

Student And Parent PHP Handbook





WELCOME TO DAY TREATMENT

Some important information regarding day treatment at Youth Care.

Be punctual:

Arrival Time: 8:30

Departure Time: 5:00

Please do not arrive or depart early or late without prior arrangement. Treatment works best when attendance is consistent.

Dress Code:

Students will dress in such a manner that will not draw undue attention while at Youth Care or on activities. In addition, students should not dress in a way that would be considered detrimental to a therapeutic environment (i.e., all black clothing, gang attire, excessive makeup, glorifying substance use, modestly dressed, etc.). Please look at handbook for further details.

What to Bring:

Please limit the items you bring to day treatment, including toys, fidgets, books, stuffed animals, jewelry, hygiene items, art supplies, MP3 players, and personal items. Please be mindful with bringing any items that could be unsafe in a treatment center. Students may bring in a water bottle, backpack, binder, calculator, and notebook for school. Cell phones, keys, wallets, and medication will be collected during check in and will be handed back to students at end of day.

Consistency:

Students benefit from consistency between the program and the home. Therefore, it is important that (neutral, positive and negative) consequences and interventions be implemented consistently between Youth Care and home. Interventions and consequences depend on the student and will be communicated and/or designed with parent/guardian input.

Random Drug Testing/ Student Searches:

Day treatment students may be subjected to random drug testing and Students will be searched for safety daily.

Phone Contacts:

Youth Care Therapist: _____	
Youth Care Main Number	801-572-6989

Please call the Main number if student will be absent.

Day Treatment Schedule:

Below is a sample schedule. Individual and family therapy sessions will occur each week as arranged with the therapist.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Check in/UA/Pocket Check	Check in/UA/Pocket Check	Check in/UA/Pocket Check	Check in/UA/Pocket Check	Check in/UA/Pocket Check
8:30	GOAL GROUP	GOAL GROUP	GOAL GROUP	GOAL GROUP	GOAL GROUP
9:00	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL
9:30					
10:00					
10:30					
11:00					
11:30					
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:30					
13:00	Residential Psychoed	Residential Psychoed	Nursing Psychoed	Residential Psychoed	Residential Psychoed
13:30					
14:00	Process Group	Process Group	Process Group	Process Group	Process Group
14:30					
15:00	DBT Homework Group	RT Life Skills	PHP Rec Therapy	PHP Rec Therapy	DBT Skills Group
15:30					
16:00	LIFE SKILLS	LIFE SKILLS	LIFE SKILLS	LIFE SKILLS	LIFE SKILLS
16:30					
17:00	Check out/Pocket Check	Check out/Pocket Check	Check out/Pocket Check	Check out/Pocket Check	Check out/Pocket Check
17:30					

Youth Care Points Sheet:

Students are responsible for asking Parents/ Guardian to complete and bring back the Youth Care Point Sheet each day. Point sheets will be given out weekly to students.

Confidentiality

It is the intent of our organization to maintain the strictest possible confidentiality concerning our students in compliance with Code Section 42 of the Federal Regulations. Under this Code Section, failure to maintain confidentiality of student information such as disclosure of student's identity, physical whereabouts, or student's status is prohibited and unlawful, and may be punishable by fine or other court action. In other words, you are not to discuss other students or their issues with anyone outside of a staff at Youth Care or Pine Ridge. This includes exchanging phone numbers and contact information while on pass.

By law, there are certain incidences where confidentiality will be overridden in order to report to proper authorities:

1. If a student reports abuse, we, by law, must call Child Protective Services within 24 hours of the report. It is not the responsibility or right of Youth Care to investigate or to determine guilt or innocence. It is only our responsibility to report the alleged abuse.
2. If a student discloses plans to hurt, kill, or abuse someone or themselves, we have the "Duty to Warn" the targeted victim. This may be done through a phone call or a letter.

