

# **Parent Handbook**

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## **Model of Care**

KidsPeace Mesabi Academy strives to give Hope, Help and Healing to youth facing crisis. We provide specialized services for delinquent male youth ages 10-18, EFF, and youth on CHPS petition. These core beliefs are key to KidsPeace Mesabi Academy Programs:

### **Mission:**

- To give hope, help and healing to children, families and communities

### **Vision:**

- To help people in need overcome challenges and transform their lives by providing emotional and physical healthcare and educational services in an atmosphere of teamwork, compassion and creativity

### **Values:**

- What we value ... Integrity, Human Well Being, Quality, Community, Respect and Excellence

### **Dignity:**

- Every youth is unique, has worth and value

### **Safety:**

- Safety is a primary need and fundamental right of every youth
- America's future depends upon emotionally healthy and physically safe youth
- Every American, especially teachers, Youth Care Workers (YCW) and youth group leaders share a unique responsibility to positively nurture, respect, and safeguard youth

### **Relationships and Belonging:**

- Youth grow in the context of supportive relationships
- Youth are helped most by people closest to them
- Families are the single most powerful support system for youth

### **Empowerment:**

- Every youth has powerful potential
- Help for every youth facing crisis must be available anytime, anywhere

### **Character:**

- Youth learn by making decisions and taking action based upon values
- Helping youth anticipate and overcome crisis is a moral imperative and wise investment of resources

### **Transformation:**

- Youths discover strengths through choice, risk, failure, insight, and success
- Every American has a moral obligation to protect and support youth

KidsPeace Corporation is dedicated to helping kids. Our staff members need to actively role model and communicate organizational values. The leadership of KidsPeace had defined workplace values that characterize who we are as an organization. In order to develop a healing and productive environment, our staff members dedicate themselves to the following workplace values at all times:

### **Safety and Boundaries:**

- Each staff person practices an unwavering commitment to professional interactions and safety with all kids, staff members and customers

### **Accountability:**

- Each staff person maintains personal responsibility for his/her behavior and performance

### **Ethical Behavior:**

- Each staff person maintains the highest level of honesty and integrity in his/her work and personal interactions

### **Dependability:**

- Each staff person fulfills his/her job responsibilities and follows through on all commitments with the highest degree of quality

### **Teamwork:**

- Each staff person demonstrates a cooperative spirit by supporting his/her colleagues

### **Communication:**

- Each staff person is responsible for timely sharing of pertinent job information

### **Compassion:**

- Each staff person embraces a youth-centered approach committed to maintaining the dignity and safety of the kids in our care

## Positive Youth Environment

KidsPeace Mesabi Academy developed Positive Youth Environment (PYE). PYE means helping each other grow by treating each other with respect and dignity, helping each other solve problems, encouraging and supporting others through difficult times, finding times for humor and playfulness, learning and using responsible behaviors, and promoting an overall sense of safety and acceptance. There are eight components of PYE.

### **Admission/Orientation Process:**

- This element is designed to help the resident feel comfortable and welcome at KidsPeace Mesabi Academy
- It should provide the resident information about the program and assist the resident in understanding the program goals and procedures

### **Peer Mentor Program:**

- To encourage residents to help one another with treatment focus areas and times when a resident would benefit from peer support and advice

### **House of Representatives:**

- To provide residents the opportunity to be involved in many aspects of the program
- It should offer a forum to discuss concerns and ideas at improving the residents' living environment
- It is intended to empower the residents to have a positive influence on each other and the program itself

### **PYE Therapeutic Group:**

- The PYE Therapeutic Group is an opportunity for all residents within a program to gather and discuss issues that arise regarding how the environment is functioning
- The responsibility of staff members is to promote an environment, which is positive and therapeutic. This group is a forum for doing that.
- This group also will empower the residents to make a positive impact on their environment. The group collectively should work on issues as they arise and also create innovative programming changes, which will maintain a positive environment.

### **PYE Team Building Activities:**

- To demonstrate the value and benefits of cooperation
- To provide opportunities to develop new skills
- To present opportunities for both individual and group success
- To experience encouragement, investment, relationship building and trust

### **Kids Give Back – Community Service:**

- This is a community service project to assist other agencies and organizations
- This element will benefit our residents by working within the philosophies of the model of care. It will contribute to the residents' personal growth; developing dignity, self respect, community awareness, and pride.

### **PYE Progress Group:**

- To give residents a forum for receiving constructive feedback from their peers regarding their progress on treatment issues

### **Discharge Program:**

- This element is divided into two parts. The first part involves assisting with discharge planning. The second part is a one-time discharge activity.
- The discharge planning gives the resident an opportunity to meet with a discharge coordinator (specific to programs). This is to assist in establishing and developing discharge plans and strategies that are specific to that child's needs.
- This element also offers the resident and his peer group a way to say "goodbye" during a discharge activity

