

# ***JACKSON COUNTY FAMILY COURT***

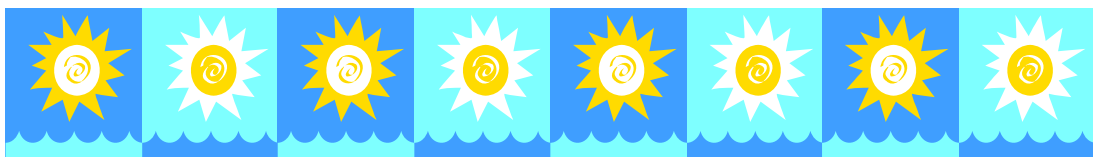
## ***RESIDENTIAL SERVICES***



## ***JACKSON FACILITY***

## ***RESIDENT HANDBOOK***

***“WORKING WITH FAMILIES TO IMPROVE OUR FUTURE, ONE CHILD AT A TIME”***



# **HAND BOOK**

## **For**

### **Jackson Facility** (14 July 06)

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## **WAKE UP**

**Youth wake-up is at 6:00 a.m. weekdays and 8:00 a.m. on weekends and holidays.**

**Youth must get up within 5 minutes and make up bed within 15 minutes. Youth must complete a.m. hygiene, be dressed, and have rooms in order within 30 minutes. Resident's rooms are locked before breakfast and residents are responsible to obtain all items they will need for the day, prior to this time. Residents will not have access to rooms until after dinner, with staff present.**

## **BATHROOM**

- 1. Two youth are allowed in the bathroom at a time and only allowed during personal hygiene times.**
- 2. Youth are not to talk, sing, rap or hum in bathroom.**
- 3. Youth are responsible to clean up bathroom after they use it.**
- 4. Youth are required to sign in and out of bathroom.**
- 5. Youth are responsible to wipe sink, flush toilets after use, and wipe off the toilet seats if necessary.**
- 6. Youth assigned bathroom responsibility needs to monitor the condition of the bathroom periodically throughout the day.**
- 7. Dirty linen must go inside the linen bag.**
- 8. Youth are allowed 10 minutes to complete personal hygiene.**

## **CLOTHING APPEARANCE**

### **Shirts**

**Only the top button on a shirt may be unbuttoned. Shirts having musical inscriptions, alcohol and/or drug promotions, suggestions regarding sexual activity, or promoting violence, are not allowed. Shirts provocative in their message (lewd, crude, or just plain socially inappropriate, as determined by staff) are not allowed. No plain white t-shirts, tank-tops or any other sleeveless shirts. Shirts are to be tucked in unless it is a sweater or sweatshirt.**

### Shorts/Pants/Belts

- **Shorts are to be mid-thigh in length.**
- **Hems on pants, jeans, and shorts are to be sewn.**
- **Pants/jeans are to be worn at waist level, no sagging, no rips, no holes, no writing.**
- **All belts must be worn at waist level, as determined by the Youth Worker. Only one pair of pants may be worn at a time.**

### Socks/Undergarments

- **When wearing shoes, socks must be worn also. Shoes, when not being worn, must be left in bedrooms. Shoes are to be tied. Shoes must be worn in the common areas and at all times when outdoors. Slippers may be worn with staff permission.**
- **Youth are to change underwear and socks daily (following shower).**

### General Clothing Appearance

- **No borrowing, No lending, No trading, No stealing of other's clothes.**
- **Recreation wear is for recreation time only (gym shorts, swim suits, etc.)**
- **Clothing is to be clean and not torn. Rips or holes in clothing are to be mended by sewing the items. Any items that need replacement due to condition are to be sent home and a replacement provided by the youth's guardian or case manager.**
- **Sandals or clogs allowed only during bedtime. Shoes must have closed heel and toe.**

### **ROOM ROUTINE**

- 1. Bed is to be made with two sheets, pillow case and blanket.**
- 2. No trash on floor, sweep daily.**
- 3. Clothes are to be folded neatly on the counter or in the storage area under the bed.**
- 4. Two (2) staff approved items of personal reading material (books/magazines) may be kept in room and must be stored when not in use.**
- 5. No pens, pencils, markers, crayons, or art supplies in room.**

6. Personal belongings are to be kept neat (i.e., clothes, bedding, photos, books, etc.)
7. No personal radios, video games, toys, etc. allowed in rooms.
8. Blinds are to be left alone and hanging in windows.
9. No items on window sill.
- 10.No items on walls.

