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 **RESIDENT MANUAL**

**ADMISSION**

To facilitate your "settling in" you will only be allowed phone calls and visits with your minister, attorney, social worker and counselor or other as pre-approved. (This also applies to school hours.) While on the Group Home premises, or on Group Home activities you will be with an adult at all times. You will assist in the development of a service plan which will outline your goals and objectives. Your behavior will be closely monitored, evaluated, and reported to the appropriate agencies and individuals.

**THE FOLLOWING WILL NOT BE TOLERATED**

\*\***Violence.** This includes verbal assaults, fights, threats, self destructive behavior (such as tattoos, and eraser burns, suicide gestures, possession of weapons) and property destruction.

\*\***Inappropriate sexual conduct.**

\*\***Use or possession of drugs or alcohol, including inhalants.**

\*\***Stealing.**

\*\***Runaway.**

\*\***Any behavior that endangers or jeopardizes the residents, staff or program.**

**Note: Any of the above may result in removal from the Group Home and or criminal charges.**

**YOU ARE NOT ALLOWED TO HAVE THE FOLLOWING IN YOUR POSSESSION:**

**\*\*Tobacco products:** RESIDENTS ARE NOT ALLOWED TO SMOKE OR

POSSESS TOBACCO PRODUCTS

**Matches**

**Lighters**

**Prescription or Over the Counter drugs** (all are kept by staff)

**Anything that can be considered a weapon**

**Solvents or Aerosols**

**Money** (kept by staff for your use)

**Clothes, posters or music promoting alcohol, drugs, or violence**

**Mail: We will not open or read mail unless specified in your case plan or service plan; however, we may require you to open mail in front of staff if contraband is suspected and empty the package or envelope as required.**

**EXPECTATIONS**

**TREATMENT:**

 1. We expect you to PARTICIPATE in the development of your treatment plan and to follow the plan.

2. We expect you to participate in group and individual counseling.

 3. We expect you to take personal responsibility for your own actions and feelings.

4. We expect you to begin and maintain a daily thinking journal.

5. We expect you to progress on the Level System to the best of your ability.

 6. We expect you to keep all information concerning other residents of the Group Home confidential.

 7. RAVEN HOUSE encourages family participation in the overall treatment plan. We expect involved family members to provide support by attending meetings and visiting child. Family participation makes for better outcomes and child overall success.

**SCHOOL:**

1. You are required to attend school and follow school rules.

 2. We expect you to earn passing grades, and bring home weekly progress reports.

 3. We expect you to stay on school grounds at all times, (see Level System) and stay away from the “fence".

4. We expect you to use study time wisely.

5. We expect you to choose appropriate peers as approved by the Raven House staff, social service worker, court, probation agent, and/or parent or guardian

**APPEARANCE:**

 1. We expect you to keep yourself clean, your clothes neat, and your appearance respectable. Pants must fit well enough that they do not require a belt to stay up.

2. We expect your behavior to match your appearance (clean, neat, and respectable). Be polite. NO inappropriate language or gestures.

**HOUSEKEEPING/RESPONSIBILITIES:**

 1. We expect you to follow the daily schedule. You will have a weekly chore,yard work to do, a room to keep clean and laundry to do.

2. We expect you to clean up after yourself.

3. We expect you to ask before getting a snack.

4. We expect you to keep all food and drinks in living and dining area.

 5. We expect you to ASK to go downstairs. Residents are not allowed downstairs unsupervised unless they have permission. We expect you to stay out of the upstairs hallway, basement, attic, and the vehicles unless you have staff permission to be there.

6. We expect you to stay in your room after lights out.

 7. We expect you to use only your own belongings. NO borrowing, trading, buying, selling, etc.

 8. We expect you to only use the phone with our permission. NEVER answer the phone. All calls are limited to 15 minutes. If long distance, you will need to call collect or purchase a calling card.

9. In the summer, we expect you to find employment or volunteer your services.

**FOOD HANDLING**

When working in the kitchen:

 ALWAYS wash your hands before handling food.

 NEVER defrost food outside of the refrigerator.

 NEVER let cooked food sit out for more than 2 hours.

 Do NOT pick at body parts while cooking. (Hair, nose, etc.)

  Be SURE all food is cooked at proper temperature. Never put big containers of hot food in the refrigerator. Spread it out into several smaller containers.