### Rights:

- You have the right to considerate, impartial, respectful care and to expect reasonable continuity of this care
- You have the right to be addressed by name in a dignified manner
- You have the right to give informed, written consent prior to the start of any medical, dental or psychiatric treatment, or if you are a minor, to have your legal guardian give informed written consent. Informed consent is based on an explanation of the treatment procedures to be provided, any known risks associated with the procedures, and alternative treatments available. Treatment may be provided without informed consent in life threatening situations and instances when required by law.
- You have the right to be informed of the names, and functions of staff that are providing direct service to you
- You have the right to be informed of the rules, procedures, and schedules concerning the operation of KidsPeace Mesabi Academy
- You have the right to expect that all communication and records pertaining to your care will be treated according to the laws governing confidentiality
- You have the right to participate in the development of your individual program plan
- You have the right to voice grievances and make recommendations and/or suggestions with regard to your individual program plan, without any fear of reprisal, and to be advised of the result of the consideration of your grievance within a reasonable amount of time
- You have the right not to be subjected to corporal punishment, harassment, intimidation, harm, humiliation, or interference with normal bodily functions by other youths or staff
- You have the right not to be discriminated against based on race, creed, religion, national origin, sex or disability. This includes having the same access to all services and programs
- You have the right to participate in religious services and religious counseling on a voluntary basis, subject only to the limitations necessary to maintain KidsPeace Mesabi Academy order and security. This includes having access to clergy, spiritual advisors, publications, and related services that allow you to adhere to your religious practices.
- You have the right to nutritious meals, proper bedding, clean clothing, toilet facilities, daily showers, adequate lighting, proper ventilation, and an overall safe environment that is maintained in compliance with state and local fire and safety laws and regulations
- You have the right to appropriate medical and dental treatment
- You have the right to visits with family
- You have the right to send and receive correspondence
- You have the right to call, write and meet with your legal representative while at KidsPeace Mesabi Academy
- You have the right to indoor and outdoor recreation equipment and opportunities
- You have the right to report any problems or complaints that you may have while at KidsPeace Mesabi Academy without any fear of reprisal
- You have the right to appeal any disciplinary action taken against you as a result of a rule violation. In addition you have a right to a response to your appeal in accordance with the appeal procedure.

**Responsibilities:**

- You have the responsibility to treat all others in a respectful and dignified manner
- You have the responsibility to exercise your rights in a mature and appropriate manner
- You have the responsibility to help develop your goals and objectives or your individual treatment plan
- You have the responsibility to participate actively in individual program plan
- You have the responsibility to maintain confidentiality regarding services to other youth
- You have the responsibility to respect the rights of others in KidsPeace Mesabi Academy regardless of sex, race, religion, creed, national origin or disability
- You have the responsibility to inform staff members regarding situations that jeopardize safety and security or life threatening situations that you may become aware of during the course of your stay
- You have the responsibility to communicate openly and honestly with others at KidsPeace Mesabi Academy
- You have the responsibility to learn and follow the rules, regulations, expectations, and schedules and staff directives while at KidsPeace Mesabi Academy
- You have the responsibility to respect the property of others while at KidsPeace Mesabi Academy
- You have the responsibility to contribute of yourself to the larger external community
- You have the responsibility not to subject any other person to mistreatment including, but not limited to, corporal punishment, harassment, intimidation, harm, humiliation or interference with normal bodily functions
- You have the responsibility not to discriminate against any other persons or staff members or use language or behavior that would imply prejudice or discrimination
- You have the responsibility not to abuse any of the religious opportunities and provisions that you are afforded
- You have the responsibility to clean and maintain you living quarters and unit
- You have the responsibility to ask for medical and dental care when necessary
- You have the responsibility to conduct yourself properly during visits and refraining from passing or sending contraband through visitation or through the mail
- You have the responsibility of abiding by the guidelines set down by KidsPeace Mesabi Academy and your attorney for the opportunity to call, write, and meet with legal representation while at KidsPeace Mesabi Academy
- You have the responsibility to maintain your clothes in a clean and odor free condition
- You have the responsibility to respect and not abuse the equipment used for indoor and outdoor recreational purposes
- You have the responsibility to abide by KidsPeace Mesabi Academy practices concerning housekeeping maintenance and personal hygiene
- You have the responsibility to report any incidences that may occur and to follow KidsPeace Mesabi Academy grievance procedures when making complaints
- You have the responsibility to report if any improper action is taken against you as a result of a properly filed grievance
- You have the responsibility to initiate any appeal and follow the proper procedures in the course of your efforts

