

## **Activities**

Activities are planned on a daily basis by Staff and Residents. These activities can be recreational, therapeutic, or educational in nature. Some activities are required like the meetings/ groups held daily, the Activity Meetings, and the Independent Living groups.

Other activities will be optional based on the time and preferences of the Residents. Criteria for identifying appropriate activities include the opportunity to foster independent thinking, decision making, teamwork, scholarship, sportsmanship, a sense of community and service, and enjoyment. Decisions will be made holistically, judging the overall benefits with minimal risk. A concerted effort will be made to develop physical activities to promote health, like walking, swimming, etc.

## **Activity Meetings**

Activity meetings will be held on Sunday evenings to determine an agenda for the following week. Each Resident will be encouraged to participate in the planning of appointments related to them. The emphasis of these meetings is to move adolescents beyond the “crisis” mentality of only planning for today and reacting. A weekly calendar will be consulted and constructed. The following information will be retrieved from each Resident, with coinciding notations made on the appointment calendar:

- Medical Appointments
- Therapy Appointments
- Educational Appointments
- Employment Interviews or Work Schedules
- Family Time Requests
- Laundry Days
- Home Time Requests
- Holidays
- Grocery Shopping
- Community Time
- Activities/ Groups
- Meetings
- Other

## **Alarm Rules**

Tampering with any alarm on doors or windows is not allowed and the consequence for this act is an automatic two weeks of full restriction.



## **AWOL Rules**

Running away from the program or being somewhere without the permission of STARS is not allowed. STARS is not responsible for any of a Resident's personal belongings that he/she leaves behind when they choose to run away. Returning to the unit from school, work, Community Time, or an appointment more than 20 minutes late is considered AWOL. Going outside without receiving prior permission from Staff is considered AWOL, even if you remain on the property. This includes going from one house to another house. The consequence for AWOL is two weeks of full restriction. In addition, the Resident will be unable to hold their money for one week. Staff will hold the money when the Resident goes on outings and the remainder of the time the money will remain in the Resident's medicine box.

The police may be notified immediately when a Resident is AWOL or at any time thereafter, at the discretion of Staff, but will always be notified within 3 hours of any Resident being AWOL.

## **Bedroom Rules**

- Every Saturday morning, all Residents must take the linen off their bed and put on clean linens. Failure to follow this rule will result in everyone staying home until it is complete.
- Residents are not allowed in each other's rooms. The consequence for this is loss of behavior box for both parties. In addition, the person who was in another bedroom will have to do the other person's chore without pay. The other person will be credited with doing the chore.
- If a Resident would like to change roommates, a letter of request must be made to the team.
- Residents cannot change the layout of their room without Staff approval first (there are requirements that have to be followed)
- No visitors are allowed in bedrooms.
- Residents are not allowed to put tacks in the wall, or tape or any other kind of adhesive to the surface of the walls or doors. Any posters, pictures, or any other things to hang up must be hung from the cork board or cork strips. Inappropriate material, such as pictures/posters that glorify sex or drugs or has nudity or vulgar language may not be displayed in rooms.
- Residents will lose anything attached to the walls or doors and will not get them back. If a Resident creates a hole in the wall or messes up the paint the Resident will be charged up to \$150 in restitution to fix.
- The trash must be emptied, the floor cleared, no clothes visible (they need to be in the closet or in dressers), beds made neatly, and dresser tops organized neatly in order for the Resident to earn the bedroom box. Staff can usually tell whose side is whose, but trash and floor vacuuming belongs to all Residents in the room, and all will lose credit for uncompleted required bedroom tasks.
- The lights, music, and fans must be off if Residents are not in their room. Flat irons, hair dryers, curling irons, and any other electrical hair devices must be turned off and unplugged. This is especially important in the morning when Residents will be gone all day. Residents will lose credit for required bedroom tasks if Staff has to turn anything off.
- Rooms will be cleaned prior to leaving house or engaging in other activities.
- Windows are to remain closed unless permission is given by Staff.
- No food or dishes are allowed in rooms.
- Closet space must be shared equally with roommates.
- There will be no smoking in the bedrooms.
- Lights will be turned out at a designated time.
- Radios are to be played at a low volume.
- Blinds/curtains will be closed when dressing.
- Bedrooms should be neat at all times. Bedroom boxes can be taken at any time. As a courtesy, Staff can say that they will be checking bedrooms at a certain time so that Residents may have time to work on it but rooms should always be clean.
- Residents need to earn the bedroom box in order to get their electronics, including cell phones.



## **Bedtime Rules**

Bedtime during the week is 10pm for Residents to be in rooms, 10:30pm will be the time designated for lights out; weekend time to be in rooms is 11pm with lights out at 11:30pm. Residents will lose credit for the bedtime box if they are out of their rooms after bedtime without permission.

## **Behavior Chart Rules**

Performance charts are used to measure a Resident's progress during the week. At the end of the week we tally the percentage and this will determine privileges for the next week. The categories are morning meeting, medication, AM chore, school, stay up, shower/hygiene, behavior, language, study hall, bedroom am/pm, bedtime, work, pm chore, reflections, Daniel Memorial group, goal, and house leader.

Residents may inquire about their boxes in the evenings during reflections; they are not to be checked at any other time. If a Resident has an issue with a box, he/she needs to voice it at that time and the Staff will pass along any issues. The Resident may also write a letter to the Staff involved. If the Resident is still not satisfied with the answer, the Resident may write a grievance for the Staff Supervisor to review.

## **Chore Rules**

Each Resident is responsible for an assigned chore to be completed in the mornings and after dinner (as appropriate). These chores will be posted with an itemized list of duties. The chores will be rotated in a weekly fashion to change every Friday. Based on the level of independence, a Staff person will train each Resident to complete the chore properly. Residents can ask nightly if they have received credit for their chore.

If a Resident is unable to complete their assigned chore due to illness (actively vomiting, have a fever, or have a doctor's note excusing the Resident from activities), employment, Home Time, etc., the other Residents in the house will be asked to perform these chores for pay. The Resident may also prearrange for their chore to be completed by another Resident without the intervention of Staff.

Refusal or failure to complete a chore will result in reduction of allowance and the postponement of other non-program activities. Participating in household chores is a necessary part of the program and on-going noncompliance will be evaluated for the appropriateness of continued placement. Refusal to complete a chore will result in loss of chore box and the Resident will not earn any allowance for the incomplete chore.

Morning chores must be completed by 8am during the week and 11am on the weekend. Evening chores must be completed daily by 8pm.

There are minimum chore expectations that need to be completed; however, Staff will have final say on whether a chore is fully and correctly completed. It is the Resident's responsibility to report to their Staff on duty when their chore is complete.

