



RESIDENT HANDBOOK

Revised: January 14, 2010

PROGRAM MISSION

The mission of the Maryland Sheriffs' Youth Ranch (MSYR) is to provide disadvantaged and "at risk" youth with guidance and support in a healthy, safe, and supportive residential setting, accompanied by caring staff and counselors, to assist them in becoming productive members of society.

This handbook represents guidelines only. The Ranch reserves the right to modify this handbook, amend or terminate any policies, procedures, or programs whether or not described in this handbook at any time. The Ranch reserves the right to implement actions not outlined in this handbook or to implement policies contrary to those stated in this handbook, on a case by case basis, so as to most appropriately affect the therapeutic treatment of the resident impacted by the decision.

All policies contained herein were adopted by Ranch and supersede previous policies. We periodically review policies in part or as a whole, to ensure that they continue to reflect current best practice models.

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ALLOWANCE

MSYR residents that are age 15 or younger and over 15 during the probationary period are eligible for a weekly allowance of \$10.00 based on if they are on Level. Residents do not receive an allowance if they are on Restriction.

If a resident is on a visit or hospitalized for a week, they are not eligible for that week's allowance. A resident must be on the Ranch for four (4) days in the same week to be eligible for allowance. The week runs from Friday through Thursday. The Child Care Manager will send all allowance information to the Administrative Assistant and they will be responsible for issuance of allowances, and will have the youth sign a receipt upon issuance. Residents not present when allowances are issued must arrange with the Administrative Assistant for another suitable time for issuance.

MSYR reserves the right to withhold all or part of a resident's allowance for:

- Transportation
- Destruction of property
- Bills that residents have incurred (i.e. library fines, lost books, restitution for stolen items, etc.)

ACCESS TO LEGAL REPRESENTATION

MSYR residents have the right to access their legal representation during the business hours of 8:30 pm to 4:30 pm, Monday - Friday. These calls should be made from the Ranch Social Worker's office if possible. If not possible, a staff will be present for these calls.

APPOINTMENTS

Any resident that refuses to participate in a scheduled appointment will be placed on Restriction until which time the missed appointment is made up. Appointments include, but are not limited to, medical, psychiatric, therapy, classes, treatment reviews, and meetings with DSS Workers.

AWOL

Residents with a history of AWOL prior to placement at MSYR will not be allowed to engage in any off Ranch activities in the area of a prior placement or home setting until their 90 day review. Residents that engage in AWOL behavior while at MSYR will:

- Jeopardize their placement at MSYR
- Be placed on Restriction for a time decided on by the Treatment Team

BEDTIMES

Resident in-room times are determined by level and are listed below. Bedtimes (lights out) are ½ hour after in-room time. Failure to comply will result in a Restriction.

- Restricted – Bedtime is at 8:00 p.m., lights out at 8:30 p.m.
- On Level on Sunday through Thursday (except holidays) – Bedtime is at 9:30 p.m., lights out at 10:00 p.m.
- On Level on weekends, holidays, or when school is out – Bedtime is at 10:00 p.m., lights out at 10:30 p.m.

BIRTHDAYS

The Maryland Sheriffs' Youth Ranch celebrates each resident's birthday with a cake and \$25.00 gift card.

BONUS POINTS

Every resident is eligible to earn Bonus Points to help achieve being on Level. Points are earned by doing extra chores or errands for staff members.