**REMEMBER: PEOPLE CAUSE FOOD POISONING, NOT THE FOOD!**

**RESIDENT RIGHTS**

To be in an environment that does not discriminate based on age, sex, sexual orientation, race, ethnicity, nationality, handicap or religion

To participate in the development of an individual plan of appropriate services

* The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion
* Right to reasonable enjoyment of privacy as required by OAC5101:2-5-35(a)(2)
* The right to have his or her opinions heard and be included, to the greatest extent possible, when any decisions are being made affecting his life as required by OAC5101:2-5-35(a)(3)
* The right to receive appropriate and reasonable adult guidance, support, and supervision as required by OAC5101:2-5-35(a)(4)
* The right to be free from physical abuse and inhumane treatment as required by OAC5101:2-5-35(a)(5)
* The right to be protected from all forms of sexual exploitation as required by OAC5101:2-5-35(a)(6)
* The right to receive adequate and appropriate medical care as required by OAC5101:2-5-35(a)(7)
* The right to receive adequate and appropriate food, clothing, and housing as required by OAC5101:2-5-359(a)(8)
* The right to his or her own money and personal property in accordance with the child’s service or case plan as required by OAC5101:2-5-35(a)(9)
* The right to a clean, safe surroundings as required by OAC5101:2-5-35(a)(10)
* The right to participate in an appropriate educational program as required by OAC5101:2-5-35(a)(11)
* The right to communicate with family, friends and significant others from whom he is living apart, in accordance with the child’s service or case plan as required by OAC5101:2-5-35(a)(12)
* The right to be taught to fulfill appropriate responsibilities to him or herself and to others as required by OAC5101:2-5-35(a)(13)

**RESIDENT GRIEVANCE PROCEDURE/COMPLAINT**

 A. A grievance must be filed with the Executive Director/Administrator in writing within 72 hours of the occurrence. It must concisely detail the perceived offense and must list the violated policy or procedure. The Executive Director or Administrator will respond within seven days.

 B. Complaints must be brought to the Executive Director or Administrator within 48 hours. The Executive Director or Administrator will respond within 7 days.

1. A copy of the policy and procedure will be given and explained to the child and family at the time of child’s admission to Raven House.
2. Documentation that the child and family received the complaint procedures shall be placed in child’s file
3. Raven house shall ensure that a child or family member is not required to transmit a complaint through staff who is the subject to the complaint
4. Raven House will ensure against all retaliation by staff or by other children against the person making the complaint
5. We shall make every effort to ensure that every complaint is resolved within 30 days of the filing of complaint
6. Unresolved complaints are reviewed by administrator or designee within 30 days of the filing of the complaint
7. Any complaint not resolved within 30 days, a written explanation of the reason why the complaint has not been resolved within 30 days shall be placed in the child’s record as required
8. Written report of each complaint and the resolution shall be complied and a copy placed in the child’s record as required
9. In the event that someone alleged child abuse or neglect it is required to be reported to the local PCSA or law enforcement agency as required by OAC 5101:2-9-15; the caller must speak with the Site Administrator or the Executive Director immediately………….696-kids will be contacted after notification, along with child Department of Children and Family Services social worker. Anyone can inform/report abuse to administrators through phone call at any time or place note in Administrator office.

**RELIGIOUS OR SPIRITUAL BELIEFS**

It is the policy of Raven House to allow resident to practice their religious or spiritual beliefs. Residents are not allowed to impose their beliefs on other residents. Transportation to religious activities can be arranged for the resident by either staff or family members. During intake a parent or guardian must discuss religious activities they want their child to be involved in with STAFF.

**FAMILY PLANNING POLICY**

The Raven House, Inc. does not encourage nor discourage the use of birth control. If a resident requests information on birth control, the staff will get permission from the guardian to obtain this information. In the event that a resident does request and receive birth control, it will then be the resident's responsibility to use or not use it. Staff will not be responsible for monitoring the usage, unless it has been prescribed for the resident by a licensed medical doctor.

**HOME VISIT RULES**

 1. The child is to be returned to the Group Home by the responsible party at the proper time. If difficulty with transportation arises, the Group Home must be notified immediately.

 2. The responsible party agrees to defray any financial responsibility incidental to accident, illness, or injury incurred by the child while on the home visit.

 3. The child will not drive a vehicle unless he/she has authorization from the parent or responsible party, and has in his/her possession a valid driver's license.

 4. The parent or responsible party will supervise the child at all times unless prior permission to do otherwise has been received from the appropriate authority.

 5. The child will obey all instructions given by parents or responsible party, as well as all laws, curfews and regulations.

 6. Any infractions of the aforementioned are to be reported upon return of the child to the Group Home. If the child should commit a crime or leave your supervision without permission, it is your responsibility to call the Group Home immediately.

 7. The parent or other responsible party will provide all transportation and/or expenses.

8. The child and the parent or responsible party must agree that the parent or responsible party is in full charge of the child and will supervise and be responsible for his/her own actions.