## **Clothing**

Legal Guardians are responsible for an adequate amount of the appropriate clothing for Residents. Residents will be evaluated for having an adequate amount of clean changes of clothes to last at least between laundry days upon admission with additional monitoring ongoing. Residents will be responsible for the regular care and maintenance of all clothing. A laundry day will be assigned each week for the regular care of clothing. Laundry must be completed on the assigned day. However, if a Resident needs to wash on a day not assigned to them, they must get permission in front of Staff from the Resident that day is assigned to. Residents must also start laundry at the earliest possible moment, such as in the morning or upon arrival home from school. Residents can also not ask Staff to switch the clothes over.

Residents should not borrow or lend clothing to other Residents, without prior Staff permission. The consequence for borrowing or lending clothes without permission is loss of behavior box and a one page paper on how borrowing or lending clothing can create problems.

Adequate area for proper storage of clothing will be provided by the facility as well as a washer and dryer. The facility will also provide an iron and ironing board which can only be used in the laundry area (not in the bedrooms or bathrooms).

There will be no wearing of any clothing that may promote drugs, alcohol, or sexually explicit writing or pictures. A Resident may be asked to change clothing if it is determined that the attire is inappropriate or revealing.

## **Community Meeting**

A house meeting may be called at any time to discuss issues related to the healthy functioning of the program. A weekly community meeting will be held as a check-in if a house meeting has not been held during the week. These meetings are for Residents to voice issues with each other, Staff or with the program. These could be positive focus groups or goal setting groups. The duration of these meetings can be as short as 30 minutes or as long as it takes up until the point of "lights out." A continuation of the meeting may start the next morning until the necessary issues are brought to closure. These "marathon" meetings will not impede other program activities like school, employment, etc.

## **Dress Code Rules**

All clothing must be appropriate and follow school guidelines. Dresses or skirts must reach past fingertips and shorts must be mid-thigh. A-shirts ("wife beaters") by themselves and see through clothing or clothing that exposes areas inappropriate to display will not be allowed. Clothing may not promote drugs, alcohol, or sexually explicit writing or pictures. Staff will have final say on what is or is not appropriate to wear. Refusal to change after being asked will result in loss of the behavior box and a behavior report.



## **Drug and Alcohol Policy**

Drug, cigarette, and alcohol use are not permitted at STARS by any individual at any time. Suspicion, possession or consumption will result in the following:

- Room search/ pat down
- Drug testing
- Loss of privileges
- Notification of Legal Guardian and/or therapist
- Police notification
- Hospitalization
- Possible discharge

## **Eating Out or Ordering Food Rules**

Ordering out for food or going out to eat is not allowed unless it is on the itinerary. On Fridays, STARS offers the opportunity for Residents to eat out based on percentages. If all Residents in the house get over 90%, STARS will pay up to \$10 per Resident to eat out. STARS will add \$1 per Resident each consecutive week that each Resident in the house makes over 90%. If any Resident in the house makes between 80% and 100%, all Residents in the house will need to pay for their own dinner. If any Resident in the house makes below 80%, no one in the house may go out to eat. If a Resident is on restriction, they must make over 90% in order to go out to eat on Friday, regardless of whether STARS pays or they have to pay themselves. When Residents are out on a scheduled activity with STARS, they may not get food at establishments, even with their own money, unless specified on the itinerary.

## **Electronics Policy**

As technology changes, rules regarding electronics and social networking will change accordingly.

Electronic devices will not be allowed during dinner, groups, or study hall, except for school-issued tablets/laptops for educational purposes.

Residents must earn an 80% or higher on their weekly behavior chart before having the opportunity to earn their approved privileges daily. Residents who earn less than 80% will be restricted from having their cell phones/wi-fi capable devices and game systems for the week.

If a Resident is caught with a device that they do not have permission to have, it will be confiscated and they will not be able to regain possession of it until they are discharged from the program. For example, if a Resident is on restriction and gets caught with a cell phone, they will not get that cell phone back when they get off of restriction - the Resident will need to buy a new one if he/she wants to have a cell phone. All contraband items will be stored in an administrative office and will be labeled with the Resident's name.

All chargers should be kept in the staff office at all times and cannot be given to the Residents. Any chargers found outside of the Staff office will be confiscated and the Resident will automatically receive two weeks of full restriction. Resident will not be able to regain possession of any confiscated chargers until they are discharged from the program. Chargers for school-issued tablets and laptops may be given to the Residents during study hall; however, those chargers should be turned in with the device immediately afterward.



### ***Cell Phones/ Wi-Fi Capable Device***

Residents may earn the privilege of having a cell phone/wi-fi capable device after their first thirty days, and only with Legal Guardian approval. If a Resident is on their first thirty days, or has lost their privilege for the day but needs to use it for school, they may use their device during study hall for educational purposes only and under the direct supervision of Staff.

In order to get the cell phone/wi-fi device each day, a Resident must have earned an 80% or higher on their previous behavior chart. Additionally, they must complete their evening routine the previous night by 10pm Sun-Th and 11pm Fri-Sat and their morning routine by 8am M-F and 11am Sat-Sun. If this is not done, Residents do not get to use their cell phone/wi-fi capable device for that day. Cell phones/wi-fi capable devices must be turned in nightly at 10pm Sun-Th and 11pm Fr-Sa. If the Resident refuses to turn in their device at the appropriate time, they will lose the use of that device for two full days.

Staff must be able to monitor the device at all times. Residents cannot hide what they are doing on the wi-fi capable device from Staff. Staff may check a Resident's device at any time to ensure the Resident is using their cell phone/wi-fi capable electronic appropriately and safely. Residents are expected to provide Staff with all necessary login credentials upon request. Hiding the device, deleting content or refusing to provide login credentials will result in loss of behavior box and loss of device for the day. Second infraction will result in loss of the device for a week. Subsequent infractions may result in loss of the device permanently.

Residents are allowed to watch movies on their cell phones/wi-fi capable devices, but they must be rated PG-13 or lower, regardless of the age of the Resident. Residents may also watch TV shows on their cell phones/wi-fi capable devices but cannot watch TV-MA rated shows. Residents should not use the internet to look at sexually explicit pictures or videos. Sending inappropriate pictures and messages on cell phones is not allowed. If Residents are found to be sending inappropriate messages or pictures, or viewing inappropriate content, they will lose their behavior box and the cell phone/wi-fi capable device for one week. A subsequent infraction may result in the loss of the cell phone/wi-fi capable device indefinitely.

Residents are not allowed to use webcams or video-chat for communication purposes, unless the Residents are talking to an approved family member and it must be arranged in advance with the Case Manager and conducted in front of Staff. If Residents are caught using webcams or video-chatting without permission, they will lose their cell phone/wi-fi capable device for one week. Second infraction will result in two week loss of this privilege. Third infraction may be permanent loss of the privilege.

Residents are not allowed to use each other's devices. If they are caught using someone else's device, they will lose their behavior box for the day. In addition, the person who owns the device will lose the device for the rest of the day as well as their behavior box. For the second infraction, the owner of the device will lose the device for one week and the user will be placed on full restriction for a week. The third and subsequent infractions will be full restriction for two weeks for the user and loss of the device for two weeks for the owner.



