

FREMONT COUNTY  
GROUP HOMES, INC.

RESIDENT  
HANDBOOK

Revised January 2010

**A private non-profit organization that does not discriminate against  
sex, race, religion, age, disability, national origin, or color.**

This booklet is to acquaint you with the rules, daily schedule, and operation of the Group Home. Reports of your decisions to abide by these rules, or your choice to ignore them, will be forwarded to all agencies and individuals involved in your placement. If the courts are involved in your referral, they will receive monthly reports for as long as you are in placement here.

### **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**

**EXPECTATIONS**

**TREATMENT:**

1. We expect you to assist 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.

**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 FCGH 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. Billed hats are are not allowed until you are on Level II.
2. We expect your behavior to match your appearance (clean, neat, and respectable). Be polite. NO inappropriate language or gestures.
3. NO ear rings, nose rings, bellybutton rings, ETC.

## **HOUSEKEEPING/RESPONSIBILITIES:**

1. We expect you to follow the daily schedule. You will have a weekly chore, a night to cook, 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 drink upstairs.
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, the garage, 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

To send and receive sealed mail unless:

- there is suspicion of illegal, injurious, or unauthorized content. In said cases, the resident will be allowed to open the mail in the presence of designated staff
- the person with legal custody of the resident requests that mail from or to specific individuals be censored. This request must be documented and the resident must be advised.

To wear your own clothing, to keep and use personal possessions , and may earn the privilege of keeping and spending your own money

To be free from physical restraints and isolation except for emergency situations, or when isolation or restraint is a part of a treatment program

To be free from unnecessary or excessive medication

To make and receive telephone calls

To be informed orally and in writing of the rights under Section 35-1-625

To safety and integrity

To access counsel

To expect Fremont County Group Homes, Inc. to provide you with medical care, shelter, food and a healthy living environment

To not be subjected to any physical, sexual, or mental abuse

To visit with family, when not contraindicated by the service plan

To be free from exploitation in employment related training or gainful employment

To express opinions on issues concerning your care.

## **RESIDENT GRIEVANCE PROCEDURE**

- A. A grievance must be filed with the Executive Director/Associate Director in writing within 24 hours of the occurrence. It must concisely detail the perceived offense and must list the violated policy or procedure. The Executive Director or Associate Director will respond within seven days.
- B. Complaints must be brought to the Executive Director or Associate Director within 24 hours. The Executive Director or Associate Director will respond within 7 days.

## **RELIGIOUS OR SPIRITUAL BELIEFS**

It is the policy of Fremont County Group Homes 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 Fremont County Group Homes, 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.

## 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 -- 8:00 p.m. (Riverton)



## **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.
- WASTING FOOD, SUPPLIES, ENERGY
- 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.
- NO DAILY JOURNAL (MAKE UP MISSED JOURNAL ENTRIES, 1 PAGE A DAY)
- REFUSING TO BE ACCOUNTABLE FOR ACTIONS/ATTITUDE
- SABOTAGING OTHER GROUP MEMBER'S PROGRESS OR GROUP PROGRESS
- BEING IN OTHER PEOPLE'S 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.)
- TUESDAY/SATURDAY SCHOOL (LEVEL AND CONSEQUENCE BASED ON WHAT ACTION BROUGHT ABOUT THE TUESDAY/SATURDAY SCHOOL ASSIGNMENT)
- NOT FOLLOWING STAFF DIRECTIONS, MANIPULATING AND GAME PLAYING.

**THREE OF THE ABOVE INFRACTIONS IN ONE WEEK (BETWEEN SUNDAY 8 AM THRU SUNDAY 8 AM) WILL RESULT IN 8 HOURS OF GH COMMUNITY SERVICE.**

**LEVEL II INFRACTIONS WILL RESULT IN 8 HOURS OF GH COMMUNITY SERVICE. AN EXCESS OF THESE INFRACTIONS MAY RESULT IN 16 HOURS OF GH 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**