**Visitation**

1. Visitation days are as follows: Tuesday, Thursday, Friday and Saturdays between the hours of 5:00-8:00p.m.
2. Raven House will only allow visitation from approved individuals on list from Case/Social worker.
3. Raven House must have case plan where it states visitation is allowed and with who.
4. Arrangements must be made within 48 hours of scheduled visit.
5. Youth are allowed to send and receive mail; however, no contraband will be accepted unless approved by child’s legal custodian, when such rules and directives do not conflict with federal postal regulations
6. If youth/child breaks any of the rules with Raven House prior to visit, visitation will not take place or home visit.
7. Raven house shall not open mail unless in child’s case plan or service plan and approved by child custodian
8. Raven house may require child to open mail in front of a staff person if contraband is suspected and empty the package or envelope
9. Raven house shall in accordance with the service plan, allow a child access to a telephone which will permit the child to make and receive calls as required
10. Raven house in accordance with the service plan, provide privacy for visits and telephone contacts as required
11. Raven house will allow each youth the opportunity to contact his or her attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate and guardian ad litem, by telephone or at the facility, in private, no later than 24 hours after the request is made by the child/youth
12. If a child has a disability, the child shall have the opportunity to contact the state protection and advocacy organization as required by OAC5101:2-9-16(e)
13. Raven house shall designate space, which is not space in which children live, to serve as an area for private discussions and counseling sessions between child and staff as required
14. Raven house shall ensure that a child who has access to electronic media within or outside of raven house while under the supervision of agency staff, which maybe the internet, cell phones and email service adheres to the agency policy regarding communications

**LEVEL SYSTEM**

The goal of the level system is:

 to ensure decisions made concerning your progress, privileges, status, and needs are made fairly and consistently

 to provide a communication link between you and staff regarding each individual's perception of your movement toward planned goals and/or future placement.

**PROCEDURE:**

As a new or returning resident, you will be placed at Level I. Staff will meet with you regularly to discuss progress, problems, needed changes, etc. When you believe you have met the expectations of a level (and maintained it), you may find a sponsor & petition for the next level. We do take into consideration the individual's unique situation as well as cognitive development and capabilities.

You may be restricted from any privilege at any level if basic expectations are not met. Serious rule infractions may also result in a drop to a lower level.

**LEVEL I:**

**Expectations:**

1. Follow all rules, court orders, Probation Officers, and DFS expectations, etc.

2. Exhibit appropriate behavior.

3. Display an appropriate attitude.

4. Discuss goals with staff, identifying changes that need to occur.

5. Establish good staff/peer relationships.

6. Begin and maintain a daily thinking journal.

7. Attend school and maintain a grade average of C or above, no tardies or

unexcused absences, and weekly progress reports.

8. Actively participate in group, individual, family and/or substance abuse

counseling.

9. Be responsible in regards to chores, following daily schedule, etc.

10. Acquaint yourself with and prepare for expectations of Level II.

**Privileges:**

ELIGIBLE FOR GROUP HOME RECREATION.

PHONE CALLS - MINISTER, LAWYER, COUNSELOR, SOCIAL WORKER

CORRESPONDENCE

WEEK NIGHT BED TIME -- 8:30 p.m

**SOCIAL MEDIA:**

You will be supervised when using all electronics. Cell Phone, Computers, iPads etc……Communication will be monitored at all times. Phones will be taken away at night and returned the next morning.

**LEVEL II:**

**Expectations:**

1. Maintain and stabilize all of Level I expectations.

2. Re-evaluate treatment plan and make needed adjustments.

3. Join and participate in an extra-curricular activity at school.

4. Begin using new strategies you have learned to meet needs.

5. Accept responsibility for your own behaviors.

6. Show progress in looking at problems realistically.

7. Show initiative in developing new relationships with responsible people.

8. Develop honesty in evaluations of self and others.

9. Be able to identify feelings and emotions.

10. Acquaint yourself with and prepare for expectations of Level III.

**Privileges:**

ALL OF LEVEL I'S PRIVILEGES

MAY HAVE MUSIC DEVICES

MAY HAVE ONE "friend" INCOMING AND ONE OUTGOING PHONE CALL PER

WEEK (with staff discretion and approval)

MAY HAVE APPROVED SUPERVISED "friend" VISITORS

MAY HAVE A JOB OR DO VOLUNTEER WORK DURING THE SCHOOL YEAR

MAY HAVE OFF GROUNDS SCHOOL LUNCH IF APPROVED IN ADVANCE

MAY HAVE 2 HOURS OF \*\*FREE TIME DURING THE WEEK

WEEK NIGHT BEDTIME -- 9:00 p.m.

**LEVEL III:**

**Expectations:**

1. Maintain and stabilize all of Level I and II expectations.

2. Reassess treatment plan and make needed changes.

3. Relationships should be showing genuine concern for others.

4. Motivation toward change should be coming from within, instead of from others.

5. Accepts suggestions and constructive criticism.

6. Discusses feelings and emotions with staff without prompting.

7. Shows ability to make appropriate choices.

8. Shows ability to resolve problems with minimal support.

9. Handles responsibility of added privileges.

10. Assumes leadership positions appropriately.

11. Assist new residents in a positive direction, in positive and appropriate ways.

**Privileges:**

ALL OF LEVEL I AND II PRIVILEGES (cont.)

UNLIMITED PHONE CALLS (with staff discretion and approval)

WEEK NIGHT BEDTIME -- 9:30 p.m.

\*\*THREE HOURS FREE TIME ON THE WEEKEND

\*\*(NOTE: Free time is considered an unsupervised activity. Group Home staff must approve where you are going, who you are with and what you will be doing. You need to ask 48 hours ahead of time. You may not date until you are 16 and then no one more than 2 years younger or older than yourself.)