**A Bill of Rights for Maryland's Children and Youth
In Children's Residential Facilities**

<p>The RIGHT to Be respected And treated fairly</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To be treated with fairness, dignity and respect; and • Not to be discriminated against because of disability, race, color, religion, national origin, sex, age, whether they or their parents are married, personal appearance, sexual orientation, gender identity or expression or if they are pregnant or have a child.
<p>The RIGHT to Guidance Care and Supervision</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To receive appropriate and reasonable adult guidance, support, and supervision consistent with the child's or youth's age, level of development, maturity and ability to be responsible; and • To ask questions and receive explanations about guidance, support and supervision they receive.
<p>The RIGHT to Education</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To an appropriate education, including educational supports, help with homework, after school activities, summer enrichment opportunities, and employment skills training; and • To receive their education in the least restrictive setting based on their individual best interest.
<p>The Right to Be Protected</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • Not to be verbally abused, mistreated, threatened, or harassed; and • Not to be hit, slapped, or otherwise physically abused or subjected to physical punishment or to other unusual or extreme methods of discipline.
<p>The RIGHT to Be Heard</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To have their opinions heard and to be included, as much as possible and consistent with the child or youth's age and level of development, when decisions which affect them are made, including decisions about long term goals, placement, and educational settings; and • Not to be punished or disciplined for exercising their right to be heard.
<p>The RIGHT to Communicate In their Native Language</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To receive services in a language they understand and to receive translation and interpretation services when needed; and • To speak in their mother tongue or home language.
<p>The RIGHT to Visit and Correspond with Family and Others</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To reasonable visits, mail and telephone communication with relatives, friends, attorneys, social workers, therapists, CASA's and guardians ad litem; and • Not to have limitations imposed on Court ordered visitation.
<p>The RIGHT to Health Care</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To timely, appropriate and regular medical, dental, vision and mental health care including the right to receive appropriate medication
<p>The RIGHT to Receive Information</p>	<p>All children and youth have the right:</p> <ul style="list-style-type: none"> • To have their relatives (and any other person who has been approved by the placement agency) communicate with the program, ask questions and receive answers promptly.

If Your
RIGHTS Are Not
Respected

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If you believe that your rights or your child's rights are being violated, you can tell the caseworker, therapist, CASA, attorney, and/or any Juvenile Court Judge or Master involved with the child's case.

CHECK CASHING POLICY

The following steps must be followed to ensure deposits are being made in a timely manner:

- 1) The Administrative Assistant will maintain a record of paydays for residents and ensure paychecks are received.
- 2) Residents must present check to the Administrative Assistant or Office Manager. No other staff is allowed to accept resident paychecks.
- 3) Residents who fail to turn in their paycheck are on Restriction until the Administrative Assistant or Office Manager receives the paycheck.
- 4) The Administrative Assistant will make a copy of the paycheck.
- 5) Withdrawals will be on Thursdays from 4:00 pm – 4:45 pm
- 6) Special Consideration Withdrawals are limited to the following: Visits & Holidays Only!
- 7) Residents will be allowed \$50.00 per week.
- 8) Major purchases must be approved by Child Care Manager or Executive Director. Residents are responsible to have item information.
- 9) Only \$100.00 will be kept on premises for each resident. All other funds will be deposited into resident's Savings account.
- 10) Pay checks will be accepted Monday – Friday from 4:00 pm – 4:45 pm
- 11) After initial withdrawal, resident must turn in receipts prior to withdrawing any additional money. The Administrative Assistant will only reimburse total receipt amount.
- 12) Receipts that are dated prior to withdrawal date will not be accepted.
- 13) The MSYR reserves the right to make changes to this policy.
- 14) Residents will be required to sign for monies received.
- 15) In the event that the Administrative Assistant is not available, the Office Manager will distribute all monies.
- 16) If a resident has an outstanding bill to the Ranch, their 50% cash will go towards paying down the outstanding bill. Residents will not receive their 50% portion until all outstanding bills are paid.
- 17) Residents must be on level before they may collect their money.

CLOTHING AND PERSONAL BELONGINGS

The residents represent MSYR, so proper attire is required on and off Ranch property. Clothing should fit and be fastened in the manner designed. Pants **must be worn at the waist**. Clothing altered from its original design (i.e. cut/torn off sleeves, slit trouser legs, etc.) is not acceptable. Residents are prohibited from altering (cutting off sleeves of shirts or trouser legs), writing or drawing on their clothing. Such items will be confiscated, destroyed and the resident restarted. Clothing that contains reference to tobacco, alcohol, drugs, violence, weapons, sexual themes, or other subjects that may be construed as offensive to others are not permitted as Ranch attire. Tank tops or A-shirts will not be worn outside of your cottage or gym.