## **CHORES**

Chores are to be done in the morning and evening, and as needed. Youth should insure that rooms are in order at all times. Chores to be done are listed on the Weekly Chore Sheet.

Staff will supervise youth to insure that all chores have been done correctly. Staff is responsible to get all chemicals from the chemical closet. Under no circumstances should a youth handle chemicals.

## **STAFF DESK**

1. Ask permission from staff (address staff by Ms. or Mr. & last name) to approach desk.
2. No leaning on staff desk.
3. No loitering around desk or reading paperwork on desk.
4. Only one person at desk at a time.
5. No reaching over desk.
6. When phone is in use, all youth must remain quiet.

## **COMMON AREA**

Permission must be obtained from staff to enter or exit the common area. Youth are to address staff by name when asking to approach.

### **Common Area**

The common area is to remain orderly. Five minutes before the next scheduled activity, the room is to be put back in its organized state, with all items placed in proper storage and furniture returned to proper place. Floor must be cleared of debris at all times and swept whenever needed in addition to chore times.

## **Youth Rooms**

**Youth must ask staff for permission to be in or out of rooms. At no time are youth to be in another youth's rooms.**

## **Bathroom**

**Youth must ask to use the bathroom. Only two youth are permitted in bathroom at a time when staff is present.**

## **Furniture**

**The furniture is to be used for intended purposes. Youth are to sit on sofa with feet off cushions. Cushions are to remain on sofa. There will be no eating or drinking on the furniture.**

## **General Rules**

- 1. Youth must ask permission to move furniture. When moving furniture such as sofa or other heavy object, two youth should assist in moving the item.**
- 2. One youth at a time at the bookcase.**
- 3. Bookcase is to be left orderly (straightened) when items are removed or replaced.**
- 4. Supply closet is to remain locked at all times and staff must remain present while any items are removed or returned. Only one youth at back closet at a time.**
- 5. Youth are not allowed in staff closet.**

## **LINE UP ROUTINE**

### **A. In facility:**

- 1. Facility must be in order before line up can begin.**
- 2. Youth's personal appearance must be in compliance with rules.**
- 3. Youth must stand in line with no talking.**
- 4. Youth must stand at arms length apart from one another.**
- 5. Youth must be facing forward with hands at side.**
- 6. No horseplay in line.**

7. Youth must stand in line standards until staff instructs them otherwise.

## **B. Leaving Building**

1. Youth must follow all requirements for line up in the facility.
2. Staff will be in front and back of youth line.
3. Head count must be done as you enter and leave each building.
4. Youth must walk in line, of twos, until head count is completed at final destination.
5. Youth re-entering building must comply with security (personal check) check.

## **MEAL ROUTINE**

1. Youth responsible for set up and clean up will begin duties at designated time before meal.
2. Staff will instruct youth to line up.
3. Youth may ask to approach counter to get their meal.
4. No one is to leave tables without permission.
5. Each youth is responsible to throw away their trash.
6. Each youth should be respectful and courteous of others. No loudness, arguing, singing, laughing loudly, instigation, etc.
7. Youth with dining room chore will wipe off tables and sweep area clean.
8. Youth must pick up their plate.
9. Trash must be taken out as needed.
10. Youth are to sit quietly on couches until clean up is complete.

## **DINING ROOM ROUTINE & ORDER**

- (1) Youth must ask staff permission to be in the dining area.
- (2) Youth are not allowed in hallway or corners where they are not easily visible to staff.
- (3) Youth are not allowed in dining room with peers unless staff is present.
- (4) Youth must wear shoes in dining room.
- (5) During meals, youth will follow meal routine. Youth will will maintain a single file line along the wall and line will be two feet away from counter. Only one person may be at the counter at a time.
- (6) No singing, rapping, humming or dancing in dining room.