**ALL INFRACTIONS WILL RESULT IN AN IMMEDIATE WRITTEN ASSIGNMENT-**

**LEVEL I INFRACTIONS** (WITH ANY ADDITIONAL CONSEQUENCES) ARE:

FAILING TO DO CHORES, CLEAN ROOM, FOLLOW SCHEDULE, RETURN PROGRESS

REPORTS (NO TV UNTIL BROUGHT HOME), ETC.

BEING OUT OF ROOM OR OTHERWISE DISTURBING OTHER RESIDENTS AFTER

LIGHTS OUT.

BORROWING, TRADING, SELLING, OR BUYING BETWEEN RESIDENTS (ITEM

GIVEN TO STAFF FOR SAFE KEEPING)

ROUGH-HOUSING

INAPPROPRIATE JOKES, LANGUAGE, INNUENDO, OR GESTURES

NAME-CALLING, PUTDOWNS.

REFUSING TO BE ACCOUNTABLE FOR ACTIONS/ATTITUDE

SABOTAGING OTHER GROUP MEMBER'S PROGRESS OR GROUP PROGRESS

BEING IN OTHER PERSONAL SPACE, BELONGINGS, OR PRIVACY.

FAILING GRADES (EXTRA HOUR OF STUDY TIME, DAILY)

I.S.S. (LEVEL AND CONSEQUENCE BASED ON WHAT ACTION BROUGHT ABOUT

THE I.S.S.)

NOT FOLLOWING STAFF DIRECTIONS, MANIPULATING AND GAME PLAYING.

**LEVEL II INFRACTIONS** WILL RESULT IN 8 HOURS OF RH COMMUNITY SERVICE. AN EXCESS OF THESE INFRACTIONS MAY RESULT IN 16 HOURS OF RH COMMUNITY SERVICE. THERE ARE NO PRIVILEGES FOR THOSE ASSIGNED CS UNTIL THAT CS HAS BEEN COMPLETED. “NO PRIVILEGES” MEAN NO TV, NO SNACKS, AND 8 PM BEDTIME. GAMES, BB, FB, HACKY, ETC. ARE ONLY ALLOWED WITH STAFF PERMISSION. ADDITIONAL CONSEQUENCES ARE EXPLAINED BELOW.

\*RUNAWAY ATTEMPTS, TRUANCY, ALARM TAMPERING.

\*POSSESSION OF TOBACCO, LIGHTERS, MATCHES, PORNOGRAPHY, OR ANY OTHER PROHIBITED ITEM

TATTOOING, PIERCING SELF OR OTHERS

BLATANT DISRESPECT FOR OTHERS, INSUBORDINATION

DISHONESTY

O.S.S.(SCHOOL HOURS SPENT AT TABLE DOING SCHOOL WORK)

\*ENDANGERING OTHERS

\*PHYSICAL AGGRESSION

\*THEFT

BREAKING CONFIDENTIALITY

\*THREATS TOWARD OTHERS

\*VERBAL AGGRESSION

\*\*RUNAWAYS

\*\*DRUG/ALCOHOL POSSESSION

**\*POSSIBLE NOTIFICATION OF LAW ENFORCEMENT**

**\*\*DEFINITE NOTIFICATION OF LAW ENFORCEMENT**

**THE ABOVE CONSEQUENCES ARE TO BE USED AS GUIDELINES FOR STAFF. EACH INFRACTION WILL BE EVALUATED ON AN INDIVIDUAL BASIS WITH THE INTENT BEING TO DELIVER CONSEQUENCES THAT ARE FAIR, LOGICAL, AND EFFECTIVE.**

**CHORE DESCRIPTIONS**

Kitchen I: Bleach counters, clean frig inside and out, clean stove, clean microwave and shelf it sits on, and refill all ice cube trays.

Kitchen II: Clean and organize pantry, clean heater and wall behind garbage, OUTSIDE of dishwasher and oven, sweep and mop floor, clean windows, toaster, coffee pot, and wooden board behind sink, scrub sink with Comet, check cabinets and walls.

Living Room UP: Sweep and mop entryway, clean windows, dust, water all plants AS NEEDED, move furniture and vacuum floor, vacuum upholstery, check walls.

Living Room DOWN: Sweep and mop steps and floor downstairs, clean windows, dust, move furniture and vacuum floor, vacuum upholstery, clean mirror, check walls.

Dining Room: Sweep & mop floor, clean windows, dust, organize book shelf, check walls.

Bathroom: Clean and disinfect everything! Clean mirror, empty trash, clean out drawers, cupboards, sweep and mop.