## Basic Expectations

- Youth will be respectful and polite to staff and other youth at all times
- Youth will not swear or curse
- Youth will not damage, abuse or misuse any property of KidsPeace Mesabi Academy, other youths' property or staff's property
- Youth will not have any physical contact with each other or staff. Physical contact includes: horseplay, wrestling, fighting etc.
- Youth must ask to step up to the staff desk and wait for permission to do so. Youth must never touch anything on staff desk or read anything on staffs' desk.
- Youth must ask to cross both blue lines in front of the staff desk
- Youth will never step into staff area located behind staff desk
- Youth must ask to step in and step out of their assigned rooms, bathroom and shower
- While being transported:
  - Youth will not touch anyone or anything
  - Youth will not move ahead of staff
  - Youth will give their number in line out loud as you pass through the doorways
  - Youth will not talk other than stating their number
  - Youth will move in a straight line and facing forward
  - Youth will have skirts tucked in and appropriate footwear
- All youth are responsible for keeping their assigned unit, room, and individual chore clean.
- All youth are responsible for keeping their assigned unit's designated areas clean
- Youth must attend all groups, recreation opportunities and trans meetings at all times. Refusal to attend or removal will result in consequences.
- Youth will follow the unit schedule as determined by staff
- Youth must raise their hands and wait to be called on to speak in group and trans meetings
- No inappropriate references allowed: gang talk, run plans, war stories, sexually explicit talk, swearing, threats or intimidations etc.
- Youth will not use slang terms or nicknames
- Youth will not possess contraband. Contraband includes, but is not limited to: material pertaining to gangs, materials deemed sexually inappropriate, controlled substances, weapon making materials, pens/pencils not assigned or possessed after lights out, sharp objects, glass, rubber gloves, tapes/CD's, pictures/drawings, writings, writings pertaining to drugs/alcohol/sex/gangs, and gum etc.
- Items confiscated, as contraband will not be returned to youth. Only the Unit Supervisor may make exception.
- Youth will wear KidsPeace Mesabi Academy issued clothing shirts, pants, and shorts. Youth may wear personal shoes. All clothing must be kept in good condition and purposeful destruction will result in consequences.
- Youth will be allowed to have one pair of tennis shoes on the unit at a time
- Youth will wear underwear and footwear at all times
- Youth will not wear jewelry
- Youth will not trade any personal or issued items
- Youth will not trade or give away snacks or food
- Youth will not have money on the unit at any time
- Youth will not bet with any item or service
- Youth will not enter any bedroom not assigned to them
- Youth will not hang towels, blankets, etc. over windows



- Youth will not hang anything that may block staff view of youth
- Youth will not hang anything on the walls. Youth may only hang items on bedroom bulletin boards
- Youth are responsible for washing clothing and bedding on assigned days
- Youth will keep room, desk and dresser clean to unit standards at all times
- Youth will have clean laundry folded and placed in dresser drawers at all times. Youth will keep dirty clothing in issued laundry bag.
- Youth will keep beds made to unit standards at all times
- Youth will not lean on walls, filing cabinets, etc.
- Youth will never touch windows, window panels, etc. without staff permission
- Youth will not have the unit radio in their personal rooms
- No food or drink allowed in rooms at any time (staff discretion)
- Youth will not open unit cupboards
- Youth will not have any contact with youth serving room time
- Youth will not place feet on furniture
- Youth will possess only assigned pens/pencils signed out from staff. Youth will not possess pens/pencils after lights out.
- Youth will not possess personal magazines. Youth may only possess books with approval from Unit Supervisor
- Youth may only possess personal hygiene products issued by KidsPeace Mesabi Academy
- Youth will accept nothing from visitors
- Youth will follow all expectations regarding: mail, visitors, phone calls, etc.
- Youth will not touch TV/VCR play station, and radio without staff permission
- Sanctions assigned during non-school hours will be served during non-school hours
- Youth will keep all shoes and flops neatly in the unit designated area
- Youth will not tattoo, pierce, cut on/erase skin, or otherwise injure themselves or others
- Youth who are Phase 3 and 4 are allowed to wear their personal hats on outings
- The administration has the right to modify any rule or any consequence of any infraction for any student

### Phone Calls:

Youth on orientation, Phase 1 and Phase 2 will be permitted three (10 minute) personal phone calls (family members, mentor, etc.) weekly. Youth on Phase 3 will be permitted four (10 minute) personal calls (family members, mentor, etc.) weekly. Phase 4 will be permitted four (15 minute) personal calls (family members, mentor, etc.) weekly. Youth will be permitted phone calls to placing agents or legal counsel when it does not interfere with programming. Staff to ensure that the party on the phone is on the youth's approved contact list will screen all phone calls. Approved contact list are developed by the Counselor/CM and approved by the youth's placing agent. Any misuse of the phone (communication with unauthorized parties, communication that endangers KidsPeace Mesabi Academy safety and security, etc.) may result in limitations regarding that youth's use of the phone.

### Mail:

Youth are permitted to correspond in writing with friends and family members. Placing agents may place restriction on written correspondence but must attain a court order. Mail from another treatment/correctional facility will be accepted and given to the youth.

- Privileged Mail – refers to mail marked as *privileged mail* and sent to the following parties: judges, legal representatives, all entities of the State and Local government.
- Non-Privileged Mail – any mail not listed above.

### A. Outgoing Mail

- Privileged mail which is clearly marked as such and addressed to the privileged party will be unopened and uncensored
- Non-privileged mail may be opened and inspected for contraband
- Youth may send three letters weekly at KidsPeace Mesabi Academy's expense
- All mail will be scanned by staff and sealed in front of staff

### B. Incoming Mail

- Privileged mail will not be read but may be opened in front of staff to inspect for contraband and to assure the identity of the sender
- Non-privileged mail will be opened and inspected for contraband in the presence of the youth
- Staff will remove postage stamps
- Any money received will be accounted for by staff and placed in the youth's account

### On-grounds Visitation:

Youth will be permitted to visit with approved parties in accordance with KidsPeace Mesabi Academy rules (see attached guidelines). These visits will take place three days weekly, (Wed. 6:00 – 8:00pm, Sat. & Sun. 2:00 – 5:00pm). Notification must be given to the Counselor/CM that a visit will take place. Youth will not be allowed to accept any items(s) from visitors unless approved by their Unit Supervisors.