**(7) Tables and chairs must be kept clean.**

## **OUTDOOR RECREATION**

- 1. Staff may decide if a ball may be thrown or kicked.**
- 2. Youth must be dressed in clothing appropriate for weather.**
- 3. All objects must be turned into staff.**
- 4. No writing utensils outside without staff permission.**
- 5. Personal items may not be left in courtyard.**
- 6. Singing is allowed outside if it is appropriate and not disruptive to others.**
- 7. No screaming outside.**
- 8. No communication with other groups**

## **GROUP GUIDELINES**

- 1) What is said in group stays in group.**
- 2) Be aware of others and yourself rambling. Help each other communicate as specifically as possible.**
- 3) Do not interrupt; let each person complete their thought before speaking.**
- 4) Each person is entitled to their opinion.**
- 5) Youth will not hurt each other (physically or emotionally) or intimidate each other (physically or emotionally).**
- 6) Be real and honest in your feelings; don't hesitate to confront those who are not.**
- 7) Show concern for other's feelings by listening attentively and respectfully, i.e. not playing with hair, biting nails, unnecessary movement, etc.**
- 8) Youth should strive to talk about their concerns, experiences, and feelings and be willing to give feed back to others.**
- 9) Each youth is of equal importance to the group.**

## **RULES FOR SCHOOL**

- 1) Tables/desk must be several feet apart.**
- 2) Youth must have staff supervision when leaving the classroom to use the restroom or for any other purpose.**
- 3) No personal conversations between tables.**
- 4) Youth may not approach desk or staff when another peer is already present.**
- 5) Youth may not “wander” around facility/classroom or near tables/desk that are not assigned to them.**
- 6) Disrupting the ability of the teacher to teach or others to learn, will not be tolerated.**

## **CARD GAMES**

**Each new game begins with a discussion and agreement on rules. Absolutely no gambling is allowed.**

## **WRITING UTENSILS**

**Pens and pencils are available for use in the classroom only. Pens and pencils must be signed out at the beginning of class and signed back in before returning to the facility.**

**Writing utensils are not to be used to write on shoes, clothing, furniture, yourself, etc. Any misuse could result in a loss of utensil privileges.**

## **HORSEPLAY**

**Horseplay is prohibited. Horseplay may be considered verbal or physical. Physical horseplay can lead to feelings creating frustrations and further “acting out”. It may be a way to challenge, threaten, or intimidate other youth through a playful exterior, thus preventing open and honest expression toward one another in a therapy group. Verbal horseplay is instigating, threatening, and/or intimidating behavior.**

## **REFUSAL TO PARTICIPATE IN ACTIVITIES**

**Youth should follow facility schedule. If youth refuses to participate in activity, youth will be required to stay in designated area. Youth will be given a consequence by staff in charge of activity for youth to complete during or after activity. Youth are not allowed to pick and choose what scheduled activities they want to participate in, and this will be documented for the Case Manager.**

## **SHOWERS**

**It's youth's responsibility to correct anything found unacceptable.**

**All youth have 10 minutes to complete showers. Upon completion of showers, staff will notify next youth on list that the restroom is available. It is each individual's responsibility to make sure they complete their shower before 8:30 p.m., unless prior arrangements have been made.**

**Once all showers are completed, the youth assigned bathroom chore will complete this task.**

## **SLEEPWEAR**

**Youth will only be allowed to wear approved pajamas (tops and bottoms). It is the youth's responsibility to notify staff or guardian of any inventory items needed, especially those such as sleepwear which is required. Sleepwear can only be worn from 8:00 p.m. to 5:30 a.m. on week days, and 8:00 p.m. on weekend and holidays.**

## **TELEPHONE CALLS**

**Phone calls are on Mondays, Wednesdays, and Saturdays for three to five minutes.**

**The youth notifies the staff who they wish to call. The staff member will refer to the youth's file to obtain the telephone number. If the party is not listed in the youth's file and the party is not on communication restriction list, staff will contact youth's DJO, CMO, and JPO for permission. Youth are never permitted to dial the phone.**

**Staff will monitor the youth while on the phone, always maintaining visual contact.**

**Youth should be mindful of time limits and should wrap up the call when prompted by staff or when time is up. If youth does not comply, youth will be told to terminate the call or staff will do so.**

**As required by law, youth will have unmonitored, untimed communication with their attorney, DJO, CMO, and JPO. Youth will also be allowed regular contact with their guardians.**