Monday Rooms: All Clothes Folded, Closet Neat, Vacuum (Behind Furniture, under Bed, Etc.) Dust, Two Sheets, Comforter, and Pillow with Case on All Beds

**Tactics to Avoid Responsibility**

1. YOU CONTINUALLY POINT OUT STAFF INADEQUACIES

2. BUILD YOURSELF UP BY PUTTING OTHERS DOWN

 3. TELL OTHERS ONLY WHAT THEY WANT TO HEAR AND NOT THE TRUTH

4. LYING --- BY OMISSION, BY DISTORTING THE TRUTH AND DISCLOSING ONLY WHAT BENEFITS YOURSELF

 5. VAGUENESS. (EXAMPLES: "SOMEONE", "I'LL THINK ABOUT IT", "MAYBE", "IF I FEEL LIKE IT")

6. DIVERT ATTENTION AWAY FROM YOURSELF. INTRODUCE IRRELEVANT MATERIAL

7. ATTEMPT TO CONFUSE OTHERS

8. MINIMIZE THE SITUATION

9. AGREE OR SAY YES WITHOUT REALLY MEANING IT

10. SILENCE

11. PAY ATTENTION ONLY TO WHAT SUITS YOU

12. MAKE A BIG SCENE ABOUT A MINOR POINT

13. PUT OFF DOING SOMETHING BY SAYING "I FORGOT"

14. PUT OTHERS ON THE DEFENSIVE. USE TACTICS SUCH AS DEGRADING, QUIBBLING OVER WORDS, ATTEMPTING TO EMBARRASS, USE ANGER TO INTIMIDATE.

15. BE TOTALLY INATTENTIVE

16. ACCUSE OTHERS OF MISUNDERSTANDING

17. CLAIM THAT YOU HAVE CHANGED JUST BECAUSE YOU DID IT RIGHT ONCE

**Patterns of Thinking Errors**

**CLOSED THINKING**

DOESN'T WANT TO LISTEN, DOESN'T LOOK AT SHORTCOMINGS, DOESN’T SHARE THOUGHTS, IS GOOD AT POINTING OUT OTHER'S FAULTS, LIES BY OMISSION

**VICTIMSTANCE**

SEE SELF AS VICTIM, BLAMES SOCIETY, THE SYSTEM, FAMILY AND PAST. BLAMING OTHERS.

**LACK OF ABILITY TO BE SELF CRITICAL**

FOCUS IS ONLY ON POSITIVE ATTRIBUTES, FAILS TO ADMIT OWN DESTRUCTIVE BEHAVIORS, BUILD SELF UP AT EXPENSE OF OTHERS

**LACK OF EFFORT**

DOES NOT DO THINGS THAT ARE UNPLEASANT OR BORING, SAYS "I CAN'T", MEANS "I WON'T"

**LACK OF INTEREST IN RESPONSIBLE PERFORMANCE**

BELIEVES RESPONSIBLE LIVING IS BORING AND UNSATISFYING, HAS NO SENSE OF OBLIGATION, WILL RESPOND ONLY IF THERE IS AN IMMEDIATE PAYOFF

**LACK OF TIME PERSPECTIVE**

DOES NOT USE PAST AS A LEARNING TOOL. EXPECTS OTHERS TO ACT IMMEDIATELY UPON DEMAND. MAKES DECISIONS BASED ON ASSUMPTIONS, NOT FACTS.

**FEAR OF FEAR**

POSSESS IRRATIONAL FEARS BUT REFUSES TO ADMIT THEM. PRIMARY FEAR OF INJURY OR DEATH. PROFOUND FEAR OF PUT DOWNS AND FEELS WORTHLESS WHEN HELD ACCOUNTABLE.

**POWER THRUST**

COMPELLING NEED TO BE IN CONTROL OF EVERY SITUATION. MANIPULATES AND LIES TO GAIN CONTROL. REFUSES TO BE DEPENDANT UNLESS ADVANTAGE CAN BE TAKEN.

**EGOCENTRIC**

DIFFERENT AND BETTER THAN OTHERS, EXPECTS OF OTHERS THAT WHICH HE/SHE FAILS TO DO, QUITS AT FIRST SIGN OF FAILURE.

**OWNERSHIP ATTITUDE**

PERCEIVES PEOPLE AND THINGS AS OBJECTS TO POSSESS. HAS NO CONCEPT OF OWNERSHIP OF RIGHTS OF OTHERS. USES SEX FOR POWER AND CONTROL, NOT FOR INTIMACY

**EXTRA RULES AND GUIDELINES**

**FOOD STUFF**

**GENERAL:**

MILK- ONE 11 OZ. GLASS AND ONLY AT MEALS

JUICE- ONE 7 OZ. GLASS AND ONLY AT BREAKFAST

SUGAR- ONE TEASPOON IN TEA, ON UNSWEETENED CEREAL, AND ON GRAPEFRUIT. THAT'S IT.

SALT, PEPPER, BUTTER- MINIMAL AMOUNTS

KETCHUP, RANCH DRESSING, MAYO, SALSA, ETC. USED ONLY ON "NORMAL" THINGS. EXAMPLE: KETCHUP ON BURGERS, NOT ON CHICKEN. RANCH DRESSING ON SALAD OR VEGIES, NOT ON SANDWICHES AND FRENCH FRIES.

WATCH AMOUNTS OF PEANUT BUTTER, JELLY, SYRUP, DRESSING, ETC.

NO COFFEE!!