Student Rights

- You have the right to appropriate care regardless of your race, religion, sex, age, handicap, sexual preference or financial status.
- You have the right to participate in the development of your treatment plan, to give input on goals and objectives of treatment, and to review the treatment plan with the therapist.
- You have the right to receive the handbook with rules and policies of the program.
- You have the right to be treated with dignity and respect.
- You have the right to have family and friends visit according to the rules of the center.
- You have the right to talk privately on the phone with family and friends according to the rules of the center.
- You have the right to have your pain managed according to standard practices of care.
- You have the right to be served in the least restrictive setting.
- You have the right to have visits from your clergy or your lawyer at any reasonable time.
- If you lose privileges, they will be reviewed at least weekly.
- You are free to send and receive mail according to the rules of the center.
- You have the right to sufficient food, shelter, clothing, school, activities, and right to freedom of religion.
- You are entitled to a qualified therapist, social worker, certified teacher, psychiatrist, nurse and recreational therapist as part of the multi-disciplinary team.
- You have the right to go outside according to the rules of the center.
- You have the right to expect privacy by staff knocking on the door of your room before entering.
- You have the right to have all information concerning your treatment be kept confidential according to State and Federal guidelines.
- You have the right to not be required to participate in work projects; however, you will be responsible for the upkeep and cleanliness of personal living areas.

Student Advocate

There are times that you may feel that you need the help of a student advocate. The purpose of the student advocate is to help ensure your student rights are being met. The following protocol should be used when accessing your student advocate:

Step 1- Fill out the "Request for Student Advocate" form.

Step 2- Discuss the issue with your primary therapist. If your concern involves your therapist and you are uncomfortable talking to him/her, you may proceed to step 3.

Step 3 - If not resolved, discuss the issue with the Clinical Director

Step 4 - If not resolved, discuss the issue with the Student Advocate

After reviewing your form, if the advocate has determined that your rights have been compromised, he/she will call you on the phone or come and visit with you within 72 hours. Your student advocate should be contacted to help you in the following incidences:

1. You feel your student rights are being violated and you need help writing or do not know how to write a letter to the Program Coordinator to ask for a review of those rights.
2. The Ethics Committee is meeting to evaluate your written concern and you would like someone to represent you or go with you to that Ethics Committee Meeting.
3. You don't feel comfortable going to the Program Coordinator concerning a student rights violation.
4. You feel that the Program Coordinator is not taking action on a written notification of rights violation.

The student advocate privilege is not to be used for day-to-day questions or complaints that would normally be addressed by the residential staff, Primary Therapist, or Executive Director. It is only to be used in the case of rights violations.

If your Student Advocate feels your rights were not violated or that you have used the Student Advocate procedure inappropriately, the Student Advocate can return the letter to you via your Primary Therapist, a residential staff representative, or personally to you indicating that no rights have been violated. You can appeal to the Executive Director in writing if you so choose.

Youth Care Sexual Harassment Policy

Youth Care is committed to ensuring a learning environment which is free of sexual and other forms of harassment for all students. This harassment could take many forms: student-student, staff-student, student-staff. The program recognizes that such harassment can cause students to experience embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The program will not tolerate any type of illegal harassment of its students.

Students should immediately report any incidents of harassment to the advocate or to a staff member. These may include, but are not limited to:

- Unwelcome leering, flirtations, or propositions
- Unwelcome words or actions of a sexual nature
- Inappropriate touching
- Displaying sexually suggestive objects
- Sexual jokes, stories, drawings, pictures, or gestures
- Use of racial or other slurs or offensive statements
- Mocking, ridiculing, or mimicking another's culture, accent, appearance, or customs
- Threatening, intimidating, or engaging in hostile or offensive acts that focus on an individual's race, color, gender, age, religion, national origin, disability, or any other characteristic protected by law
- Offensive jokes or pranks
- Posting offensive material
- Circulating offensive material to others

The student may report an incident to their advocate or to a staff member with whom they are comfortable. The student will be assured that all reports:

- Will be kept confidential
- Shall not require the student to resolve the concern directly with the offending person if they do not wish to do so
- Shall be dealt with promptly
- Shall cause discipline to occur as appropriate with the offender
- Shall keep the student making the complaint safe, secure and protected from any negative effects.

Rules and Expectations

1. Be Safe

- Daily checks/searches will be conducted.
- Students will not bring contraband into the center. This includes gum, fingernail polish, polish remover, glass containers, perfume or cologne, drugs, alcohol, tobacco, vape pens, unauthorized medication, coffee, tea, or caffeinated beverages, weapons, and self-harm items.
- Students will stay within the day treatment assigned areas.
- Students will not leave Youth Care property without staff present during day treatment hours, unless communicated by parents to staff.
- All medications including vitamins or creams are to be locked upon arrival.
- Students may not have any money at the center. Student wallets/ID will be locked upon arrival.
- Students will not have cell phones during day treatment hours, phone will be locked upon arrival.