### **BEDTIME/LIGHTS OUT**

**At 8:30p.m., all Youth should go into their rooms and prepare for lights out.**

**Youth are to wear pajamas to bed only, and are not to come out of rooms.**

**Before turning lights out, Youth are to insure that their rooms are in routine and order. Staff will check rooms.**

**At 9:00 p.m., lights are out and there is no talking. Youth are to remain in bed.**

**After 10:00 p.m., Youth may request to use bathroom. Youth must make request quietly and not be disruptive. Youth must return to room immediately and not loiter or attempt to communicate with peers or staff.**

### **VISITATION**

**Regular visiting days and hours are Sundays, 1:00 p.m. - 2:30 p.m., Tuesdays and Thursdays, 6:00 p.m. – 7:00 p.m., for 15 minutes by parents or legal guardians**

### **CHORES**

**Please refer to youth's chore list.**

**Facility deep cleaning is completed on Sunday morning. All Youth in an assigned room are responsible for the following:**

- A. Sweeping along the edges and corners of the room with a broom.**
- B. Cleaning walls of any marks, stains, etc.**
- C. Dusting of window sills and tops of closets.**
- D. Disinfect mattresses and pillows.**

**On Sundays, upon completion of personal responsibilities, youth are then expected to move on to complete facility responsibilities. These responsibilities are as follows:**

- A. Furniture: Remove cushions and spray these with disinfectant deodorizer. Sweep off the frame of chairs and couches. The furniture is to be moved and the area swept and mopped. All furniture is to be wiped down/dusted (this includes stacked chairs).**
- B. Linens: All soiled linens are to be counted and tagged and placed in linen bags, and the bags are then taken to the laundry area. On Mondays, youth will take soiled linen to the warehouse.**
- C. Trash: Collect all trash from trash cans and take to dumpster. Trash cans are to be sprayed with disinfectant, wiped out, and fresh bags placed in them. The large trash can is to be emptied and taken into the courtyard area to be washed out with water hose, sprayed with disinfectant, wiped dry or allowed to air dry, and returned to proper place on unit with a fresh bag placed in it.**
- D. Vacuuming: The sideboards are to be swept within the whole school/activity room and the area. The entire area is to be vacuumed, moving furniture to insure area is properly cleaned. Any rugs or mats are to be taken to the courtyard and shaken out, then vacuumed.**
- E. Water Fountain: Youth are to ask staff to spray the area with disinfectant cleanser and then wipe all of the areas clean.**
- F. Shoes: Inventory of shoes will be taken and staff will notify youth if number of shoes exceeds limit of (3) per youth (excluding shower shoes). Any shoes above the limit will be taken and given to parent/guardian.**

- G. Bookcase and Cabinet:** All books are to be neatly arranged on shelves. The magazines are to be sorted and placed neatly in stacks. The games are to be collected together and stored in a neat and orderly fashion. Any repairs to game boxes or books are to be done at this time.
- H. Windows:** Youth are to ask staff to spray all windows with glass cleaner. Both sides of the glass are to be sprayed and wiped clean. Windows are to be cleaned on both sides and then wiped clean. The ledges over the top of all doors are to be dusted with a damp cloth.
- I. Restroom:** Youth are to be responsible for the following:  
(Staff to spray chemicals and acquire mop/bucket/cleanser)
- 1. All tiled areas are to be sprayed, washed down with damp cloth and any excess water are to be wiped off using dry towel. Floor is to be mopped.**
  - 2. Restroom Stalls:**  
Doors, walls, and stalls are to be sprayed with disinfectant, and wiped down with a damp cloth. Toilets are to be sprayed with disinfectant and wiped down with cloth (this cloth should not be used on any other areas).
  - 3. Shower Stall:**  
Walls and floors are to be sprayed with disinfectant and wiped down with damp cloth. Entire area is to be wiped dry using fresh towels.

#### **Making Beds During Facility Chores:**

- 1. The youth is to get 1 flat sheet, 1 fitted sheet, 1 pillowcase, and 1 blanket each Sunday.**
- 2. Covers are to be tucked in and blanket/comforter smoothed out.**
- 3. Pillow should be placed neatly on bed.**