**BREAKFAST:**

HAS TO BE ON MENU. SUBSTITUTIONS ALLOWED ONLY IF WE ARE OUT OF AN ITEM

MAXIMUM AMOUNTS:

EGGS- TWO

PANCAKES- THREE MEDIUM (LARGE SAUCER SIZE)

FRENCH TOAST, WAFFLES- FOUR SLICES, SYRUP AND BUTTER (OR PEANUT BUTTER) IN

MODERATION

TOAST-FOUR SLICES

SWEET ROLLS- TWO

BANANAS/ORANGES- ONE

GRAPEFRUIT- ONE HALF

YOGURT- ONE

JUICE- ONE 7 OZ. GLASS

SKILLET SCRAMBLE- PER SERVING: TWO EGGS, 1/2 C. HASH BROWNS, 1-2 STRIPS OF

BACON

CEREAL- TWO BOWLS, DIFFERENT KINDS, OPEN BOXES USED BEFORE NEW ONES

EGG McMUFFINS- 2 ENGLISH MUFFINS, 2 SLICES HAM, 2 SLICES CHEESE, 2 EGGS

SAUSAGE- TWO LINKS OR TWO PATTIES

BISCUITS AND GRAVY (FIGURE 3 OR 4 SMALL BISCUITS EACH AND 3 OZ.SAUSAGE PER PERSON)

**LUNCHES**

LEFTOVERS EATEN FIRST.

WHEN NO LEFT OVERS- RAMEN NOODLES, BURRITOS (1), SANDWICHES (2), ETC.

CHIPS ARE PERMISSABLE ONLY IF ALREADY OPEN (THEY COUNT AS NOTHING FOR NUTRITION). A HEALTHY LUNCH (MEANING ONE WE CAN GET REIMBURSED FOR) CONSISTS OF A MINUMUM OF THE FOLLOWING:

1 SERVING CHEESE, MEAT, OR PEANUT BUTTER

1 SERVING BREAD

TWO DIFFERENT FRUITS, TWO DIFFERENT VEGGIES, OR ONE VEGGIE AND ONE

FRUIT

8 OZ. MILK

19

**MEALS**

MAXIMUM AMOUNTS--

ONE PORK CHOP, STEAK, ETC.

ONE BIG PIECE OF CHICKEN OR TWO SMALL

TWO BURGERS, TWO SLOPPY JOES, TWO CHICKEN SANDWICHES, ETC.

THREE ROLLS/BISCUITS/SLICES OF BREAD

FOUR PIECES PIZZA (WHEN PIZZA IS CUT IN 8 PIECES PER PAN)

THREE CHILI DOGS

THREE TACOS (BIG TORTILLAS)

TWO SERVINGS OF CASSEROLES, SOUPS, STEWS, ETC.

**SNACKS**

IF EVERYONE HAS BEEN RESPONSIBLE DURING THE DAY, YOU MAY HAVE A HEALTHY SNACK AFTER SCHOOL AND BEFORE BED. FRUIT, VEGIE, ETC. NOT JUNK FOOD.

RESIDENTS ARE NOT ALLOWED TO HAVE "THEIR OWN" POP, CANDY, GUM, ETC. AT THE GROUP HOME. NO POP CANDY OR TOYS!!!

**OTHER SUPPLIES**

-ONE BATH TOWEL

-ONE NEW COMB, TOOTHBRUSHES, ETC.

-ONE PLEDGE WIPE PER CHORE

NO STRINGS, STRAPS, BELTS, ROPES, CHAINS, HEAVY NECKLACES, WIRE HANGERS, PENS, PENCILS, ANY SHARP OBJECTS, ELECTRICAL CORDS, ETC. STAFF WILL DO RANDOM SAFETY CHECKS AT LEAST WEEKLY.

JOURNALS ARE FOR JOURNALING, AND WE ENCOURAGE THAT, NOT TO BE USED FOR INAPPRORIATE DRAWINGS OR SEXUAL SUGGESTIONS

**DO NOT:**

 STRETCH THE HOSES OUT

 KICK THE BASKETBALLS

 SLAM THE SHOWER DOORS

 SLAM THE OTHER DOORS

 POUND ON THE DOORS

 BE MEAN TO THE LAWN MOWER AND WEED EATERS AND CORDS

  THROW REMOTE AROUND (WE TAKE IT IF YOU DON'T PUT IT ON T.V. WHEN DONE. FIND A STATION AND PUT UP THE REMOTE)

**GENERAL GUIDELINES**

THE SCHEDULE, THE INFRACTION GUIDELINES, THE CHORE AND YARD SET UP, ETC. HAVE BEEN SET UP THE WAY THEY ARE BECAUSE THEY WORK WELL WHEN ENFORCED. YOU NEED TO LEARN WHAT IS EXPECTED OF YOU AND THEN HOW TO GIVE WHAT IS EXPECTED. NO MATTER HOW SMALL IT IS, A RULE IS A RULE IS A RULE. LEARNING TO FOLLOW A SCHEDULE AND DO WHAT IS EXPECTED \*\*NO MATTER WHAT\*\* IS A SKILL YOU NEED TO LEARN AND HAVE.