### Clothing:

Youth will be issued the following clothing upon intake: socks, underwear, pants, shorts, t-shirts, sweatshirts and swimming trunks. Youth may wear personal shoes if they have them. Clothing is inventoried on a regular basis and youth are able, at that time, to exchange worn

clothing for new clothing. Youth will be allowed to wear personal clothing on day passes and home visits with family.

Youth are not permitted any jewelry with the possible exception for religious objects if they are deemed to not be a risk safety and security of KidsPeace Mesabi Academy.

**Laundry Facilities:**

Youth are responsible for washing own laundry. Youth have a washer, two dryers and laundry soap available to them no less than two days weekly. One day a week youth are scheduled to wash linens.

**Personal Belongings:**

Youth's personal belongings will be inventoried upon the youth's intake. At that time, the belongings will be placed into storage or boxed for shipment to family. Limited personal items are allowed on the unit. The unit Supervisor must approve these items.

**Personal Hygiene:**

Youth will be issued all necessary personal hygiene supplies, including: combs/picks, toothpaste, toothbrush, deodorant, soap, shampoo, grease, towels, washcloths, etc. No youth will possess hygiene products not provided by KidsPeace Mesabi Academy. Youth with special needs will receive a nursing order to obtain specific hygiene items. These will be provided by KidsPeace Mesabi Academy. Youth will have access to haircuts once monthly. Youth will be provided shaving supplies by KidsPeace Mesabi Academy. Youth will be permitted to shave under close supervision by staff in order to ensure safety youth and staff. Youth will have access to shower facilities no less than once daily, including after strenuous exercise.

**Room expectations:**

Youth are expected to have their rooms neat and clean at all times. Beds are to be tightly made unless youth are sleeping in them. Dirty laundry is to be kept in issued laundry bags. Clean laundry and personal hygiene items are to be kept in dresser drawers. Youth are allowed only the allotted amount of clothing. Personal papers, notebooks, etc. are to be stored neatly on desk or dresser tops. Staff will determine the amount allowable.

Youth are not to possess contraband. Youth in possession of contraband will be consequenced accordingly. Confiscated contraband will be disposed of and not returned to the youth. Contraband includes, but is not limited to: any object deemed to be a "sharp" or weapon, pictures or writings of a sexual nature, pictures or writings of a gang oriented nature, writings relating to safety and security issues for KidsPeace Mesabi Academy, drugs and/or paraphernalia, alcohol etc....

**Code Red Procedure:**

Staff will call a "Code Red" for two purposes: a crisis situation is developing or taking place and for unit medication pass. If on the unit when staff calls "Code Red", youth are to get to their assigned rooms as quickly as possible. They are not required to ask to "cross" or "step in" during a Code Red. Youth are not to be standing in their doorways and are to remain quiet until staff calls an "All Clear". If in another area of the facility, youth will be instructed as to what the expectations are for that area.

## Visitors for Client – Admittance Guidelines

The following rules apply to all visitors:

- Visiting hours with client:
  - Wed. 6:00 - 8:00 pm
  - Sat. 2:00 - 5:00 pm
  - Sun. 2:00 - 5:00 pm
- All visitors must be pre-approved by clients guardian
- All visitors must set up visits in advance with clients Counselor/CM
- If a visitor is a felon, the Counselor/CM must get approval from the Executive Director
  - Felon must be related to the client before Executive Director will review the case
  - If felon is not related to client, visit will be denied
- Once visitors have arrived, the Superior of the building will confirm visitor calendar and authorize visit based on Counselor/CM approval
- Visitors will be identified on visiting list approved by Executive Director of designee
- Visitors will register upon entry into Mesabi Academy and provide proof of identification, 16 and older
  - Visitors who have no ID, will be denied the visit
- Visitors will document relationship to client in “sign in” log
- Visitors must wear a visitors tag
- Visitors will be with an escort of Mesabi Academy Associate at all times
- All visitors will undergo a metal detector search
- Special visits can be arranged upon prior approval of the Executive Director of designee
- Visitors handbags, briefcases, wallets, coin, pocket knives and other personal belongings will be left in lockers provided or returned to personal vehicles
- No contraband/personal items are allowed in the facility or on the grounds
- No items may be brought for the client at visitation (no food, pop, games, clothes, etc.)
- Client visitors will never be allowed to bring in “sharps”
- A parent or guardian must accompany visitors under the age of eighteen
- Any visitor suspected of being under the influence of drugs or alcohol will not be allowed to visit
- Only three visitors for each client will be allowed at one time, including siblings
- Any denial of visit will be noted in writing and a copy will be given to the client and the person denied
- Upon leaving, *all visitors* will sign out and turn in their visitors tag
- Mesabi Academy Associates will escort all visitors to the door
- Executive director or designee could authorize any alteration of this guideline
- The Executive director or designee may terminate any visit based on safety and or security

## Home Visit Criteria

The following is the criteria for home visits:

- Youth must be on Phase 3
- Participation with a positive attitude in all aspects of the program prior to the home visit
- Youth will read and sign a “**Contract Rules for Home Visit**”
- Parent and/or Guardian must sign “**Contract Rules for Home Visit**” and mail/fax contract back before youth goes home
- Youth must have an itinerary set before they go home, for approval by the agent and Counselor/CM
- Youth must wear Mesabi Academy issued clothing when leaving on home visit
- Youth must wear Mesabi Academy issued clothing upon returning from home visit and nothing will be allowed to return with client back to Mesabi Academy
- The unit Supervisor, Counselor/CM, Placement Agent(s) and the parent/guardian must approval all visits. All parties must give approval for the visit to occur.
- Any arrests or other infractions of KidsPeace Mesabi Academy’s home visit policy will result in appropriate consequences upon return to the Academy with consequences to follow
- Staff will be calling youth randomly during the visit
- Youth will use home visits for family interaction and integration
- Youth will identify goals for himself and the family to work with the Counselor/CM or designee
- Youth will document progress on family goals upon returning to the Academy
- Youth must be supervised by parent/guardian at all times
- Youth will be randomly drug tested following home visits
- Youth are required to call in at specific times identified in contract
- KidsPeace Mesabi Academy will provide transportation for home visits for all eligible youth the second full weekend of every month (if you are unsure of which weekend this is, please contact the Counselor/CM for the schedule)
- Phase 3 youth qualify for one visit a month while on phase 3, which transportation is provided for (on the second full weekend of each month)
- Phase 4 youth qualify for two visits a month; however, KidsPeace Mesabi Academy is only able to provide transportation once a month (on the second full weekend of each month). If a youth requests a second home visit for each month, he is responsible to find transportation (which the Counselor/CM can assist in arranging).
- To accommodate the schedules of those assisting in transportation for these extra visits, the additional visits may be scheduled for any weekend during the month. **ALL** visits need to be arranged at least 10 days prior to the visit with the Counselor/CM in order to schedule medications and make other accommodations.

## Home Visit Criteria for Out of State

The following is the criteria for out of state home visits:

- Youth must be on Phase 4 and one month prior to discharge, youth will be allowed one home visit
- Participation with a positive attitude in all aspects of the program prior to the home visit
- Youth will read and sign a “**Contract Rules for Home Visit**”
- Parent and/or Guardian must sign ”**Contract Rules for Home Visit**” and mail/fax contract back before youth goes home
- Youth must have an itinerary set before they go home, for approval by the agent and Counselor/CM
- The unit Supervisor, Counselor/CM, Placement Agent(s) and the parent/guardian must approve all visits. All parties must give approval for the visit to occur.
- Any arrests or other infractions of KidsPeace Mesabi Academy’s home visit policy will result in appropriate consequences upon return to the Academy with consequences to follow
- Staff will be calling youth randomly during the visit
- Youth will use home visits for family interaction and integration
- Youth will identify goals for himself and the family to work with the Counselor/CM or designee
- Youth will document progress on family goals upon returning to the Academy
- Youth must be supervised by parent/guardian at all times
- Youth will be randomly drug tested following home visits
- Youth are required to call in at specific times identifies in the contract
- KidsPeace Mesabi Academy will provide transportation for home visits for all eligible youth
- **ALL** visits need to be arranged at least 21 days prior to the visit with the Counselor/CM in order to schedule transportation requests, schedule medications and make other accommodations

## Contract Ruled for Home Visit

I, \_\_\_\_\_, do agree to adhere to all of the following expectations and requirements set forth by KidsPeace Mesabi Academy.

I understand that even though I am at my home I still fall under the supervision of Mesabi Academy, Probation Officer, and Social Worker. If at any time I violate any expectations set forth for a home visit, I understand that my visit can be terminated immediately and I will be held accountable.

While on my visit and the transport there and back, I agree to the following:

- I will remain under direct supervision of parent or guardian at all times and follows all expectations of parents or guardian
- I agree to follow all expectations that I am expected to follow while at KidsPeace Mesabi Academy (ex: no R-rated movies, no pornography, etc.)
- I will act respectful and appropriate to everyone I associate with
- I will refrain from all tobacco, alcohol and drugs
- I will refrain from all illegal activity
- I will follow all expectations during the transportation to the home visit or he will be brought back to KidsPeace Mesabi Academy
- I will call Three Times: (1-888-270-5013 or 218-258-2274)
  - 1<sup>st</sup> call between 9:00am and 11:00am
  - 2<sup>nd</sup> call between 3:00pm and 5:00pm
  - 3<sup>rd</sup> call between 7:00pm and 9:00pm
- I will bring all receipts back for the money taken out of my account
- I will not take personal items back to Mesabi Academy.
- I will take my required medications at the appropriate times
- Those residents transported to their home visit by automobile will be at their home for pick-up on the designated date. Those residents transported to their home visit by airplane, also need to be at their home when the assigned driver is scheduled to be there and must make their return flight to the Academy. If residents are not at the designated pick-up areas or do not make their flights, they may be considered on AWOL status and/or consequences may be given.

Note: KidsPeace Mesabi Academy staff will make random calls to the resident's home in order to ensure that he is under direct supervision of a parent or guardian at all times.

I understand that if my social worker or probation officer arranges any type of schedule to follow for my visit with my family or guardian, I must ensure it is followed. If I must waiver from the schedule, the persons who arrange it must approve.

I have progressed this far in the program to be given the opportunity to be trusted on the home visit due to having made the right choices and decisions while at Mesabi Academy. I understand that I must follow these expectations to continue to prove to myself that I can succeed and be trusted.