### ***School-Issued Tablets***

School-issued tablets and chargers should be kept in the staff office at all times, except for study hall. Staff will supply Residents with their school-issued tablets and chargers before school, and they should be turned into the Staff office as soon as the Resident returns on-unit after school. Residents can only use school-issued tablets during study hall and for educational purposes only. They cannot be on any non-educational site at any time while on their school-issued tablet. If a Resident has a project that they need to work on that requires more time than available in study hall, extra time may be approved by their Staff on duty. Residents may only be restricted temporarily from having extra computer time if the Staff determines they are unable to maintain the required level of supervision for each Resident, or if safety is a concern. Support Staff may be used to supervise and help Residents with additional homework needs.

### ***MP3 Players***

MP3 players that are not wi-fi capable may be kept by the Resident. It may not be used during study hall, dinner, or group times.

### ***Video Games and Game Systems***

Video games using the TV can only be used during TV times. If the house has lost the TV for the day because Residents did not make it to morning meeting, then the house loses the use of the video game as well. In order to get the video game each day, a Resident must have earned an 80% or higher on their previous behavior chart. Additionally, they must complete their evening routine the previous night by 10pm Sun-Th and 11pm Fri-Sat and their morning routine by 8am M-F and 11am Sat-Sun. If this is not done, Residents do not get to use their video game for that day. For handheld devices, the game system must be turned in nightly at 10pm Sun-Th and 11pm on Fri-Sat. If the Resident refuses to turn in their device at the appropriate time, they will lose the use of that device for two full days.

### ***Social Networking***

Upon admission to STARS, Residents must provide their Case Managers with all of their active social networking login credentials. Residents may be permitted to use their age-appropriate social networking accounts after their first thirty days. Case Managers will monitor Residents accounts with respect and at the level of least possible intrusiveness, with the goal of ensuring the Resident is networking age-appropriately, legally and safely. Staff may also ask a Resident for their login credentials at any time that safety becomes a concern. Social networking may be restricted due to program non-compliance, or if the Resident is found to be utilizing these resources in an inappropriate way (such as viewing or sending inappropriate content, seeking, facilitating or engaging in inappropriate or unsafe behaviors, etc.). Residents may also be restricted from contacting any person(s) determined to be interfering with the Resident's individualized service plan, with Legal Guardian permission. Failure to provide Staff and Case Managers with login credentials may prevent the Resident's ability to earn a cell phone/wi-fi capable device and/or effect the Resident's required level of supervision during Community Time.



## **Employment**

Residents may earn the ability to gain employment after their first thirty days, if they are 16 years of age or older. Residents will work with the Employment Coordinator or their Case Manager to seek and obtain employment and volunteer opportunities and will submit their schedules to the Employment Coordinator or Case Manager as they receive it from their employers. Residents should be employed on a part-time basis if they are in school; however, residents may be permitted to work full-time if the hours do not impede their ability to successfully participate in school and therapy.

Residents under the age of 16 wanting to work will need Legal Guardian approval. Residents will work directly with the Employment Coordinator or their Case Manager to obtain a worker's permit in order to gain employment. The Employment Coordinator or Case Manager will also help Residents under the age of 16 engage in volunteer activities.

Residents may be restricted from working at the request of their Legal Guardian, if they are not being successful in school or need extra time to devote to education, if they have court ordered or required community service hours to complete, or if they are involved in sports or other school related clubs. Once a Resident has gained employment, they will not be prevented from going to work as a consequence or as part of their restriction. Residents are not permitted to miss school, therapy or any other appointments due to work. Any unscheduled absences from work will be the Resident's responsibility to contact the employer. A Resident cannot quit a job or volunteer commitment without giving two weeks' notice and must discuss the decision with the Employment Coordinator or Case Manager before resigning. A Resident will be subject to program restrictions and consequences if they do not properly separate from employment or volunteer commitments.

Residents will only participate in work opportunities whereby the work and pay comply with applicable laws governing wages and hours and laws governing labor and employment of children. All positions accepted by the Resident must be appropriate for the Resident's age, developmental level, as well as their school and appointment schedule. The Resident must immediately notify their Employment Coordinator or Case Manager about any job opportunity, who will evaluate the appropriateness of the work and fairness of pay. If there are any concerns, the Employment Coordinator or Case Manager will consult with the Program Director and the Legal Guardian before permitting the Resident to accept the job.

Residents should submit all employment checks to the Finance Manager. For money earned during an employment pay period, an amount equaling 50% of net earnings up to \$50.00 can be held by the Resident to spend as they determine. The other 50% or more will be placed into a savings account in the name of the Resident to be used towards becoming financially prepared for independent living. These funds may be used to purchase a vehicle or other household items that will be needed. It can be used towards a down payment on an apartment or like.

Residents will sign the employment/ behavior contract before beginning to work, which details job responsibilities and STARS expectations regarding employment. STARS will encourage and help Residents to learn and utilize public transportation for getting to and from work; however, STARS will support the Resident's transportation needs as appropriate for safety.

All Residents, regardless of age or employment privilege, will be required develop their employment skills by to completing mock job searches, interviews, and writing business letters/resumes through the Daniel Memorial curriculum.





## **Family Time Rules**

Friends and Family may come on-unit on scheduled Family Time days and hours, which are currently Wednesdays, 6:00pm-8:00pm and Sundays, 12:00pm-5:00pm. Any other Family Time should be requested at least 24 hours in advance and cannot interfere with program activities. There will be no Family Time during meal times, groups or Resident activities unless approved by Staff.

### ***Procedure for On-Unit Family Time***

- Friends and family may come spend time with Residents on scheduled Family Time days and hours. Current Family Time Hours are on Wednesdays, 6:00pm-8:00pm and Sundays, 12:00pm-5:00pm.
- All family and friends will first meet with Staff prior to initial Family Time, at which time staff will make introductions, ensure the family and friends are on the approved Family Time list and provide the rules and guidelines for Family Time.
- Family and Friends are not allowed in Residents' rooms. Family Time will take place in the common areas only.
- Staff reserves the right to ask any family member or friend to leave at any time, at their discretion.
- Disruptive and disrespectful behavior will not be tolerated and the family or friend may be asked to leave the premises.
- Family and friends are not allowed to stay on-unit overnight.
- Legal Guardians and Probation Officers are allowed time with the Resident as needed and appropriate.

## **Fire Drill Rules**

Fire drills are conducted once a month. Failure to fully participate in the fire drill will result in 2 weeks restriction.

## **First 30 Days Rules**

During the first 24 hours, STARS recommends (with Legal Guardian approval) that there be no outside contact except with the Legal Guardian or Probation Officer. After the first 24 hours, for the remainder of the first thirty days, and following designated telephone times and rules, the Resident can make and receive telephone calls from Family, Legal Guardian and Probation Officer only. The Resident may see family and friends during Family Time, when approved by Administration in advance. No fifteen-minute walks are permitted unless accompanied by Staff. Case Managers will determine a Resident's eligibility to start employment. Readiness is contingent on the following: age, length of stay, trustworthiness, presenting issues, Social Worker's permission, and program compliance. All of this is subject to the Resident's behavior and how well they adjust to the program. Being at STARS for thirty days does not automatically earn a Resident all privileges.



