveling outside of St. Mary Parish for any reason.**

****Important:** these forms must be received and approved by your counselor and the Program Director not less than two days prior to the proposed event or excursion. Clients wishing to take trips for an extended period of time or to go out of state will have to also get permission from the judge. Emergencies (as in hospitalizations and severe injuries not last minute opportunities and plans) only will be considered outside of this requirement.

PRESCRIPTION MEDICATIONS

Any medication prescribed by a physician or taken over-the-counter must be reported to your Counselor or Clinical Staff (preferably before taking). Prescriptions for **mood-altering drugs** are prohibited unless approved by the Clinical Staff. The client must produce the actual medicine container or prescription for staff approval. Not all medications will be accepted. Failure to get approval on medicines (prescription or over-the-counter) or a positive drug test caused by a prescription medication may result in sanctions by the Judge.

Here is a partial list of medications you can and cannot take. If you have any questions, please speak with your counselor.

THE FOLLOWING IS A PARTIAL LIST OF MEDICATIONS THAT MAY BE USED FOR GENERAL HEALTH PROBLEMS:

Actifed (New Formula)	Multi-vitamins
Advil	Naprosyn (Prescribed)
Advil PM	Orajel
Alavert (Non-Drowsy Formula)	Pepcid
Alka Seltzer Plus Cold Capsules (No Nighttime Formula)	Pepto Bismol
Aleve	Prilosec
Anbesol	Roloids
Antibiotics (Prescribed)	Rozerem (Prescribed)
Aspirin	Sudafed PE Sinus Headache
Benadryl Allergy & Sinus Relief	Tavist Allergy
Chloraseptic Spray (Only)	Theraflu (Daytime)
Claritin	Toradol (Prescribed)
Clear Eyes	Triaminic
Contact	Tylenol (Extra Strength)
Cough Drops	Tylenol Allergy
Dayquil Gelcaps	Tylenol Chest Congestion
Dimetap	Tylenol Cold & Head
Dristan Cold	Tylenol PM

Excedrin (Extra Strength)	Tylenol Severe Sinus
Excedrin PM	Tums
Flexeril (Prescribed)	Ultram (Prescribed)
Ibuprofen	Visine
Imodium	Zantac
Kaopectate	Zicam Cold Remedy
Motrin	Zyrtec

THE FOLLOWING IS A PARTIAL LIST OF MEDICATIONS THAT MAY NOT BE USED:

Advil Allergy Sinus	Nyquil
Advil Cold & Sinus	Pamprin
Ambien (Prescribed)	Robitussin
AZO	Soma (Prescribed)
Claritin D	Sudafed
Chloraseptic Throat Lozenges	Tavist D
Diurex	Vicks 44
Drixoral	Zyrtec D
Lomotil (Prescribed)	Over The Counter Energy or Weight Supplement
Lunesta (Prescribed)	Any Cough Syrup with Alcohol
Midol	

* **Look for labels that read “alcohol free.”**

* Be cautious of medications containing “pseudo ephedrine hydrochloride.”

** In the event of a positive, only GCMS testing can confirm a true or false positive. **

IF YOU ARE IN DOUBT ABOUT ANY MEDICATIONS, ASK YOUR COUNSELOR. BE SURE YOU TELL US BEFORE YOUR DRUG SCREEN ABOUT ANY MEDICATIONS.

****CLIENTS WILL NOT BE ALLOWED TO PARTICIPATE IN THE DRUG COURT PROGRAM IF THEY ARE TAKING ANY KIND OF MOOD-ALTERING MEDICATIONS, AND MAY BE SUBJECT TO SANCTIONS FROM THE JUDGE FOR A POSITIVE URINE SCREEN AND NON-COMPLIANCE OF PROGRAM POLICIES.**

TREATMENT CONTRACT

The following are requirements you should know:

- X I understand that I will be at the clinic at the required stated time on my schedule. I will arrive 5 - 10 minutes prior to the scheduled session if possible. I will remain at the clinic for the duration of the treatment session.
- X I understand that I will participate actively in all treatment sessions. I will take care of any necessary business during breaks.
- X I understand that I will schedule any outside personal appointments at times that will not conflict with scheduled treatment sessions. Any missed sessions will be added to the end of my treatment. Documentation is required on letterhead from doctors or other appointment visits that indicate my attendance by date and time. Failure to provide documentation is considered an unexcused absence and will be reported to the court.
- X I understand that I will notify the staff of my status when I cannot be in treatment. I will call ahead of time if I will be missing treatment and be prepared to provide a urinalysis within 24 hours if I miss the session. If I am aware of a future appointment that will require my absence, I will notify my counselor prior to the start of a session.
- X I understand that I will provide a urine sample as requested by staff. Failure to provide a sample will be considered a stall and treated as if it was positive for drugs.
- X I understand that I will keep all appointments given to me by St. Mary Parish Juvenile Drug Court, the court, or my probation officer. I will be at my appointment five minutes before the appointment starts.
- X I understand that I will take no medication, either over-the-counter or prescription, without the approval in advance of a St. Mary Parish Juvenile Drug Court counselor. I am responsible for keeping my counselor informed of all my prescription medications and any changes to these prescriptions.
- X I understand that I will keep my counselor informed of any change in address, telephone number, school programs or any issue, which addresses a problem area in my treatment plan.
- X I understand that I will assist the staff in formulating my treatment plan. I will sign the consent forms necessary for the staff to communicate with the individuals and agencies that can assist me in recovery.
- X I understand that failure to comply with the treatment program may cause sanctions to be imposed by the judge. I understand that my failure to comply can result in additional conditions and requirements, which will be made part of my treatment plan. I agree to comply with the additional requirements in order to continue in the program.
- X I understand that if I am found to be under the influence of drugs or alcohol when I arrive for a treatment session, I will not be allowed to stay and participate. I agree to surrender the keys to my automobile, if I am driving, to the staff for my safety as well as others. I will call my parents or guardian to drive me home. I understand this will be reported to the court.
- X I understand that if I insist on driving, the staff will be obligated to notify the sheriff's office of an impaired driver on the road, and a description of the vehicle will be given.

I understand that all or any portion of this contract may be amended as deemed necessary by the treatment staff. I agree to comply with any new or amended rules and regulations.

VI. PROGRAM HOURS & IMPORTANT PHONE NUMBERS

PROGRAM HOURS

St. Mary Parish Juvenile Drug Court Center is open 8:00am to 7:30pm, Monday through Thursday. The facility hours of operation on Friday are from 8:00am to 6:30 pm.

After hours, you may leave a message with any member of the staff using our voice mail system and someone will return you call as soon as possible.

AFTER-HOUR CRISIS LINE

A counselor will be on call after hours, weekends, and holidays. The counselor on call can be contacted via answering service at 1-877-500-9997. The counselor on call is available for ***EMERGENCY AND CRISIS SITUATIONS.***

HOLIDAY SCHEDULE

St. Mary Parish Juvenile Drug Court is closed on the following Parish-observed holidays:

- New Years Eve**
- New Years Day**
- Observance of Martin Luther King's Birthday**
- Mardi Gras Day**
- President's Day**
- Good Friday**
- Memorial Day**
- Independence Day**
- Labor Day**
- Thanksgiving**
- Day following Thanksgiving**
- Christmas Eve**
- Christmas Day**

In the event that you find yourself in a crisis situation when the center is closed, you may contact Teche Regional Medical Center's Behavioral Unit at (985) 384-2200 or the 911 Emergency Systems.

IMPORTANT TELEPHONE NUMBERS

St. Mary Parish Drug Court Clinic.....985-399-4555

 Extensions: LaTasha.....271
 Program Director.....286

After-Hour Crisis Line.....1-877-500-9997

Judge Comeaux.....337-369-4410

D.A./Probation Officer337-369-4444

UA Line985-399-0053

Transportation985-519-7804

Compliance Officer985-519-2428

16th Judicial District Courthouse.....337-828-4100

 Extensions: District Attorney550
 Probation101
 (Probation only on Monday in Courthouse Office)