YOU MUST ASK FOR EVERYTHING (EXCEPT WATER); TO LEAVE THE AREA, TO GO DOWNSTAIRS, TO WATCH TV, ETC.

NEVER GO DOWN THE HALLWAY WITHOUT STAFF PERMISSION. THE BACK ROOM IS FOR DOWN TIME, MEDITATING, FOCUSING, AND FOR MEETINGS WITH FAMILY OR PROFESSIONALS.

THE DAILY SCHEDULE IS TO BE FOLLOWED RELENTLESSLY

FEET OFF FURNITURE, SIT UP, NO SLOUCHING. IT BREAKS DOWN THE CUSHIONS AND TAKES UP SPACE. NO SITTING ON COUNTERS, RAILINGS, FENCES, ETC. NO TIPPING BACK IN CHAIRS.

BOARD GAMES ARE NOT JUST TO ENTERTAIN. WE WILL WATCH HOW YOU INTERACT, YOUR POWER AND CONTROL NEEDS, ARE YOU HONEST, ETC.

BB MEANS PLAYING BASKETBALL. OUTSIDE ACTIVITY MEANS OUTSIDE ACTIVITY. NOT STANDING ON THE DECK WATCHING OR WANDERING AROUND. DRINKS, BATHROOMS, ETC. HAPPEN BEFORE GOING OUT.

**MORNINGS DURING SCHOOL YEAR**

WAKE UP CALLS ARE BASED ON TIME YOU HAVE TO BE AT SCHOOL. NO ROUGH HOUSING, TOWEL SNAPPING, ETC. YOU ARE TO BE EITHER IN THE SHOWER OR IN YOUR ROOM (OR CLEANING UP BASEMENT). NOT SOCIALIZING. ALL ROOMS, D.S. LIVING ROOM, STAIRWAY, AND LAUNDRY ROOM ARE TO BE CLEAN AND CHECKED BYSTAFF BEFORE YOU EAT.

ONE OF YOU WILL BE ASSIGNED TO CLEAN THE BATHROOM AFTER SHOWERS.

EACH RESIDENT IS ASSIGNED A DAY TO ASSIST WITH BREAKFAST. THIS IS YOUR RESPONSIBILITY. YOU MUST FOLLOW THE MENU.

DISHES PERSON DOES DISHES FROM PREVIOUS NIGHT BEFORE EATING.

COOKING STOPS AT 6:50 PM, EATING IS OVER AT 7:05 PM

AFTER BREAKFAST IS ALL CLEANED UP. DISHES PERSON IS RESPONSIBLE FOR ALL COUNTERS

SINK, TABLE, BENCHES, STOVE, AND DISHES. COOK SHOULD CLEAN UP AS HE/SHE GOES.

IF YOU GO BACK DOWN STAIRS TO BRUSH YOUR TEETH, YOU HAVE FIVE MINS. TO DO THAT, YOU GO ONE AT A TIME, AND YOUR WORK IS DONE FIRST.

FLOOR SWEPT AFTER BREAKFAST BY PERSON ASSIGNED. MOPPED IF NEEDED.

IN THE WINTER, ALL SNOW IS REMOVED IN MORNING BEFORE BREAKFAST AND AGAIN AFTER SCHOOL BEFORE SUPPER. (SIDEWALKS, DECKS, STEPS, ETC.) NO SHOVELS USED ON DECKS.

NO T.V. IN MORNING UNTIL EVERYTHING IS TAKEN CARE OF.

YOU MUST TAKE A BLANK PROGRESS REPORT TO SCHOOL ON FRIDAY (OR LAST DAY OF SCHOOL THAT WEEK) FOR YOUR TEACHERS TO COMPLETE. IF NOT RETURNED COMPLETED, NO TV UNTIL DONE.

BUS COMES AT 7:20AM. YOU NEED TO BE ON IT.

**AFTER SCHOOL/EVENINGS:**

EACH RESIDENT HAS CHORE, ROOM, OR YARD ON MON, TUE, WED, AND THUR. CHORES ARE DONE COMPLETELY BY CHORE DESCRIPTION. YOUR CHORE MUST BE OKAYED BY YOUTH WORKER WITH CHORE DESCRIPTION.

DINNER IS STARTED AT 530 PM. LIKE BREAKFAST, WE HAVE STUDY TIME NIGHTLY. ONE HOUR ON SUN-THUR. 1/2 HOUR ON FRI. AND SAT. YOU ARE TO BE AT THE TABLE WITH YOUR SUPPLIES BEFORE THE SCHEDULED TIME. S.T. IS ONE HOUR OF WORKING. NO TALKING, NO GETTING UP TO THROW THIS AWAY, GET A DRINK, OR LOOK OUT THE WINDOW. IF YOU DON'T HAVE HOMEWORK, YOU CAN READ A THERAPEUTIC BOOK, OR WRITE A LETTER. NO DRAWING UNLESS IT'S FOR A CLASS. ON FRIDAY AND SATURDAY NIGHTS, THERE IS ONLY ONE HALF HOUR OF JOURNAL TIME, UNLESS YOUR AUTOBIOGRAPHY IS NOT DONE. UNTIL IT IS COMPLETED AND APPROVED BY STAFF AND PEERS, YOU WILL DO A FULL HOUR.