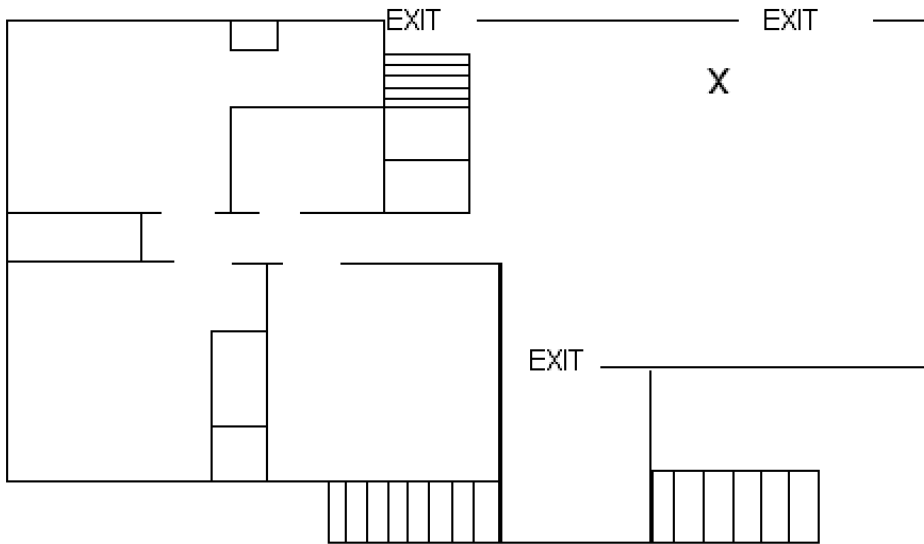
**\*POSSIBLE NOTIFICATION OF LAW ENFORCEMENT**

**\*\*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.**

In the event of fire our first concern is your safety. If you discover a fire or hear the smoke alarm, alert others and leave by the exit nearest you. Once you are outside wait in the half circle for everyone to get out. Staff will call or go for help.

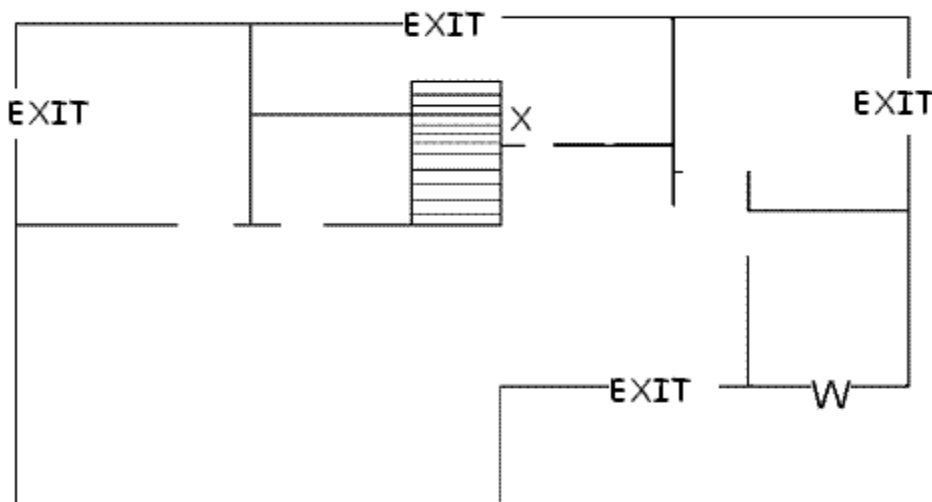
### UPSTAIRS



X=fire extinguisher

W=window exit

### DOWNSTAIRS



## 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.

**Laundry room:** Dust, sweep and mop, **THROW AWAY ALL TRASH**, empty trash can, organize freezer.

**Ralph:** Check All Chores, Do Any Part of Chore That You Miss or Let Slide, Organize Cleaning Supply Box, Empty Trash as Needed, Wash Can on Chore Day.

**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**

SEES SELF AS VICTIM, BLAMES SOCIETY, THE SYSTEM, FAMILY AND PAST. BLAMES 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 LEARNING TOOL. EXPECTS OTHERS TO ACT IMMEDIATELY UPON DEMAND. MAKES DECISIONS BASED ON ASSUMPTIONS, NOT FACTS.

- **FEAR OF FEAR**

POSSESSES IRRATIONAL FEARS BUT REFUSES TO ADMIT THEM. PRIMARY FEAR OF INJURY OR DEATH. PROFOUND FEAR OF PUT DOWNS. 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, QUILTS 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.

## **BIOFEEDBACK**

*You need to read the books for the program before you start.*

*Turn laptop on and WAIT until it is fully up and loaded. Staff will put in the password. Don't click on anything until the little circle quits spinning.*

*DBL. click on the icon. Healing Rhythms is the first one. Journey to the Wild Divine (The Passage) is the 2nd. Wisdom Quest came out later. You need to do them in that order.*

*From here on out, it is self explanatory. Do the entire program /introduction (with guide) the first time so you know what it is about. You will require a quiet place as you have to calm your self down and breathe and all kinds of stuff like that. It's pretty intense. You can't be interrupted.*

*When you are done (30-45 mins is usually all you will want to do at one time) make sure you save your game. Click Save Game and then name it. Next time then you will start where you left off by clicking "Load Game" instead of New Game. Make sure you document the time you spent and what you tried to or did accomplish.*