MSYR provides residents with clothing on **an as needed basis**. Residents must be at the Ranch for at least 30 days before they are eligible for clothing. If a resident arrives with insufficient/inappropriate clothing, an appeal will be made to his DSS worker for an emergency clothing allowance/voucher.

Shopping is done February, May, August, and November, or in emergency situations as determined by the Child Care Manager. Residents on Level I or on restriction will not be permitted to participate in off Ranch shopping. The Ranch will shop for necessary items for the resident who must furnish a written list to include sizes.

The Ranch reserves the right to restrict purchases. M.S.Y.R. will allow residents to spend:

- \$50.00 Sneakers/tennis shoes (in a four month period)
- \$30.00 Jeans
- \$20.00 T-shirt

Residents are allowed to use their own money to supplement cost. Staff will determine reasonable cost for all other items.

Inventories are completed at admission of what the resident has brought with him. Inventories are added to as the resident acquires more belongings. In order to help protect the residents' belongings, the Ranch has a No Lending/Borrowing Policy. The residents are also strongly advised to have valuables secured in assigned lockers. Engraving of items is available upon request. MSYR is not responsible for stolen/lost items.

Please note sections ELECTRONIC MEDIA and VIDEO GAMES for more details.

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COMMUNITY INTEGRATION

The residents at the Maryland Sheriffs' Youth Ranch are encouraged to integrate themselves into the community. This is done through a multi-pointed approach. Residents are placed in schools in the community. They are also encouraged to obtain employment in the community (see Employment Policy in this handbook). Each resident is able to engage in our mentoring program. This allows residents to be paired with mentors from the community. All mentors have had appropriate background checks performed. The Ranch also interfaces with many community groups. Some of these groups run weekly meetings or activities for the residents (i.e. voluntary Bible study, recreational activities, musical tutoring, educational tutoring...). All of these programs allow our youth to integrate themselves into the community. The aim of these programs is to allow our youth to stop seeing themselves as kids in the system and instead see themselves as a vital part of a larger community.

CRIMINAL OFFENSE

If a resident is charged with any criminal incident, he will be placed on Restriction and his case reviewed by the Treatment Team. Consequences will be issued on a case by case basis.

- The resident will be placed on Restriction.
- The resident will be banned from the store in which they were caught.
 - If the store is in a mall, then the resident will be banned from the entire mall.
 - If the youth is employed at the mall, they will be required to give a two week notice to their employer.
- First offence will receive a three (3) month ban.
- Second offence will receive an indefinite ban. The Ranch will request that the store prosecute to the full extent of the law.
- The Ranch will hold any payment to the Resident (allowance, paychecks...) until the cost of the stolen item(s) is covered.
- Resident will be placed on Restriction for a minimum of 30 days.

DAILY ROUTINES

The following is an average daily activity list:

During School

5:30 am	Wake Up
5:50 am	Take Medication
6:00 am	1 st Breakfast Starts
6:20 am	FHS Bus
6:30 am	1 st Breakfast Ends
6:45 am	BCMS, HRS & UHS Buses
6:50 am	THS Bus
7:00 am	2 nd Breakfast Starts
7:30 am	2 nd Breakfast Ends
7:30 am	Residents Return to Cottages
7:45 am	LHS Bus
8:00 am	Room Inspection
10:00 am	On Ranch Education Starts
12:00 pm	Lunch Begins
12:30 pm	Lunch Ends
1:00 pm	Ranch Education Resumes
1:30 pm	HRS & UHS Buses Return
3:00 pm	On Ranch Education Ends
3:30 pm	FHS, BCMS, LHS & THS Buses Return
3:30 pm	Resident Check In
4:30 pm	1 st Dinner Starts
5:00 pm	1 st Dinner Ends
5:00 pm	2 nd Dinner Starts
5:30 pm	2 nd Dinner Ends
5:45 pm	Gym/Recreation Begins