Date youth transported: \_\_\_\_\_

Youth will be transported to the following address:

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Date youth picked up: \_\_\_\_\_

Youth needs to be available for pickup on the above date at the following address:

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\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor / Case Manager Signature

\_\_\_\_\_  
Date



## Client Personals Allowed at Intake / Gifts from Home

### Intake:

There is only ONE approved item at intake and it is a pair of client's personal shoes. Shoes must be appropriate, with no gang writing or symbols on shoes.

### Personal Items:

- Shoes: A client will be allowed to enter the facility with shoes on his feet.
  - Any *new* shoes sent to a client must be shipped directly from the manufacturer or the store where they were purchased. We will not accept any shoes sent directly from home.
  - If prior approval is received, new shoes may be sent if mailed by the Probation Officer or Social Worker.
- Shirts: A client on Phase III or IV is allowed to wear his own shirts if they are provided by Mesabi Academy.

### Gifts from Home

- Only one item will be allowed from home for Christmas and for a birthday.
- All items must be pre-approved by Unit Supervisor before being shipped.
- All items must be mailed to the Unit Supervisor's attention for inspection and distribution to the client.
- Items received without prior approval will be discarded.
- Approved Items:
  - Sketch pads
  - Journals or notebooks
    - No wire binders
  - Books (appropriate content)
  - Magazines (appropriate content, no staples)
  - Photo album with **family** pictures (C-CM approval of pictures)
    - No wire binders
- Unapproved Items Include but are not Limited to:
  - No Blankets / Comforters
  - No Food Items
  - No Clothing

\*\*\*REMINDER: Unapproved items will be discarded

### Gifts from Mesabi Academy:

- Towels / Wash Cloths / Sweat Pants / Unit Games / Flavored Chap Stick / Sketch Pads / Books / Journals

Phase systems have worked well and are a significant motivator for residents. A lot of you have been in treatment before and I bet they had Phases there too. This is just a way for you, to keep track of your treatment progress and a way for us to reward you for a job well done as you move from Phase to Phase and, more importantly us. The Phase system at Mesabi Academy is an anchor pointed or benchmarked system that takes into account progress on assignments and demonstration of change.

The benchmarks, or behaviors and attitudes that you need to learn and show, will be posted on your program. They include treatment progress, progress in your behavior on the program and progress in your schoolwork and attitude. Yes, school success is an expected part of your progress here at Mesabi Academy. No one can be successful after treatment without being successful in school too.

You will be expected to demonstrate behaviors that show you are ready for a Phase change for 28-35 days before advancing to the next Phase and will be expected to remain on Phase 4 for 56-70 days. Nobody is really expected to achieve each Phase in 35 days; it is all up to your behavior. Don't get too down if you have one bad day, just keep trying and remember we are looking at the whole time not just your one bad day (or your one good day). One way that we do this is by expecting you to maintain an average of 34 points for the four weeks prior to approaching for a Phase change.

Your Counselor/Case Manager (CM) must provide all petitions and will be the only one what can give out the paperwork for your Phase Petitions. When you petition for Phase 4 this will occur in person at a team meeting. Each program has their own ceremony and ways of recognizing your move from one Phase to the next.

Everyone starts on Orientation Phase and the move to Phase 1 is automatic and will be two or three weeks after you come in.

**Phase One-Anchor Points:** (this is what you work on in Phase 1 to move to Phase 2)

- Identifies and takes responsibility for negative behavior both past and present that resulted in placement
- Attends all required groups and school
- Takes medications as prescribed
- Does not engage in behavior that harms self or others
- Follows program routine and basic expectations with staff intervention
- Has developed and understands an in-program safety plan
- Develops a realistic awareness of academic achievement
- Follows classroom expectations and responds to redirection positively

**Phase Two-Anchor Points:** (this is what you work on in Phase 2 to move to Phase 3)

- Contributes in groups and follows group expectations
- Begins to hold self accountable for negative behaviors
- Demonstrates respect for self, peers and staff
- Follows program and school routine and basic expectations with little or not intervention
- Identifies and uses alternatives to aggression or negative behavior
- Has completed and understands offense cycle

- Acknowledges and understand risk factors
- Makes positive choices that increase academic achievement
- Works on assigned tasks throughout the class period

**Phase Three-Anchor Points:** (this is what you need to work on in Phase 3 to move to Phase 4)

- Actively participates in treatment and seeks out opportunities to grow
- Holds self and others accountable
- Can complete and use the Relaps Prevention Plan (RPP) for outing and visits
- Understands how his behavior affects others
- Serves as a role model for others
- Strengthens the therapeutic community
- Responds to redirection the first time given
- Completes assignments with a C or better
- Accepts responsibility for staying on task in the classroom throughout the class period

**Phase Four-Anchor Points:** (this is what you owk on to shou readiness for the community)

- Honestly processes home visits and outings
- Demonstrates the ability to use an RPP on and off grounds
- Supports peers appropriately and assists peers in treatment and school work
- Actively supports the values of Mesabi Academy and KidsPeace
- Identifies positive and realistic goals for the future
- Appropriately closes out relationships
- Takes personal responsibility for academic achievement
- Completes all assignments in a timelymanner
- Develops a plan for continued academic achievement in the future

### **Overview:**

We realize that points are important to you and they are a good way to judge your progress while at Mesabi.

Everybody is tracked and awarded points each hour during the day and two times during the overnight.

Points are awarded based on three things; Safety, Respect, On Task.