**BEDTIMES: (ON NON-GROUP NIGHTS)**

SUNDAY THRU THURSDAY, AS LONG AS THERE IS SCHOOL THE NEXT DAY, LEVEL I IS TO BE IN ROOM BY 8:00, LIGHTS OFF BY 8:30. LEVEL II IN ROOM BY 9:00 AND LIGHTS OFF RIGHT AWAY. LEVEL III IN ROOM BY 930 WITH LIGHTS OFF IMMEDIATELY. ON FRIDAY AND SATURDAY, BEDTIME IS NO LATER THAN 930PM, LIGHTS OUT BY 9:45PM. (IF NO SPECIAL ACTIVITIES ARE TAKEN PLACE)

BELTS AND SHOES WITH LACES MUST BE LEFT UPSTAIRS AT BEDTIME.

YOU WILL GO DOWNSTAIRS TO BED ONE AT A TIME, USE THE RESTROOM, AND GO TO YOUR ROOM. YOU DO NOT LEAVE YOUR ROOM AFTER THAT.

**WEEKENDS:**

FOLLOW THE SCHEDULE.

THE COOK AND PREVIOUS DAY'S DISH WASHER START SHOWERING AT 8:45 AM EVERYONE ELSE WAITS UNTIL 9AM OTHER RULES ARE THE SAME (DOWNSTAIRS CLEAN, DISHES DONE, FLOOR CLEAN, ETC.). COOKING STOPS AT 10 AM, BREAKFAST IS OVER AT 10:10.

ALL CHORES ARE DONE ON SUNDAY AND ANY UNFINISHED YARDWORK IS COMPLETED AND CHECKED BY YOUTH WORKER

ACTIVITIES ARE USUALLY SCHEDULED ON WEEKENDS DUE TO TIME CONSTRAINTS DURING THE WEEK. WHEN SWIMMING, YOU MAY NOT USE LOCKER ROOM. GO PREPARED. IF YOU HAVE TO USE THE RESTROOM, DRY OFF AND USE ONE IN HALLWAY OF SCHOOL. NO GOING IN SAUNA WITH FEMALES OR SMALLER CHILDREN. YOU ARE THERE TO SWIM AND HAVE FUN WITH EACH OTHER. IT IS NOT A SOCIAL EVENT.

NO 'R' RATED MOVIES, ON T.V. OR VIDEO. NO EXCEPTIONS. EVER.

**COMMUNITY SERVICE**

ONE MAJOR INFRACTION OR THREE MINOR INFRACTIONS IN A WEEK RESULTS IN 8 HOURS OF CS. INFRACTION SHEETS MUST BE FILLED OUT AS SOON AS THE INFRACTION IS GIVEN, AND MUST BE APPROVED BY PEERS AS SOON AS THEY ARE ALL AVAILABLE. IF YOU ARE SIMPLY PROGRASTINATIN, YOU HAVE NO PRIVILEGES UNTIL YOUR INFRACTION IS APPROVED.

IF YOU HAVE CHORESS TO DO, YOU ARE RESTRICTED FROM TV, SNACKS, AND HAVE AN 8PM BEDTIME UNTIL IT IS FINISHED. OCCASIONALLY, WHEN INFRACTIONS INVOLVE MAJOR CRIMINAL OR ANTISOCIAL BEHAVIORS, OTHER PRIVELEGES MAY BE TAKEN AWAY, UP TO AND INCLUDING ACTIVITIES, BB, HACKY, PUZZLES, GAMES, ETC.

C.S. MUST BE DONE BEFORE HOMVISITS AND OUTINGS.

**GRADES**

YOU ARE EXPECTED TO HAVE ALL C’S OR ABOVE. SOME OF YOU MAY HAVE HIGHER EXPECTATIONS IN YOUR COURT ORDER. IF YOU DO NOT MEET THESE EXPECTATIONS, CONSEQUENCES ARE:

GRADES BELOW A “C” AND NOT BRINGING HOMEWORK HOME OR MAKING ANY ATTEMPT TO GET GRADES UP:

NO SNACKS

NO TV

NO EXTRA ACTIVITIES (OUTSIDE OF THE GROUP HOME ACTIVITIES, LIKE YOUTH GROUP, SWIMMING, ETC.)

UNTIL GRADE IS C OR ABOVE

NOT BRINGING HOME A PROGRESS REPORT:

NO SNACKS

NO TV

NO EXTRA ACTIVITIES

UNTIL ONE IS BROUGHT HOME

GRADES BELOW A “C” BUT YOU ARE MAKING EVERY ATTEMPT TO GET GRADES UP, AND ALL IS VERIFIED BY THE TEACHERS-

NO EXTRA ACTIVITIES

I AGREE TO THE TERMS OF THIS RESIDENT MANUAL

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAFF:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_