During Summer

6:30 am	Summer School Wake Up/Medication
7:00 am	First Breakfast Starts
7:30 am	First Breakfast Ends/Transport to School
8:30 am	Second Wake Up
9:00 am	Second Breakfast Starts
9:30 am	Second Breakfast Ends/Medication
10:00 am	Room Inspection
10:30 am	Recreation
12:30 pm	Recreation Ends
12:30 pm	1 st Lunch Begins
12:30 pm	Pick Up Summer School Residents
1:00 pm	1 st Lunch Ends
1:00 pm	2 nd Lunch Begins
1:30 pm	2 nd Lunch Ends
2:00 pm	Planned Activity Starts
4:00 pm	Planned Activity Ends
4:30 pm	1 st Dinner Begins
5:00 pm	1 st Dinner Ends
5:00 pm	2 nd Dinner Begins
5:30 pm	2 nd Dinner Ends
5:45 pm	Gym/Recreation Begins
7:00 pm	Gym/Recreation Ends
7:15 pm	Off Level Showers/Bed Prep.
7:45 pm	Snack/Medication Time
8:00 pm	Off Level Bedtime

7:00 pm	Gym/Recreation Ends	8:15 pm	On Level Showers
7:15 pm	Off Level Showers/Bed Prep.	8:45 pm	Snack
7:45 pm	Snack/Medication Time	10:00 pm	On Level Bedtime
8:00 pm	Off Level Bedtime		
8:15 pm	On Level Showers		
8:45 pm	Snack		
9:30 pm	On Level Bedtime		

Other sections with Daily Routine information include: BEDTIMES, LAUNDRY, and TELEPHONE CALLS.

DINING ROOM

Residents are expected to enter the dining room accompanied by staff, and use appropriate behavior (including appropriate language and reasonable noise levels) during meals. Hats, wave caps, scarves, headbands and bandanas are not allowed in the dining room. Games, headphones, or other electronic devices are not permitted in the dining room during meals.

The cook will serve food to the residents. Residents are expected to eat all food taken. No food is to be thrown out. Any resident that throws food out will not earn their point for the dining room. Continued wasting of food will result in a Restriction at every occurrence.

After the meal, residents are expected to put away their dishes, wipe clean the table at which they sat and to place chair beneath table. Residents should remain in the dining room when they have finished eating, until returning to their cottages with staff. Residents who leave the dining area during a meal may not return without staff permission.

All food, except snacks served in the residences, must be consumed in the dining room.

DISCIPLINARY PROCESS

We believe in a progressive disciplinary process. Staff may use, but are not limited to, the following measures in correcting behavior: (1) verbal warning, (2) loss of points, (3) zero out, and (4) Restriction.

Date:		Starting Level:			Starting Level:									
Name:		AM Points			PM Points			AM Points			PM Points			
		Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	
IN ASSIGNED AREA (5)														
Room	Clothing Folded													
Room	Sweep/Vacuum													
Room	Bed Made													
Room	Dresser Top													
Room	Dresser Drawers / Closet													
Personal Hygiene	Brush Teeth													
Personal Hygiene	Proper Shower/Shampoo Hair													
Personal Hygiene	Deodorant Lotion													
Personal Hygiene	Clean Clothing													
Personal Hygiene	Pants at Waist (3)													
Staff Respect	Follow Directions (2)													
Staff Respect	Proper Name (2)													
Staff Respect	Proper Voice Tone (2)													
Staff Respect	First Prompt (2)													
Peer Respect	Respect of Peer Property													
Peer Respect	No Criticism of Peers (2)													
Peer Respect	Peer Encouragement													
Peer Respect	No Disruption of Activities (2)													
Dining Room	Appropriate Dress (2)													
Dining Room	Appropriate Conversation (2)													
Dining Room	Clean Table (1)													
Dining Room	No Wasted Food (2)													
Dining Room	Appropriate Table Manners (2)													
Property Respect	No Personal Items Left													
Property Respect	Appropriate Use of Furniture													
Property Respect	Return of Property													
Property Respect	Clean Area After Use													
Property Respect	Appropriate Use of Property													
Bed Time	Report to Room On Time (2)													
Bed Time	Lights Out On Time (2)													
Bed Time	No Peer Visits (4)													
Bed Time	Minimum Use of Bathroom (2)													
Bed Time	After first prompt (2)													
Profanity/Slang /Racial Terms (10)														
Daily AM and PM Totals														
Total Points for Week														
New Level														
Total Points Per Day														