*The purpose of these "games" is not to win or lose like most games. The purpose is to learn that you can control your heart rate, body temp, and emotions simply by THINKING IT SO. And by doing so, you can PUT yourself in a much better place than most of us are in when we are focused on the stresses of every day life. Doing your biofeedback as scheduled (or more often) is REQUIRED and you will*



*get an infraction if you skip it.. Why? Because it is GOOD FOR YOU.*

*Enjoy!!*

## 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 MINIMUM 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

## **SUPPER**

### **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
- NO NEW COMBS, TOOTHBRUSHES, ETC. JUST BECAUSE YOU'VE MISPLACED YOURS. YOU NEED TO FIND THEM.
- 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, NOT DRAWING. USE FRONT AND BACK OF EVERY PAGE. IF NOT HERE LONG TERM, DO NOT WRITE ON THE COVERS.

### **DO NOT:**

- DRAG THE SPRINKLER
- 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)
- DROP THE DISHWASHER DOOR OR KICK IT CLOSED

## **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.

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 GYST 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.

TV: THERE IS NO MTV, VH1, ETC. NO RATED R MOVIES, NO WRESTLING, JERRY SPRINGER, ETC.

## **MORNINGS DURING SCHOOL YEAR**

YOU ARE RESPONSIBLE FOR WAKING YOURSELF UP ON TIME  
COOK AND DISHES PERSON GET UP AT 5:45, OTHERS AT 6AM (UNLESS WE FILL UP ON KIDS AND THEN EVERYTHING MAY BE EARLIER)

5 MIN. SHOWERS.

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 BY RALPH BEFORE YOU EAT. ONE OF YOU WILL BE ASSIGNED TO CLEAN THE BATHROOM AFTER SHOWERS.

EACH RESIDENT IS ASSIGNED A DAY TO COOK 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 THREE MINS. TO DO THAT, YOU GO ONE AT A TIME, AND YOUR WORK IS DONE FIRST.

FLOOR SWEEPED 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 RALPH WITH CHORE DESCRIPTION. IF RALPH LETS IT SLIDE, RALPH DOES THE CHORE AND YOU GET AN INFRACTION.

YARD SHOULD BE AS GREEN AND AS NEAT AS A GOLF COURSE. YARD INCLUDES DECKS, SIDEWALKS, DRIVEWAYS, ETC. THERE IS A CHART SHOWING YARD ASSIGNMENTS AND AGAIN, IF RALPH LETS IT SLIDE, RALPH DOES THAT SECTION OF YARD. WATERING IN THE SUMMER IS IMPERATIVE.

SUPPER IS STARTED AT 430 PM. LIKE BREAKFAST, THIS IS THE COOK'S RESPONSIBILITY. COOK ENOUGH TO ALLOW FOR SECONDS, BUT NOT THIRDS. IF THE COOK DOES NOT REMEMBER HIS RESPONSIBILITY TO COOK, YOU WILL HAVE PB AND J SANDWICHES, TWO FRUITS OR VEGGIES, AND A GLASS OF MILK.

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. AFTER ONE WEEK, YOU WILL LOSE PRIVILEGES UNTIL IT IS COMPLETE.

**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.

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 ARE ALLOWED THREE MINUTES TO DO THIS. 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 RALPH.

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 PRIVELEGES UNTIL YOUR INFRACTION IS APPROVED.

IF YOU HAVE CS 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.

## **BIKES**

DAVE IS IN CHARGE OF DISTRIBUTING BIKES AND BIKE PARTS.

YOU MAY HAVE ONE BIKE TO USE DURING YOUR STAY HERE. YOU MAY NOT USE OTHER RESIDENT'S AND MAY NOT "LOAN" YOURS TO THEM.

IF YOU BREAK YOUR BIKE, YOU FIX YOUR BIKE. YOU DO NOT TRADE IT IN FOR ANOTHER ONE.

NO JUMPING, SKIDDING, RUNNING INTO THINGS, WHEELIES, ETC.

NO TAKING PARTS OFF OF GOOD BIKES TO FIX YOURS. ASK DAVE FIRST!

YOU ARE NOT ALLOWED IN THE BIKE BARN W/O STAFF PERMISSION.

IF YOU ARE ALLOWED TO RIDE YOUR BIKE ON NORTH 8TH WEST, OR ON ANY STREET WITH A BIKE PATH, YOU MUST USE THE BIKE PATH.

## **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:

1. NO SNACKS
2. NO TV
3. 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:

4. NO SNACKS
5. NO TV
6. 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-

1. NO EXTRA ACTIVITIES