It is possible to earn up to 48 points in a day

- 48-37 represents a positive day
- 36-31 is neutral
- 30 and below is a negative day

You will receive feedback right away when you fail to earn a point.

### **Everybody is tracked and awarded points each hour during the day and two times during the overnight.**

You begin earning daytime points at 7:00am and may earn up to three points each hour, EG 7-8, 8-9 etc till 9:00pm. You may then earn three points from 9:00pm-2:00am and three from 2:00am-7:00am. You earn points each hour. You cannot lose your points for next hour in this hour. You can only fail your points for the hour you are in. Each hour is a clean slate.

### **Points are awarded based on three criteria Safety, Respect, On Task.**

These three things will cover all of the goal behaviors you are working towards, if you are safe, respectful and on task you are meeting all of our basic expectations. You may be given redirections before points are taken for some behaviors, such as respect but typically the safety point is hard to redirect before failing to earn the point.

- **Unsafe** is defined as any behavior that threatens the safety of the program, staff or peers. This will include any of the things we'd give you a safety intervention for, any kind of threats, any arguing that requires removal from the program or classroom, posturing or gestures, horseplay. These are not the only things, just examples.
- **Disrespect** will overlap a lot with safety. Basically any behavior or words towards others that demean degrade or insult. Name calling that does not escalate to the level of safety would be a good example. Disrespect can also take the form of ignoring redirections or directives. If you have been asked three times to join group, or pick up his things, or be quiet during PYE, and you refuse that becomes disrespectful.
- **On Task** is maybe the easiest to define. Doing what you are supposed to be doing during that hour. Did you refuse to participate in recreation? Then you would fail to earn your point for on task.

Many times the points will overlap but we will try to keep things as "clean" as possible. If you are cooperative in going to rec, did not get angry and disrespectful but just said, "no, I don't want to", you should only lose his point for on task. If you make a stink about going down to rec, called someone a name when you were asked to participate and threw the ball at a peer then sat in the corner you would fail to earn all three for the hour.

We will try to keep things as black and white as possible. You either were or you weren't. Do not argue or bargain. It takes two people to argue, every time. If you won't argue there is no one to argue with. If you fail to earn all your points this hour, next hour is a clean slate. If you fail to earn a point for on task, and you start to argue, you risk failing to earn your point for respect too.

**Point totals will change to 48 possible**

- **48-37 is positive**
- **36-31 is neutral**
- **30 and below is negative day**

It is self explanatory. Work as hard as you can to get into positive territory as soon as you can. The average points that you are earning is tied to earning phases. Points will not be the only criteria but is a consideration. In general a move to second phase should have a point average of 31, a move to third phase an average of 37 and fourth phase 43. This is different than the positive-neutral-negative. A second phase is up to neutral and third and fourth both maintaining a positive average. Privileges will also be tied to points. You must maintain the points for your phase to use your privileges. This is calculated weekly. If you are fourth phase and I fall to a 40 point average for the week you lose your privileges for the following week.

**You will receive feedback immediately when you fail to earn a point.**

Everybody learns best when the feedback regarding the behavior is as close to the behavior as possible. When you cross the line and should not earn your point for respect staff should say something like "I am sorry Johnny, you will not earn your point for respect this hour". If you need more explanation of why you did not earn the point please ask for a timeout and work it out there. Even then do not argue. Staff will help you with ways to cope with the feelings, encourage you that it's just one hour, next hour you can earn all your points, remind you that if you failed to earn your point for on task then become unsafe, disrespectful etc that you will not earn those points either. They will not argue whether it was respectful or not or why you said or did what you did or anything else.

## Cardinal Rules

These are the non-negotiable, absolutely not tolerated behaviors that everyone agrees on. These rules will be posted on your program and you will need to know them and know how important they are. The residents that share your program area with you will not tolerate you breaking these rules and if you do they will expect you to spend some time in the Secure Program or in the Alternative Intervention Room (AIR). When you return to the program they will expect you to apologize to them for breaking hr rule and ask to rejoin the program. They do this because they want the program to be a safe place to live.

If a youth tries to be intimidating one time, this is not a cardinal rule, violation. If a youth continues to be intimidating, it needs to be discussed at team and if the youth's intimidating behavior is his primary need for treatment, it can be a cardinal rule violation and will b addressed in the youth's Treatment Plan or Behavioral Intervention Plan (BIP).

Any single act of intimidation can be determined an act of aggression and will be a Cardinal Rule violation determined by the Clinical Lead and the Supervisor in Charge.

- No Physical Aggression towards Peers or Staff:
  - This is the first and most basic rule. Nobody gets to be physically aggressive and remain on the program.
- No Sexual Contact:
  - You may think, "I would never do this" but you might be surprised and there are guys who get caught up in making this mistake.
- No Absconding:
  - That's just a fancy work for running away. There is really nowhere to go and when we catch you you'll just come back here anyway!!
- No Gang activity:
  - This means gang signs, gang talk, drawings, writing or anything that even looks like gang stuff. Just leave that behind. No one is in a gang here.
- No Name Calling based on Race, Ethnicity, Religion, Gender or Sexual Orientation:
  - This means no comments, pictures, drawing, talking, writing or anything even close to being related to racial, ethnic, or gender prejudice. At Mesabi, everyone is equal and we will treat each other with dignity and respect.