2. Be Responsible

- Be punctual.
 - Be on time; check in at 8:30 am.
 - Be **prepared** for all meetings, activities, school, etc.
- Remind others (staff and parents) if you are given privileges that you have not earned.
- Students will attend school and participate in the program on a regular basis.

3. Be Respectful

- Respect others. (Follow staff directions, no arguing, no name calling, or use of profanity).
- Respect center property. (Do not put feet on furniture. Do not sit on desks. No destruction, damaging, or defacing of center property.)
- Youth Care documents and charts are confidential and must not be touched or read by students.
- Students will not enter staff offices without permission.
- Students will respect others property. They will not borrow another student's clothing or any other possessions.
- Students will interact appropriately. Students will not participate in massages, fixing hair, horseplay such as running, jumping, sliding on the floor, shadow boxing, wrestling or being excessively loud. No running inside the building.
- Students will maintain appropriate boundaries with peers (sexual innuendos, flirtatious behaviors, touching, sexual discussion or actions are prohibited)
- Communication will be open and will not include note passing.
- Students will actively work on change and will not glorify old behaviors by telling "war stories" (talking about former drug usage or other illegal or inappropriate activities to other students)

Personal Hygiene and Dress Code

Students will dress in such a manner that will not draw undue attention to him/herself while at Youth Care or on activities. Also, they should not dress in a way that would be considered detrimental to therapeutic treatment (i.e.: black clothing, gang dressing, excessive makeup, or hair spray). Hairstyles and haircuts will also be included in the above standard.

- Students are expected to take showers daily.
- Clothing may not be cut-up, torn, shredded. Students with jeans with an excessive number of holes may be asked to wear leggings underneath.
- No high heels.
- Bras or sufficient coverage/support of breasts must be worn by females. No dark bras under white or light-colored shirts. Bras can be taken off for sleeping if appropriate night clothes are worn.
- Tank tops may be worn under modest clothing only.
- No mini-skirts or spandex. Suggestive tight clothes are not allowed. This includes leggings and skinny jeans.
- Leggings to be worn only under skirts, dresses, or ripped jeans.
- Shorts must be no more than two inches above the knee.
- Low cut shirts may not expose cleavage when standing or bending over. Students will be asked to change if staff deem inappropriate.
- No alcohol/drug advertising or racial/ethnic/sexual connotation on clothing. No foul language on clothing. No gory or excessively violent themes on clothing such as weapons, body parts (severed), violent or swear words and sexually provocative words or pictures. No musical groups/celebrities, etc. on T-shirts.
- Footwear must be worn at all times.
- Hats and sunglasses may not be worn in the house.
- Students will wear appropriate clothing to the program. No yoga pants and pajamas.
- Girls must wear modest swimsuits that do not show midriff or excessive skin. Shirts or tanks with at least one-inch straps may be worn over two-piece suits.
- No thong underwear or muscle shirts.
- No excessively baggy clothing. Students may not “sag” or wear pants lower than waistline.
- Students will have no more than two earrings in each ear. Other body parts will not be pierced or kept open. (Standard earring size 16 to 18, no other gauges are allowed.)
- **Other dress code issues may be enforced by treatment team discretion**

Goals Meeting

Daily the students will meet for a goals meeting. The meeting is to be led by the students with staff present as support. The purpose of the meeting is for the students to *identify goals, support each other, set individual and group goals, and problem solve community issues*. The AM goals meeting will help the student set goals and the PM goals meeting will allow each student the opportunity to evaluate their progress during the day. The meeting will be conducted by a facilitator that is assigned by the staff. The facilitator leads the meetings by keeping the group on focus, helping students set appropriate goals, and keep the meeting on agenda items. A scribe will also be assigned. The scribe is to record each student's daily goal and the group goal.

All students are expected to participate in Goals Meeting. If Goals Group is not being appropriately run by the students and students are being unwilling to redirect, the staff will finish running the Goals Group. Staff is encouraged to participate and be part of the group process.