All Restrictions must list date and time ON restriction and date and time OFF restriction

Restrictions

Justification for Restriction/What needs to be done to remove the Restriction	Date On	Staff	Date Off	Staff

Task Performed to Receive Bonus Point	Staff Assigning Point	Date/Time

NOTES

DRESS CODE

You represent MSYR, so proper attire is required on and off Ranch property. Clothing should fit and be fastened in the manner designed. Pants *must be worn at the waist*. Clothing altered from its original design (cut/torn off sleeves, etc.) is not acceptable and includes residents writing or drawing on their clothing. Such items will be confiscated, destroyed and the resident restricted. Clothing that contains reference to tobacco, alcohol, drugs, violence, weapons, sexual themes, or other subjects that may be construed as offensive to others are not permitted as Ranch attire. Tank tops or A-shirts will not be worn outside of your cottage or gym.

DRIVER'S EDUCATION

All MSYR residents are eligible for Driver's Education. The following criteria must be met: Ranch and DSS approval, completion of Daniels Memorial or applicable test (if required), ability for resident to pay any fees not covered by DSS. Ranch staff is not permitted to allow any resident to drive personal or Ranch vehicles! Any driver's licenses must be surrendered to Ranch social workers. The Ranch cannot guarantee transportation to and from classes, but will attempt to accommodate. Residents must be on level in order to attend driver's education classes.

EDUCATION

The Ranch has an Education Coordinator who appropriately addresses all educational needs for the residents. When new students are enrolled at the MSYR, the first step is to contact the Pupil Personnel Department at the Board of Education (BOE). The Pupil Personnel Worker (PPW) assigned to the MSYR comes here to interview the student. If the student has an Individual Education Plan (IEP), the case is passed onto the appropriate Special Education Coordinator at the BOE for placement. If the student does not have an IEP, then the PPW will make a placement determination.

Participation in study hall is mandatory. Study hall for those residents not on educational restriction will be done at the cottages and will be one hour in length. Those residents on Education Restriction will be required to engage in 2 one hour study halls per day (Monday – Thursday). Each resident on Education Restriction shall report to the Education Coordinator for study hall. Residents will be given an opportunity to earn their study hall point by participating. Residents with homework may earn their point by coming to study hall and completing their homework assignment. Residents without official homework assignments may earn their study hall point by completing an assignment to staff's expectations furnished by the Education Coordinator expectation. Once the homework assignment is complete, the resident is free to go to their respective cottage. Residents coming to study hall and not participating to staff's expectations will not earn their point and will be dismissed from study hall.

Below are the educational expectations, guidelines, and consequences for the residents.

RANCH COMMITMENT TO STUDENTS

- Provide educational support during study hall
- Provide tutorial assistance for students who are in need of help
- Provide school supplies (in reasonable amounts)
- Assist students in following his educational plan
- Encourage students to explore areas of educational interest
- Ensure that students follow "track" towards High School Diploma/GED
- Assist students to prepare for post high school education

DAILY EXPECTATIONS

- Attend school
- Take all necessary supplies to school
- Dress appropriately (Heather Ridge and Jefferson School students must follow dress code)
- Meet the bus on time (both to and from)
- Complete all school assignments
- Residents need to maintain at least a 70% in all classes
- If a resident's grades fall below a 70%, than the resident is placed on Education Restriction
- Residents on Education Restriction will be required to meet with a tutor as directed by the Education Coordinator.