## **Food and Drink Rules**

Food and drinks are not allowed to be consumed anywhere except the kitchen and dining room. Having food or drink outside these rooms results in loss of behavior box and two days of full restriction. Residents may keep water in their room at night, but they must take out the cup in the morning before 8am. If there are cups in the room, the bedroom box will be taken. All food in the refrigerator must be kept in closed containers, not wrapped in plastic or open Tupperware. No eating after 7:45a in the morning and 9pm at night. The kitchen will be closed at those times so Residents need to make sure to have everything they need before then. The consequence for being in the kitchen after hours without permission is loss of behavior box. If this becomes chronic, the Resident will receive restriction. Glasses or dishes in any room except for the dining room or kitchen will result in 2 days full restriction. After school and evening snacks are foods such as fruits, vegetables, and food that does not need to be prepared in the oven or on the stove. Residents are not allowed to prepare foods that are to be used for a meal. If a Resident does this, they will be responsible for paying for the item.

Prepared food may not be brought back to the unit from work, Community Time, a 15 minute walk, or an outing with a professional who is not their Legal Guardian, either for themselves or other Residents. This will result in 2 days full restriction.

Food must be saved by the cook for Residents who are not on unit during dinner because they are at work, on Community Time, at an appointment, or a school related activity. The cook should make a plate of the food that was prepared, cover it with wrap, and place it in the refrigerator for the Resident. If the Resident returns to the unit and chooses not to eat the prepared meal, they may eat a sandwich and a fruit and place the prepared uneaten meal in a Tupperware and wash any dishes they dirty.



## **Community Time Rules**

Residents will have the opportunity to move within the service setting, its ground and the community. In this way, Residents will enjoy freedoms of everyday life that are consistent with their need for services, their protection, the protection of others and that do not interfere with their services or the services of others. Community Time can be exercised in several ways, which include program organized, small group, staff facilitated and/or independent outings. Community Time will allow the youth to demonstrate maturity and the ability to maintain personal safety. Those earning opportunities for Community Time will do so by consistently demonstrating compliance with program rules and policies. Residents who are subject to consequences for noncompliance may not be included in scheduled Community Time outings. A youth's success in all aspects of their treatment, including educational, therapeutic, and medical services will be a primary focus when considering Community Time. Time spent in the community should not take precedence over time applied to being successful in their individual treatment plan. Each resident will work with their case manager, therapist, legal guardian and/or other representatives to evaluate the elements necessary for approving Community Time, such as age, time in program, program compliance, school performance and individual history of maladaptive behaviors as outlined in their individualized service plan. During Off Campus Activities, Residents will be actively supervised by Staff according to their needs as outlined in their individual service plan. Rules related to independent outings will be detailed in each Resident's case file and will be specific to the Resident's level of functioning.

## **Hair Care Rules**

STARS provides Residents with \$15 for hair care every six weeks. This money can either go towards buying products for hair care or for haircuts. STARS will schedule trips to the store and to the salon for Residents, as needed. Residents may add their own money to the amount provided by STARS.

STARS generally supports Residents in their decision to change the color and style of their hair. Residents wanting to dye their hair must gain approval from their Legal Guardian in advance. Once approved, Resident's who choose to color their hair on unit will do so under the direct supervision of Staff. The consequence for dyeing hair without prior approval or under Staff supervision is two weeks full restriction.

Residents may not cut their own hair or a peer's hair without prior permission from administration and with the supervision of Staff. The consequence for cutting hair without permission is two weeks full restriction for both Residents.



## **Home Time Rules**

Home Time will be possible for all Residents, as long as there are no prohibitions concerning Home Time and pending Legal Guardian approval. Residents are allowed Home Time at the discretion of their Legal Guardian, which is determined at the time of admission and updated monthly, as needed. Any changes should be put in writing with the Legal Guardian's signature for the review of the facility. The Resident can have Home Time on every other weekend or more frequently, according to their discharge plan. The usual length of a weekend at home is 2 days. During holidays and summer vacation, a Resident must return to the facility within 10 days or risk being discharged. Any amount of time that exceeds 10 days can only be approved by the Legal Guardian and needs to be in writing.

### ***Procedures for Home Time***

- Get permission from Legal Guardian
- Home Time arrangements will be made a week in advance
- Staff will talk directly to Family to get confirmation of Home Time
- STARS is not responsible for providing transportation but is willing to assist whenever possible
- Residents can leave no earlier than 3:00 p.m. on Friday and must return prior to 6:00 p.m. on Sunday from a weekend at home
- On-Call Staff will know the location/address of Residents and identity of other people Resident will be with during a planned time out of the facility
- It is the responsibility of Residents to notify Staff and obtain permission if there are any changes to the plans after leaving the facility

### ***With Legal Guardian approval, Home Time can be terminated for the following reasons***

- Abuse at home
- Neglect at home
- Abuse of policy/ procedures
- Non-compliance of program
- Fighting
- Verbal abuse
- Truancy
- Criminal activity
- Disrespect to others
- Drug/ alcohol use
- Inappropriate separation from employment
- Not participating in therapy
- Not following medication regime
- Any other issues related to safety concerns



## **House Leader Rules**

House leader is assigned each week according to the rotation of chores. The main objective of house leader is to set a good example for the rest of the Residents. If a Resident refuses to do their chore, the house leader should encourage that person to do the chore or find another Resident willing to do the chore. However, the house leader is not required to complete the other Resident's chore but may do so to earn extra chore money. House leader is also assigned the chore of cleaning the vans. Vans must be cleaned thoroughly during full house clean-up on Saturday and must be checked daily for trash.

Getting house leader means an extra \$20 in addition to the regular allowance. The following will cause loss the house leader box; a behavior or SIR report, losing more than 2 chore boxes, losing more than 1 behavior box, making less than a 90% for that week, losing more than 2 boxes in the same category (i.e. shower, language, etc.), refusing to help out when asked, missing morning meeting, not checking the chores at 8am and 8pm, engaging in an inappropriate relationship or behavior, and any disrespectful or negative behavior as decided by Staff.

## **Hygiene**

Residents are expected to shower daily. Failure to do this will result in loss of the shower box. Showers should be completed in the morning by 8am during the week and 11am on the weekend or in the evening by 945pm. Showers should not interfere with the daily routine. Residents will lose the shower box by not following the time guidelines for showers. Showers should be no shorter than five minutes in length and no longer than twenty minutes. Residents may receive a paper on water conservation if they take a longer shower or excessively run water before or after getting into the shower. Residents must also tell Staff when they have showered so that the box can be signed. Residents should not assume that Staff knows when they have showered.