Expectations for the goals meeting are:

1. **Students will show respect including no put downs or personal attacks**
2. **Students are to raise their hand and wait to be called on by the facilitator prior to speaking.**
3. **Students are expected to stay attentive and participate in the process.**

The agenda for AM Goals Meeting is:

1. All students recite expectations together
2. Review center expectations
3. Review daily activities
4. Each student sets a behavior oriented, specific goal for the day
5. The group sets a behavior oriented, specific goal for the day
6. Group problem solves any community issues

Off Campus Activities or Outings

1. Each activity will begin with an expectation meeting which includes:
 - a. All students will sit down and listen during expectation meeting
 - b. The plan and any expectations including safety issues are reviewed
 - c. Student questions or concerns are addressed
2. While in center vehicles the following expectations will apply:
 - a. Girls and boys will maintain appropriate boundaries and not sit on the same seats. Unless the student is on a gender program.
 - b. A staff member will sit between opposite gender students. Unless student is on a gender program.
 - c. Students will keep vehicles nice by not eating or drinking while in vehicles, by picking up trash, and by not destroying the property.
 - d. Students will show respect to the driver and keep conversations at a moderate level. Noise levels will be determined by the driver.
 - e. Students will respect others and Youth Care by not interacting with other vehicles through talking or gestures.
 - f. Upon leaving the vehicle, all windows are closed, all trash is picked up and all doors are locked.
 - g. Staff will be the last one in the van and the first one out of the van.
 - h. Students will always wear seat belts.
 - i. Students will not touch radio without staff permission.
 - j. Students will not touch the first aid kits that are in the vans.
3. While away from the Center, the following rules will apply:
 - a. All center rules will be observed while on activities outside the premises, including the dress codes
 - b. Students will always be in eyesight of staff while away from the Center including while in restroom, regardless of level.
 - c. Students will maintain confidentiality and will not meet or communicate with others outside of Youth Care while on activities

School Expectations and Reward System

- I will remain seated unless given permission to get up.
- I will make up assignments when I miss class during study hall or on my own time outside of school.
- I will raise my hand and wait to be called on before I speak.
- I will get a drink before class and go to the restroom before class unless I have a bathroom pass.
- I will stay on task and follow teacher prompts the first time given.
- I will respect the classroom and the community.
- I will keep all four legs of my chair on the floor.
- I will not abuse/disrupt others with the yoga ball if I have one for my chair.
- I will not process during class time.
- I will not write in my journal in class unless I have teacher's permission.
- I will respect others property by not touching or playing with it.
- I am expected to complete all my assigned work during class time.
- I will only bring one personal/coloring book to class.
- I will read/color in that book once I have teacher's permission.
- I will only bring two therapeutic items to school including personal books or coloring books.
- I will follow all computer expectations and recognize the computers are a privilege not a right.
- Rules are subject to change at the teacher's discretion.

School Store and Reward System:

School Store: Pine Ridge Academy believes in providing a positive reinforcement system to help students achieve academic success. A student's level will determine what a student can purchase from the school store. These items will be outlined by the teachers in the school store catalog. Items are subject to change and only available as a privilege not a right.

Reward System: Students can earn "Pinecones" from teachers and staff by following all school expectations established by the teacher that period and maintaining an intrinsic motivation in school. The "Pinecones" are **not to be solicited** (that means you can't ask for them). Teachers and staff will hand out the "Pinecone" as they see fit. Students can use the "Pinecones" to purchase items in the school store and only in the school store. This reward system can be altered at any time by the teachers and the principal.

School Store: School store will be available Friday on school days. Points earned during the week will determine if school store will be available to them. Level 1-5 items are available to students participating in Day Treatment School.

Pinecones: Pinecones will be handed out by teachers and residential staff by following the expectations established by the teacher for that period. There is no limit on how many Pinecones you can earn. Pinecones will be issued to students with their name on it and the staff who rewarded them with the Pinecone. Any student found abusing the system will be subject to a freeze and will lose all Pinecones and suspension of the reward program.

Computer Use At-A-Glance

Privileges/Use

A. The use of Youth Care- Pine Ridge Academy's electronic resources is a privilege, not a right. Inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. Youth Care-Pine Ridge Academy has the authority to close an account at any time. Any employee of Youth Care may request the academic department to deny, revoke, or suspend a specific student's access to technology.

B. Youth Care - Pine Ridge Academy provides access to its electronic resources for educational purposes only, which includes accessing and sharing information with teachers, storing files, conducting research, participating in educational digital classrooms for academic subjects, and collaborating on projects with others in a supervised academic environment. All level 1-5 students can access the computers for educational purposes.

C. The monitor of the computer should always face staff while in use. Designated seating areas for using a student computer will be set up in the classroom. However, if students are using the computer anywhere on campus, they are to make sure that the monitor is facing a staff member.

Any infraction of these rules will lead to loss of computer and privileges and student will be subject to level loss, freeze, and BCAs.