STUDY HALL GUIDELINES

- Be on time
- Use appropriate language
- Use appropriate behavior
- Come prepared to work
- Complete all assignments
- Respect your peers
- Respect staff and volunteers
- Stay in assigned seat

CONSEQUENCES

- Out of school suspension - Restriction
- Refusal to attend school - Restriction until they go to school
- Bus behavior - Any behavior that results in a resident not being allowed to ride the bus will result in a Restriction until resident is allowed back on the bus
- Sent home for behavior issues – two (2) day Restriction (not suspended)
- Unscheduled trip (clothing/supply issues) - see TRANSPORTATION
- Miss bus - \$20.00 (transportation cost)
- Failure to attend/cooperate in study hall - Zeroed out/Restricted from evening activities

SUSPENSION POLICY

- Student will write letter to Teacher/Administrator involved in suspension
- Automatic restart
- Restricted to the Ranch until return to school
- Must be dressed and eat breakfast with other students
- May only receive family phone calls during suspension after school hours
- Student is required to work on assignments from teachers or Educational Coordinator
- **MUST REMAIN IN EDUCATIONAL AREA UNTIL 2:45 p.m.**
- Lunch 12:00 p.m. – 12:30 p.m.
- Bag lunch will be provided in the educational area (PBJ)
- Student must participate in regular study hall
- Any student who refuses to go to school will be required to follow the Suspension Policy
- ***Must report to suspension room in Wright Building***

EDUCATION RESTRICTION

Students will be placed on Education Restriction (ER) if a grade falls below a 70% **or if a teacher reports any missing assignment.** For more information regarding education at the Maryland Sheriffs' Youth Ranch, please see the sections pertaining to HEATHER RIDGE SCHOOL – DRESS CODE & JEFFERSON SCHOOL – DRESS CODE.

ELECTRONIC MEDIA

Residents are allowed to have electronic media (including iPods/MP3 players, etc.) under the following conditions:

- Staff may obtain the player at any time to check for inappropriate material.
- Inappropriate material includes, but is not limited to, songs/images with cursing, or other offensive lyrics and/or pornographic pictures or movies.
- If **ANY** inappropriate material is found on the player, it will be treated as contraband under the Zero Tolerance Policy.
- Per the Zero Tolerance Policy the player will be confiscated and donated to a non-profit organization.

EMPLOYMENT POLICY

All MSYR residents 16 years and older are required to obtain part-time employment, unless designated by the treatment team. Minimum requirement is 8 hours weekly during the school year. During the summer, the minimum requirement is 20-25 hours per week. Residents in Twi-Light or Work Study are required to work 16-20 hours a week. Graduates must work 34 hours a week (school hours count towards work hours). The work week runs from Sunday to Saturday. Residents that are not on level are not allowed to work hours outside their scheduled hours.

Each resident is required to save 50% of all monies earned except for the first paycheck of their first job, which they are allowed to keep. Any resident scheduled to work who decides not to go to work, will be on Restriction during that employment day.

While all youth are encouraged to obtain a part-time job, the top priority is education. We have developed some guidelines for residents who work during the school year.

Due to the premium that the Ranch places on education, the Ranch reserves the right to restrict/limit the hours a resident may work. This may result in the resident being required to end their employment. If the Ranch is forced to restrict or eliminate a resident's employment, the resident is still bound by the Job Requirements as outlined in the Employment Section of this handbook.

If the Ranch receives notices from the school of unsatisfactory school performance or behavior problems, a meeting will be scheduled with the Education Coordinator and Child Care Manager. The meeting is to decide if changes in the work schedule are necessary.