## **Indecent Exposure Rules**

Residents will receive two weeks restriction any time they are in sight of a Staff member with their pants undone, pulled down or with underwear showing, with any personal area not covered completely, or with a towel around their unclothed body. Residents should never be outside their bedroom or the bathroom unless they are fully clothed. Residents are expected to get dressed in the bathroom.

## **Language Rules**

Cursing is cause for loss of the language box for the first curse word. After the first curse word, Resident will lose 1% for every word said after the first one.

Language box isn't just about cursing, it can include the way a Resident talks to someone, lying, saying something mean, being disrespectful or nasty to Staff, other Residents, Family, or while out in public.



## **Leaving the House Rules**

Residents are not allowed out of the house without Staff permission. This includes the porches, yards, taking out trash, or anything that will take the Resident out the door. Leaving the house without permission will result in an AWOL and automatic two weeks restriction.

Residents are responsible for telling Staff when they are leaving the house and when they come back in. This includes school, appointments, Community Time and Home Time, and any other activities outside of the house.

## **Mail**

Resident's mail will not be tampered with and will be unopened, unless there is prior approval from the Legal Guardian for Case Managers to open mail. If a piece of mail is suspicious or concerning, the Resident may be asked to open the mail while being supervised by Staff. This measure is for the Resident's safety. Residents may also send mail. STARS will provide stamps and envelopes as needed. If it is found that the mail is being used in inappropriate ways (to receive drugs, weapons or other contraband), the Legal Guardian will be consulted for direction as to whether or not any monitoring of mail or returning of mail should be imposed. All mail received and sent out must be approved by the Case Manager before it is given to the Resident or sent out to be mailed.

## **Medication Rules**

- Medication must be taken as directed by physician orders.
- Residents must come to take medications when Staff calls for med time. If this is not done or if a Resident is rude or noncompliant with Staff over their medications, the Resident will lose credit for the medication box.
- Residents have a right to refuse any medication, however noncompliance with doctor's orders may be an indication of program inappropriateness.
- Residents cannot keep any medications (over the counter or prescribed) in bedrooms or on their persons. With special written doctor permission, Residents may be allowed to keep certain medications (creams, inhalers or EpiPen) with them when they are off the unit.
- If a Resident has any kind of medications in their possession, they must be turned in immediately to Staff. This includes Tylenol, diet pills, gels, creams, and any other kind of medication.

## Meals

- Meals will be prepared on site consisting of three (3) meals a day. A days course will be planned nutritionally based on the four food groups. Snacks will be allowed twice a day. On scheduled occasions only (on the itinerary), a meal may be ordered (i.e. pizza) or the Residents may be taken to a public food facility for a meal.
- It is ultimately the responsibility of Staff to prepare all the meals. However, it is part of the daily chores for Residents to participate in the preparation of meals. For those Residents capable of meal preparation, Staff will only supervise that menu items are being prepared in the proper manner.
- All Residents will be at the table during meal time even if they are refusing to eat. If a Resident refuses to come to the dinner table, they will lose credit for their behavior box.
- Disruptive or inappropriate behavior may result in a Resident being excused from the table until a later time. The Resident will be allowed to finish their meal when they are able to behave appropriately or no later than 30 minutes after being excused.
- Breakfast will be at 7:15 am (weekdays) 9:00am (weekends)
- Morning snack at 9:30 am on weekdays and 1115am on weekends
- Lunch will be at 12pm (weekdays) 1pm (weekends)
- Dinner will be at 6:00 pm
- Evening snack will be at 8:30 pm
- The kitchen closes at 8am in the morning M-F and 11a on the weekend. In the evening, the kitchen closes at 9pm.
- All meals/snacks will be served and eaten in the dining room.
- A moment of silence or a prayer may be offered prior to the dinner meal.
- Grocery lists and menus must be completed by the cook by 12pm on Sundays. If they are not completed, the cook will lose their chore box for the morning and any subsequent chore boxes until both the menu and grocery list are completed. Residents who have the cooking chore and leave the unit for Community Time MUST arrange with another Resident to cook before leaving the unit. Failure to do this will result in loss of chore box. The cook must also put meat that needs to be thawed for meals in the refrigerator the previous night. Failure to do this will result in loss of chore box.
- The cook must follow the menu and cook the items put on the menu on the designated night. Failure to do this will result in loss of chore box.
- Food must be saved by the cook for Residents who are not on unit during dinner because they are at work, on Community Time, at an appointment, or a school related activity. The cook should make a plate of the food that was prepared, cover it with wrap, and place it in the refrigerator for the Resident. If the Resident returns to the unit and chooses not to eat the prepared meal, they may eat a sandwich and a fruit and place the prepared uneaten meal in a Tupperware and wash any dishes they dirty.
- Menus will be posted and kept on file for 6 months. Any deviations will be noted.
- Special diets will be provided when prescribed by a physician. The established religious dietary practices of the Residents will be observed.
- Unless otherwise specified, cereal may only be eaten at breakfast and ice cream is a nighttime snack.



## **Miscellaneous Rules**

- Not cleaning up after oneself will result in loss of the behavior box. Residents need to be considerate of their housemates.
- Only Staff should answer the door.
- Only Staff should check the mailbox. Do not ask to check it. This will result in loss of the behavior box and possible restriction if mail ends up missing.
- Residents are not allowed to buy things for other Residents who are on restriction when they go to the store. When Residents go on Community Time, they are not allowed to buy items, including food, for other Residents. If a Resident on restriction asks another Resident to buy an item, that Resident will receive an additional day of restriction and lose their behavior box. The Resident who purchases the item will also receive a day of restriction and lose their behavior box.

## **Money/Allowance/Savings Account Rules**

Each Resident will have the opportunity to be awarded \$14.00/wk. for meeting behavioral goals. As part of these behavioral goals, there will be an even and rotating system for chores so that all Residents will be instructed on various housekeeping procedures. Allowance will be distributed on Friday afternoons after 4pm. Allowance may be awarded in the full \$14.00 amount or any lower amount in \$1.00 increments. If a Resident is unavailable or unwilling to do their chore, another Resident may be able to add to their allowance amount for doing the extra chore. A Resident can negotiate with another Resident to perform their chore without the intervention of the Staff, however it will be noted on the chore assignment checklist who performed the chore and at the end of the week, the Residents' allowances will be adjusted accordingly.

For money earned during employment, an amount equaling 50% of net earnings up to \$50.00 can be held by the Resident to spend as they determine. The other 50% or more will be placed into a savings account in the name of the Resident to be used towards becoming financially prepared for independent living. These funds may be used to purchase a vehicle or other household items that will be needed. It can be used towards a down payment on an apartment or like. Money cannot be taken from savings without prior permission and discussion with Brian Weber. As this is a STARS policy, the Legal Guardian cannot dictate how the savings is held (i.e., they cannot say that the Resident can have all of their money).

