

## ACTD Consumer Expectations and Sanctions

### Records

Each record of each consumer shall be treated as private for current and past consumers. Records shall remain locked behind two doors for security and privacy. No discussion of medical records shall be made within ear shot of a non essential employee or consumer.

### Involuntary Termination

Youth who do not participate in the program may be terminated from the program. Each youth must attend and participate in 75% of their planned course or they may be terminated. Absences may be excused by a case worker, parent or legal guardian or school representative (teacher, administrator etc.) Each youth will be counseled prior to an involuntary termination prior to being terminated. The termination must be signed by both directors prior to terminating the youth. Fighting or intimidating other youth will not be tolerated and can also lead to termination. Any termination counseling will include the youth, case worker, parent or legal guardian, trackers, and a director from ACTD.

### Re admission after termination

After a youth has been terminated from the program, they must wait 60 days to reapply for admission. At the time of application, the youth, case worker, parent or guardian will meet with both ACTD directors to discuss the admission of the youth. The ACTD directors will then discuss and make a recommendation on re admission to the program.

### Freedom of harm and violence

Each youth in ACTD has the right to be free from harm or intimidation from other youth. Each youth is welcomed to discuss their worries of another youth with program employees. Each concern will be given the utmost respect and treated with confidentiality. Any youth found to be intimidating or threatening other youth will be warned and may face disciplinary action up to and including termination from the program.

Each employee will be vigilant in locating and stopping any harm or violence. Any employee, who allows harm or notices violent acts and fails to intercede, will face disciplinary action up to and including termination.

## Consumer Responsibilities

Consumers will conduct themselves with respect to authority and peers. Consumers will be expected to work in their groups during group hours and will discuss group goals with their instructor. Each consumer is expected to increase their knowledge and ability in each group each week. Consumers will spend 1.5 hours in a physical activity group and 1.5 hours in a fine art group each day. Other groups may be provided when interest is high for the group. Youth are expected to work hard in school and keep their grades above a G.P.A. of 2.0. Youth falling below a 2.5 G.P.A. will be required to hand in completed homework logs signed by their teachers. These logs will include past and missing assignments, current and future assignments. Trackers will then work with youth to ensure assignments are turned in and youths G.P.A returns above a 2.5. Trackers are provided to provide tutoring to the youth to assist with homework and to ensure youth are on top of their schoolwork.

Youth will not fight while in the program, each youth will give each other youth respect. Youth will participate in the program and will be allowed to continue in the program as long as these rules are followed.

No fighting

No swearing

No discussion or jokes that demean or undervalue another youth or employee

No discussion glorifying drug, sex or alcohol abuse

Each youth will participate daily in activities

Each youth will show support for each youth in the program.

Each youth will continue to study and work hard in school.

Each youth will show respect to case workers, parents and legal guardians and all ACTD staff.

As long as these rules are followed, youth will be allowed to participate in the program. Special weekly activities may be provided and any youth who respectfully follows these rules will be allowed to participate in these special activities.

Each employee will monitor t youth in the program to ensure these items are met. Employees of ACTD will help youth in obtaining goals and following these rules.

## Grievance

Each youth will have the right to file a grievance with their tracker or a supervisor of the program. They may also discuss matters with either director as ACTD has an open door

policy for youth's grievances. Each matter will be given the utmost respect and treated carefully. If warranted, case workers and parents may be called to discuss the issue.

Each youth has the right to be treated with dignity and to be free from discrimination. No employee of ACTD will discriminate a consumer in any way. Every employee will treat each consumer with dignity and any employee not meeting these standards or found to not meet these standards will face discipline up to and including termination of employment.

Discussions with case workers

Each youth has the right to discuss matters with their case worker, family, foster family through telephone or writing except in cases where their therapist has restricted these activities in writing.

## Smoking

No youth will be allowed to smoke while attending the ACTD. Any youth found to smoke during business hours may be disciplined up to and including termination from the program.

### **Consumer's rights**

Consumers must read and sign a copy of these rules to show agreement to and willingness to follow these rules upon registration with the program. A copy of the signed agreement shall be kept with the consumers chart.

## Behavior Management

ACTD shall define appropriate behavior as any behavior that conforms to the social norms and laws of the community. Youth will be expected to follow these norms and laws while participating in ACTD activities as well as the rules and expectations stated above. Youth shall not engage in activities that put others or themselves at unnecessary risk.

In the event that disciplinary action needs to be taken, the following steps shall be followed.

- 1) Youth will be given a verbal warning and given an opportunity to correct the inappropriate behavior.
- 2) If behavior continues the staff will inform the youth he needs to complete a SODAS worksheet before returning to ACTD activities. When a SODAS worksheet is given, the youth will be given the worksheet and instructed on how to fill it out. When the worksheet is completed the youth may return to the activity after processing with the staff that gave the SODAS worksheet.

3) If behaviors continue, the youth will be asked to leave the activity for a period of time determined by the staff. Legal guardians will be called and informed of the suspension from ACTD. In order for the youth to return, a written letter by the youth must be submitted to the clinical director. The clinical director will meet with the youth, guardians, and tracker before reinstatement will occur.

Certain violations will require immediate removal from the program. Things such as tobacco, alcohol, and illegal drug use, violence will be reported to the police and the youth suspended from treatment.

\_\_\_\_\_  
Consumer Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Witness

Date\_\_\_\_\_