Infractions/Breach of Contract

Infraction consequences are as follows:

1st Infraction: Loss of computer privileges for 1 month. Student must DEARMAN to come off suspension.

2nd Infraction: Loss of computer privileges is permanent.

For more information about computer and technology use please refer to the responsibility use contract.

Academic Breaks:

During the course of the day, if students are feeling stressed or anxious, students are allowed to take 10 minute break during each class, with teacher's permission. Breaks are a positive way to reassert your focus to academic tasks that are being asked of you. The expectations of academic breaks are as follows:

1. Breaks can be taken in each class if the teacher approves the break parameters.
2. Breaks cannot exceed 10 minutes.
3. Breaks parameters can be done in the following manner;
 - a. Reading a book for 10 minutes.
 - b. Writing in a journal for 10 minutes.
 - c. Listening to music for 10 minutes with the teacher's permission.
 - d. Quietly placing arms and head on student desk for 10 minutes.
 - e. Leaving the classroom setting **if staff is available** for 10 minutes.

Academic Breaks lasting longer than 10 minutes will result in a Freeze and will be considered Zero Stating. Using Academic Breaks inappropriately will result in an Academic Break Block.

Academic Freeze:

The purpose of Academic Freeze is to hold students accountable for the completion of school assignments. Academic freeze will occur if a student is 5 or more assignments behind in all classes by Friday at 5pm. If a student is placed on academic freeze, the following will occur:

- The student will need to complete an academic therapeutic freeze packet.
- Student's privileges of participating in school store will be suspended until packet work is completed and turned into the teacher of the missing work.
- Students will give a written plan to address the missing work and when it will be completed.

Behavioral Intervention

Our goal is to use therapy, teaching, modeling, and behavior modification in an effort to assist the students to engage in a growth process leading to change. Our hope is to support the students in developing interpersonal skills, that allow him or her to be more flexible, tolerate frustration, develop problem solving and coping skills, and become a happier, healthier human being. In this process, the students will learn that his or her choices lead to consequences, and that following rules and expectations lead to increased freedom, privileges and personal empowerment. You can expect all students to have ups and downs in this Acceptance process. At Youth Care we believe that the basis for human relationships and for treatment is respect. Therefore, we believe that all interactions between individuals at Youth Care should be based on respect. This means that we expect staff to talk and treat students with respect and in return that student follows the requests of staff with respect. If a student chooses to be disrespectful to staff, to violate rules that leave the community feeling unsafe or at risk, or if a student has reoccurring rule violations over a short period of time, consequences will be implemented. Generally consequences start small with requests by staff for inappropriate behavior to stop, and may lead to them earning fewer points on their point sheet.

Point Sheets

Students will have a weekly point sheet that they are responsible for getting rated by staff and parents daily and return to staff on next day.

0-5 Scale

- 0 = Very Poor Effort (i.e. Refusing to participate, Excessive prompting)
- 1 = Poor Effort - Numerous Prompts Needed
- 2 = Fair Effort- Occasional Prompts Needed,
- 3 = Average Effort- Minimal Prompts Needed**
- 4 = Very Good Effort- No Prompts Required
- 5 = Outstanding Effort- Self-Governing

0-5 Rating	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daily Goal- *Setting goal, participates in goals group.	Daily Goal	Daily Goal	Daily Goal	Daily Goal	Daily Goal	Weekend Goal	Weekend Goal
Respect for Self *medication, self- care, good nutrition							
Respect for Others *Accept feedback, Time management, Accountability							
Social Responsibility Attitude, honesty, listening.							
Participation in group							
Participation in school							
Participation in Psych-education							
Following Home Contract- Student and therapist will begin upon admit.							
Accepting Feedback from Parents							
Completing Assigned homework							

Therapeutic Assignments

Assignments to be completed Daily/ Weekly
Point Sheet fill out by staff and parents daily
Diary Card per week and process in individual therapy
Academic Assignments- when assigned
DBT Homework- when assigned
Therapeutic Assignments
Autobiography
Autobiography Read in Group
Weekly BCA or Solution Chain analysis – presented weekly in group
Behavioral Home Contract
Individual Therapy Assignment- when given by group, individual therapist, or C.D therapist.

Weekly Incentive-

Based on Students weekly points, as a community they can earn off campus activities and outings. (**Under Construction**). Recreational therapist and academic off campus activities will depend on the attitudes, behaviors, and participation of the day treatment group according to the point sheets and feedback from home.