## **Morning Meeting/Reflections Rules**

- Residents must attend morning meeting every day. If a Resident misses 3 or more meetings, they will be given a week of restriction. Each day a Resident misses attending morning meeting results in four X's (Morning meeting, stay up, behavior, and goal). The whole house loses television for the day if any Resident does not make it to morning meeting. It is the responsibility of the house leader to try to get up anyone who has not made it to meeting.
- There are no blankets, lying down, or sleeping during meetings. This results in the loss of credit in the morning meeting and behavior boxes.
- Only positive thoughts will be shared in morning meeting. This is not the place to air grievances or confront anyone.
- The goal for morning meeting/reflections must be measurable. It has to be something that can be visibly measured. Residents cannot use medication box, school box, hygiene box, or bedtime box as a goal unless they have lost that box in the past week (7 days).
- A reflections meeting will take place every evening. Residents must come to the meeting when called. Failure to come when asked results in the loss of credit for the reflections box.





## **Motor Vehicles**

With the permission of Staff and Legal Guardian, Residents may have a motor vehicle while in the program. Vehicles must have current state inspection stickers, valid tags, and liability insurance. The Resident must have a valid driver's license. The Resident must understand that while he/she owns and maintains the vehicle, it is still a privilege to have a vehicle while in the program. Ultimately, a Resident will only be allowed to use the vehicle with the permission of Staff. If a Resident takes the vehicle off the property without permission of Staff, they will no longer be allowed to use the vehicle. The vehicle will then have to be stored off property and further access to it will be limited or denied. The Resident may only transport others if they have written permission from the Legal Guardians and if Staff allows. Vehicle keys must be kept in the Staff office when the car is not in use.

## **Office Rules**

If a Resident enters any of the offices without permission, the behavior box will be taken. Continuing to do this will result in a behavior report and 1 page paper. Breaking into the office will result in a week of restriction and possible criminal charges.

## **Outings in Public Rules**

While out in public with Staff and other Residents, Residents are expected to be appropriate, follow Staff directions, and stay with Staff unless given permission to do otherwise. Failure to do this will result in a behavior report.

## **Pat Downs**

Any Resident suspected to be in the possession of contraband may be subjected to a pat down, as outlined in the policies and procedures manual. The pat down is to be performed by a Staff member of the same sex. The search will take place in private and a witness of the same sex must be present at all times during the search. More invasive searches cannot be done at the facility or by any Staff member.

## **Personal Belongings Rules**

If Residents have personal items that are meaningful or valuable, they need to have Staff lock them up in a safe place. STARS is not responsible for items lost, broken, or stolen if they were not locked up for safekeeping. Borrowing and lending of items, such as money, CDs, electronics, etc., is prohibited. Borrowing or lending personal possessions will result in the loss of the item for two weeks. Borrowing or lending money will result in the Resident being unable to hold their own money for two weeks. Staff will hold the money while on outings and the remainder of the time the money will remain in the Resident's medicine box.



## **Piercing/Tattooing Rule**

Body piercing of any type or tattooing or touchups of tattoos is not allowed, even if approved by the Legal Guardian. Residents who come to the program with piercings will be allowed to keep certain piercings provided they are appropriate and approved by Staff. Any piercing deemed inappropriate will result in Staff asking the Resident to remove items in the piercing. Residents are absolutely not allowed to pierce or tattoo their own or another Resident's body, including nose, tongue, eyebrows, ears, bellybutton, etc. Residents who self-pierce or pierce others and Residents who receive piercings will be placed on two weeks full restriction. Residents who refuse to remove piercings when requested will be placed on program restriction and remain so until the piercing is removed. Residents who receive or give a tattoo will be placed on program restriction for two weeks.

## **Privacy**

Every sleeping area, window and bathroom will have either a door or covering that may be closed for privacy or quiet. The door will be readily opened in the case of an emergency. Staff will make every effort to respectfully knock and/or announce their entrance prior to entering the room; however, Staff has the responsibilities to make regular checks on all Residents and may enter a Resident's room at any time.

## **Privileges**

Privileges at STARS are designed to motivate Residents to engage in their program treatment and adhere to their individualized service plan. Privileges will allow the youth to demonstrate maturity and at times, their ability to maintain personal safety. Those earning opportunities for privileges will do so by consistently demonstrating compliance with program rules and policies. A youth's success in all aspects of their treatment, including educational, therapeutic, and medical services will be a primary focus when considering privileges. Time spent on privileges should not take precedence over time applied to being successful in their individual treatment plan. Each resident will work with their Case Manager, Therapist, Legal Guardian and/or other representatives to evaluate the elements necessary for approving privileges, such as age, time in program, program compliance, school performance and individual history of maladaptive behaviors as outlined in their individualized service plan. Rules related to privileges will be detailed in each Resident's case file and will be specific to the Resident's level of functioning.

Privileges include TV Time, game systems, cell phones and other wi-fi capable devices, social networking, hobby/sports gear, fifteen-minute walks, Community Time, employment and an unlimited phone list. Privileges are not guaranteed after the first thirty days, they must be individually approved by the Resident's Case Manager and detailed in the Resident's case file. Residents may be permitted to utilize their approved privileges, by maintain an 80% or better on their behavior chart and completing their daily routine tasks. Privileges may be restricted for up to, but not more than, two weeks depending on the therapeutic value of the privilege/restriction. Any privilege restriction lasting longer than two weeks must be approved by the Legal Guardian. Restrictions may run concurrently or consecutively, at the discretion of the Resident's Case Manager and depending on the therapeutic value of the restriction for the Resident.

## **Product Supply Rules**

Residents are given all needed hygiene products when they arrive. If a new hygiene product is need, the old one must be presented for trash before receiving a new one.

## Reality Therapy

Reality therapy is a treatment approach based upon the principle of responsibility. It is important for a counselor to stay very focused on the realities of a situation, holding a Resident accountable for behaviors/statements and the consequences that go with them. Each situation should be looked at individually and not minimized by a Resident's past experiences or present limitations. It is important for the counselor to help the Resident see the "what" instead of the "why" in the things they are doing. Setting clear boundaries and expectations is a very important step towards allowing Residents to grow and develop by suffering the consequences of their actions and choices.

Reality Therapy involves three stages of treatment:

- Form a trusting relationship between Resident and Staff.
- Reject inappropriate behaviors.
- Teach alternatives.

The critical task in Reality Therapy is to focus on the present. The counselor should show the Resident the ineffectiveness of the inappropriate behavior and give guidance to the Resident on behaviors that would be more appropriate and healthier. Residents will be forced to change their behaviors when they realize that their present behavior is no longer functional in helping to fulfill their needs.

### *The Helping Strategy:*

- Individuals make choices.
- Every choice has a positive and negative consequence.
- The individual is responsible for making the choice and responsible for the outcome.
- We learn from the past but cannot blame it for our present behavior.
- Only the individual can change their behavior.
- Not deciding is a decision.
- There is always more than one option.

## Relationships With Other Residents

Being involved in a romantic or physical relationship with another Resident is not allowed. It is distracting and interferes with the program. If Residents are involved in this type of relationship, they may lose their privileges, be moved to a different house, or discharged from the program.