In addition to the Cardinal Rules, there are other behaviors that are unacceptable, i.e. swearing, disrespect, not following basic expectations, which may result in you receiving a consequence on the unit. For example, you may be given a writing assignment to complete or may be given some time to spend in your room. If you feel the consequence is unfair, you do have the right to request an impartial review by a supervisor or designee. The findings of this review are final.

## **Grievance Procedure for Client**

Upon admission, youth shall be informed of their rights to file grievances and appeals against any behavior or disciplinary action of staff or other youth. Informal methods of resolving disputes are encouraged, but when informal methods of solving disputes are unsuccessful, a formal grievance process may be initiated. All grievances shall be handled expeditiously and without threat of disciplinary action, or reprisals against anyone using or participating in this process.

It is our belief that the majority of issues with staff are most effectively resolved by talking directly to the staff person involved. This is the first step in healthy conflict resolution. Youth and families are encouraged to address concerns verbally with the staff involved prior to filing a grievance.

### **Grievance:**

- A circumstance or action considered being unjust and grounds for complaint or resentment

### **Informal Resolution** (talking to the staff with which you have an issue):

- Staff are trained and encouraged to try to resolve all grievances informally. If an informal resolution cannot be reached, the youth should be encouraged to begin the grievance process. If the youth needs assistance to complete or deliver the grievance request, a YCW or other staff member will be asked to help.

### **Grievance Process:**

- A youth may select an impartial representative or spokesperson from the staff, or youth population for assistance at any time during the grievance process. Turn all grievances into the Supervisor in charge or designee. If the grievance is on the Supervisor in charge, turn grievance into another Supervisor.

### **Civil Action resulting from a Grievance:**

- If a youth believes that his civil rights have been violated, and are still in jeopardy, he shall not be prevented or restrained from filing a lawsuit
- The findings and decision of the Executive Director or designee will be final

**Youth Grievance Form**

Youth: \_\_\_\_\_ ID#: \_\_\_\_\_ Unit: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM Staff Assisting Youth: \_\_\_\_\_

Criterion to fill out Grievance Form:

- Youth has attempted to resolve grievance informally but youth feels there was no resolution.
- If a youth feels a “right” has been violated.

If you meet the criteria listed above, fill out grievance form. However, no grievance will be responded to unless the resolution and “Right” you feel has been violated is written out in detail below:

Attempted Resolution (completed by youth): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain in detail the “Right” which you feel was violated (completed by youth): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s response to grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with Supervisor’s response? Youth Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Program Director’s response to grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with P.D.’s response? Youth Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Executive Director’s response to grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with E.D.’s response? Youth Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Note: Copies of the completed grievance to go to QA and Client master file; Executive Director will make the final decision on grievances that have not been resolved.



## Family Concern Form Procedure

Upon admission, all guardians will receive a copy of Parent Handbook.

It is our belief that the majority of issues between clients and staff are most effectively resolved by talking directly to the staff person involved. This is the first step in healthy conflict resolution. Youth and families are encouraged to address concerns verbally with the staff involved prior to filing a Family Concern Form.

**Informal Resolution** (talking to the staff with which you have an issue):

- Supervisors and/or Counselor/Case Managers try to resolve all family concerns informally. If an informal fill out family concern form.

**Family Concern Process:**

- Family is encouraged to fill out form and mail to the following address:
  - KidsPeace Mesabi Academy
  - Attn: Lance Edminster
  - 200 Wanless Street
  - P.O. Box 726
  - Buhl, MN 55713-0726
- Once Family Concern Form received, someone will be following up with you.

**Family Concern Form**

Youth: \_\_\_\_\_ ID#: \_\_\_\_\_ Unit: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM(Circle One)

Criterion to fill out the concern Form:

- A family has attempted to resolve the concern informally but feels there was no resolution.
- If a family member feels a “right” has been violated.

If you meet the criteria listed above, fill out the Family Concern Form:

Family Member Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Attempted Resolution (completed by family): \_\_\_\_\_

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Explain in detail the “Right” which you feel was violated (completed by family): \_\_\_\_\_

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Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s response to the concern: \_\_\_\_\_

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with Supervisor’s response? Family Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Program Director's response to the concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with P.D.'s response? Family Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Executive Director's response to the concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree with E.D.'s response? Family Initials: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

## Intake Clothing List

Gray Shorts	2
Yellow T-Shirts	4
Yellow Sweatshirt	1
Towels	2
Wash Cloths	2
Underwear	4
Socks (pair)	4
Shoes	1
Sandals	1
Swim Trunks	1
Laundry Bag	1
Pillow Case	1
Top Sheet	1
Fitted Sheet	1
Blanket	1
Hygiene Box	1
Deodorant	1
Toothbrush/Cap/Paste	1/1/1
Comb	1
Soap/Container	1/1
Chap Stick	1

Add the following when off Run Risk	
Jeans	2
Gray Shirts	2
White Shirts	2
MA (Colored Shirts)	2
Gray Sweatshirt	1
Blue Shorts	2

## Contact information

### Phone Numbers:

- Main Office Numbers:
  - 888-270-5013
  - 218-258-2274
- School:
  - 888-237-5174

### Fax:

- 218-258-3807

### Address:

- KidsPeace Mesabi Academy
- P.O. Box 726
- Buhl, MN 55713-0726