## Religion

STARS will support the involvement of a Resident in their chosen religious preference. These activities should be made known to the Staff and scheduled during the activities group. Staff is not responsible for transportation but will assist in coordinating transportation. While church affiliations are encouraged, they are not mandatory. All concerns for Residents related to religious affiliations will be reported to the Legal Guardian.

## Restitution

Restitution will be made by any Resident who intentionally or unintentionally destroys property. If an incident occurs, Staff will fill out a Serious Incident Report. The Program Director meets with the Resident to develop a restitution agreement that is realistic to the Resident. This includes repayment for the damaged item from allowance, current funds, savings or future earnings, community service or having to repair the item.

The agreement will be written and signed by the Resident verifying that they have been made aware of the restitution terms. The house manager and the Legal Guardian will be notified of any restitution incidents.

## Restrictions and Consequences

- When a consequence is given, the Resident will be on full restriction until they have completed their assigned consequence. It is the Resident's responsibility to provide proof of completion to their Case Manager. If this proof is not written and turned in, that consequence will not be removed.
- Groups must be one hour, unless otherwise specified. For documenting groups that are completed as a consequence, Residents should use the standard group form.
- All papers assigned as a consequence or any documentation showing that a particular consequence has been completed must be sent to the Resident's Case Manager to review.
- When a consequence is given, Staff will not give particular dates that the consequence will be served. The Case Manager will review the Resident's list of consequences along with the Resident schedule and will assign due dates, as appropriate.
- Case Managers will also monitor the therapeutic effectiveness of an assigned consequence for each Resident and may adjust the consequence, if needed.
- Whenever a Staff negotiates with a Resident to change or decrease a consequence, it must be put in writing and turned into the Case Manager for approval.
- One consequence does not remove another consequence.
- In addition to consequences and weekly percentage consideration, privileges may also be restricted as a result of specific behavior incidences or if the Resident does not earn their privilege for the day. Any privileges (with the exception of current employment and program organized educational/therapeutic Community Time) may be restricted for up to, but not more than, two weeks depending on the therapeutic value of the privilege/restriction. Any privilege restriction lasting longer than two weeks must be approved by the Legal Guardian. Restrictions may run concurrently or consecutively, at the discretion of the Resident's Case Manager and depending on the therapeutic value of the restriction for the Resident.
- Full Restriction is loss of recreational and/or independent Community Time, fifteen-minute walks and cell phone/wi-fi capable device, social networking privileges. TV time, gaming systems, hobby/sports gear and employment are not included in full restriction. On any outings with Staff, the Resident must remain with Staff. Only phone calls to the Legal Guardian are allowed.
- When a Resident goes AWOL or is at risk of program discharge from gross non-compliance or significant safety risk, they could receive thirty days of full restriction, as described above. This decision will be made by the Resident's Case Manager, the Program Director and with Legal Guardian permission. The team will also decide if Resident will lose their job and any extracurricular activities.
- Restrictions are posted on the board in the staff office and are updated weekly. If a Resident is unaware of a restriction or consequence, ask to see the restriction sheet for details.
- If a Resident owes restitution or fines and funds from allowance are being used to pay for the restitution, half of the allowance or a pre-determined amount will be taken from the allowance if the Resident makes over 80%. However, if a Resident makes under 80%, all of the allowance will be taken and applied to the restitution or fine.



## **Room Searches**

All Residents will be subject to room searches at the discretion of the Staff or administrators. The Residents may or may not be present at the time of search. Room searches may be done with no prior notification. Staff will make every effort to leave the contents of the room in the order in which it was found.

## **School/Education**

All Residents are required to participate in some form of educational program. The types of educational opportunities include regular public school, private school, alternative schools, GED programs, college, and educational programs provided by other agencies and organizations. Refusal to attend school or skipping school will result in consequences at the facility. Any missed time at school will be made up (either by staying after school or by working at a designated location at the facility).

A Resident may only be excused from attending school if they have a fever of 100 degrees Fahrenheit or are actively vomiting.

Being suspended from school will result in the Resident being placed on restriction until he/she returns to school. If a Resident is suspended, he/she must complete four hours of “table time” at the house. Residents must participate appropriately and have passing grades in order to have privileges such as electronics, Community Time, walks and participation in extracurricular activities at school. Residents may not call home from school to discuss a matter that is not school related and/or can be discussed at a later time. Calling from school will result in the loss of both school and behavior boxes.

## **Smoking Rules**

- Caught smoking, suspected of smoking, or caught with contraband is an automatic 2 weeks of full restriction.
- Smoking is prohibited for all individuals when in the facility. There will be no smoking by Staff or Residents in living areas and in areas where Residents participate in program. For Residents under the age of 18, smoking will not be allowed.
- Residents who are over 18 are allowed to smoke in designated smoking areas every 2 hours after the morning routine is completed. The earliest time to smoke is 8am and the latest time to smoke is 10pm. This is a privilege, not a right. Staff may take away this privilege at any time, based on non-compliance behaviors.
- Cigarettes, lighters, and matches must be kept by Staff. Do not demand cigarettes when the 2 hours are up, as this may result in the loss of the privilege.
- Any distribution of cigarettes to minors will result in the loss of the smoking privilege for adult Residents. This loss may be temporary or forever as determined by Staff.
- Residents who are eligible to smoke may have Staff take cigarettes with them on outings. Residents will still have to follow the two hour rule and can only smoke in designated areas on outings and will not be allowed to smoke at places that forbid it (i.e., school, restaurants, etc.).
- Resident who are eligible to smoke may take cigarettes on Community Time but will only be given enough cigarettes for the time off unit. For example, if a Resident smoked at 1pm and then goes on Community Time for four hours at 1:05pm, then he/she can take two cigarettes with them but cannot smoke again on unit until 7pm.



## **Stay up Rules**

Residents are not allowed back in bed after morning meeting. Residents cannot lie in the bed or on any other surface before completing the morning routine. The Resident will lose the stay up box and possibly the behavior box if it is an ongoing issue.

## **Study Hall Rules**

- Study Hall hour is 5-6pm, Sunday through Thursday evenings.
- Residents must remain in the dining room during this time.
- Residents will work on school assigned homework, read books or write letters. If a Resident can't find something appropriate to do, then Staff may assign a project.
- Residents may not listen to music during this time.
- There will be no talking, singing, or any noise making at any time. If there are disruptions of any kind, the study hall hour will start over until there is one hour of silence. This includes those who are not being disruptive; there are no privileges until study hall is completed.
- If a Resident has no homework to complete, but does have restriction papers, sentences, etc., these will be worked on before any other activities in study hall.
- All Residents must attend this structured activity. Staff is available to give extra help if needed.

## **Swimming Rules**

Residents will be supervised by a certified lifeguard or a Staff member that has been instructed by a certified lifeguard, at all times when swimming at the program swimming pool.

Residents will observe the following safety rules:

- There will be no horseplay in or around the pool area.
- There will be no glass containers in the pool area.
- Proper swimming attire is worn for swimming.
- Swimming will occur at designated swimming times.
- No diving

Swimming is a privilege that requires responsible behavior; any Resident whose behavior is inappropriate or noncompliant will lose their swimming privileges.



## **Telephone Rules**

- Each Resident who is not on restriction or their first 24 hours is allowed 2 completed (15 minute) phone calls each day. These are two incoming and/or outgoing, not two incoming and two outgoing. If a phone call ends early, the Resident may not add that time to their next phone call.
- Phone time is 6-9pm every day. If Residents are not on unit during these times, phone calls will not be made up.
- No international phone calls will be made without a phone card.
- Staff must answer the phone when it rings.
- Phone must be kept in the office. When using the phone, Residents must be where Staff can see them.
- There are set times to call Social Workers, Probation Officers, Attorneys, or GALs. Staff on duty can make the decision to let Residents call at other times, otherwise the times are M-F 8:30-9am, 1:30-2pm, and 4:30-5pm.
- Phone calls cannot be saved and carried over to another day.
- Only one Resident on the phone at a time.

## **Television Rules**

- TV time is from 8p to 9:45pm Monday through Thursday. Friday is 4p-11pm. Saturday is 1pm to 11pm. Sunday is 1p to 9:45pm.
- All chores in the house must be completed properly before the TV can be turned on. This means ALL Residents must be done before anyone watches TV.
- Staff on duty reserves the right to change the channel or turn off the TV if the material being watched is inappropriate.
- Volume must be kept at a reasonable level.
- Staff has the option to not allow Residents to watch TV, if at any time Residents are behaving inappropriately.
- Residents are not allowed to watch any music channels, including but not limited to MTV, BET, CMT, and VH-1.
- Residents are not allowed to watch TV shows rated TV-MA.

## **Therapy Rules**

All Residents must attend some type of therapy as scheduled. Not participating may result in loss of boxes and restriction.

## **Transportation**

Transportation of Residents to and from activities and appointments will be provided by Staff when appropriate. Public transportation and other sources (JAUNT, Medicaid cab, church buses) will be scheduled as often as possible to help establish independence. If a Resident needs to be transported due to an unplanned reason, such as missing the school bus, there is a \$5 charge.

## **Trash Rules**

- The person assigned trash is responsible for taking the trash to the dumpster and taking the kitchen trash out.
- If a Resident is assigned a chore that has a trashcan in it, it is their responsibility to get the trash down to the mezzo/kitchen door by 8am during morning chores and 8pm during evening chores. The Resident is also responsible for putting a new trash bag in the can.
- Any trashcan that is more than half full needs to be emptied.

## **Van Rules**

- Not wearing seatbelts will result in a subtraction of 1% from the weekly percentage. The van will not move unless everyone is wearing a seat belt.
- Every time Residents exit the van, they must take all their trash and belongings out of the van.
- Residents must behave appropriately while being transported in the van. No yelling, screaming, touching other Residents, or throwing items.
- The driver controls the radio/music.
- No “calling seats”. Residents will sit where the driver asks them to.

## **Video and Audio Monitoring**

The installation of video cameras on the exterior of the houses and in the Staff offices will increase the safety of the Residents, Staff and property of the program. All parties associated with the program, including Staff, Residents, Legal Guardians as well as Probation Officers, GALS and other professional partners will be made aware of the existence of the surveillance cameras and their purpose.

## **Vouchers and Voucher Shopping**

Residents may receive vouchers for clothing from their Legal Guardians. STARS will take the Resident to spend the voucher money. Case managers will coordinate when there is Staff available to take the Resident voucher shopping.

The following rules apply to clothes shopping:

- Resident must try on all clothing before purchasing.
- All clothing must be appropriate. Can it be worn to school? No drugs, alcohol, or sexually explicit clothes will be purchased.
- Residents can spend no more than \$50 on shoes.
  - Shoes include tennis shoes, flip flops, bedroom slippers, sandals, dress shoes, and boots.
  - If they get more than one pair, the total cannot be above \$50 for both.
  - If they want a pair of shoes that is more than \$50, they have to pay the difference for them at that time. It cannot be paid at a later time.
- Residents can spend no more than \$10 on a belt. Residents cannot buy belt buckles only-it must be attached to a belt.
- No accessories allowed, including bags, hats, jewelry, scarves, bandanas, etc.
- Voucher money will not buy lingerie or thongs. Bikini underwear or other types of underwear are allowed.
- Pajamas may be purchased.
- Residents cannot buy anything that is not clothing, such as food, chapstick, makeup, hair accessories, etc.
- Staff will have the final say on whether an item will be purchased.





## **Walks Rules**

- Residents may earn the privilege of having up to two fifteen-minute walks daily after their first thirty days, and only with Legal Guardian approval. Walks are meant to be therapeutic in nature and should be used as a time for reflection and therefore should be taken alone, or with one other Resident (at the discretion of Staff).
- In an effort to maintain the Resident's safety, walks taken without Staff cannot be taken consecutively (they must wait at least fifteen minutes in between walks) nor be taken prior to Community Time in order to start their Community Time early.
- There are no walks before 12pm or after 9pm. There are also no walks after dark.
- Walks may not be taken during study hall, groups, after dark or interfere with the structured program of care. There are no walks during the day program.
- Residents may be subject to bag searches and/or pat-downs upon return from walks.
- Fifteen-minute walks may be restricted due to program non-compliance, if the Resident is found to be using their walks in a non-therapeutic way (such as smoking) or due to safety concerns.

## **Weapons**

STARS strictly prohibits the possession of firearms, pellet guns, air guns, or other weapons or simulated weapons on the premises and during facility related activities except for those carried by law enforcement officials in the line of duty. STARS has the right to determine what constitutes a weapon and will have the final say regarding whether a Resident will be allowed to keep an item.

Any weapons of any kind found by Staff, either on Residents or on the facility's premises will be immediately confiscated. The incident will be reported by Staff to a supervisor and a serious incident report will be created. The supervisor will determine if any further action is required, such as reporting to law enforcement.

## **Weekend Itinerary**

A designated Staff member will create a weekend itinerary for the Residents. The weekend itinerary will contain both educational and fun activities. All Residents are required to participate in the educational activity. Failure to participate in the educational activity will result in the Resident not being able to participate in the fun activity, if eligible, as well as loss of behavior box. If a Resident consistently refuses to participate in the educational activity, they may be placed on restriction. Only Residents who are off of restriction may participate in the fun activity, unless otherwise noted by the Staff member who creates the itinerary. However, the Resident may choose to not participate in the fun activity if a stay back house is available. Residents may suggest activities to the Staff but it is ultimately the Staff member who will create the itinerary.

## **Windows Rules**

Residents need permission from Staff to open any of the windows in the house. Residents will their behavior box if they open windows without Staff permission. If the screen is out, punched, torn, or in any way damaged, the Residents in that room will be charged with restitution to cover the cost of fixing the screen.