Any resident who is suspended from work will be placed on Restriction until they return and complete their first day of employment (at least four (4) hours of work).

Termination:

All residents are required to give two (2) weeks notice to employers when quitting a job. Failure to comply will result in a two (2) week Restriction.

Any resident, who is terminated with cause, will be on Restriction for at least two (2) weeks and then until suitable employment is obtained.

Any resident who is terminated without cause (i.e. business closing, seasonal work, etc.) will be allowed two (2) weeks to find new employment. After two (2) weeks, the resident will be placed on Restriction until they find employment.

Education Restriction and Resident Employment:

Any employed resident on Education Restriction for a period of two (2) weeks will only be allowed to work on Friday, Saturday and/or Sundays. Residents on Education Restriction must attend mandatory study halls. Failure to attend will result in Restriction until study time is made-up and may result in loss of employment.

EXTRACURRICULAR ACTIVITIES

Residents at the Maryland Sheriffs' Youth Ranch are able to participate in a range of activities outside of the Ranch. Within the Admission Packet are consent forms that the residents' guardian is able to sign. The consent forms allow the boys to participate in Intra-mural Athletics, Interscholastic Athletics, Recreational Programs, Association Sports, and Community Sports. Participation in these activities is also subject to the boys' behavior.

FAMILY INVOLVEMENT

The residents' families are encouraged to be as involved as they are willing and able. Residents who are on level, or have no restrictions, may have visits off Ranch grounds each weekend or according to their school/work schedules. If a resident is not on level, has a restriction, or is grounded, may have visits on Ranch grounds. For more visiting information, please see the VISITS section of the Resident Handbook.

FOOD AND NUTRITION

The Maryland Sheriffs' Youth Ranch serves well-balanced meals which are approved by a certified nutritionist. Breakfast, lunch and dinner are provided daily. Meal times are set, but can be augmented to accommodate special activities. If a resident is not on campus for a designated mealtime, a meal will be packed for them to enjoy upon their return to campus. Group snacks are provided every evening and food is always available in each unit. Please see DINING ROOM and MEDICAL sections for more information.

GRIEVANCE PROCEDURES

Residents are encouraged to discuss concerns with the staff members involved.

If concerns or complaints cannot be resolved, then the resident should document and talk with any staff with whom they are comfortable. That staff will assist the resident in filing a written grievance form which will be submitted to the Child Care Manager.

If a resident is dissatisfied with their response, then the resident must submit their grievance to the Executive Director. If not resolved by the Manager of Child Care, they may appeal to the Executive Director in writing.

Any resident who feels that he has been physically or psychologically abused or neglected should immediately report verbally and via incident report this information to the Manager of Child Care, Ranch Social Worker, or Executive Director for investigation.

HANDS ON BEHAVIOR

The Ranch is committed to providing a safe environment for all of its residents. To ensure that this commitment is met, the Ranch has designated itself as a hands-off facility. This means that there is a zero tolerance for physical contact between residents. If a resident is observed engaging in any physical contact (hands-on behavior), the matter will be considered a **Zero Tolerance** issue and the resident will be restricted.

HEATHER RIDGE SCHOOL - DRESS CODE

Hair:	May not be bleached or dyed, natural color only; no streaks/highlights, clean and neatly groomed; no outrageous cuts/styles
Shirts:	No logos, wear solid earth tone color; polo, t-shirt (long or short sleeves), turtlenecks, button down; shirts will be worn tucked-in trousers in a manner allowing the waistband to be clearly seen unobstructed; may not be tight or revealing
Sweatshirts:	Wear solid earth tone; crew neck; no logos, hoods, fleece or windbreakers; must be worn right side out; may be worn outside of trousers at waist
Trousers:	Wear solid earth tone i.e. khaki, black, navy, dark brown, dark green, no holes; Docker-type; fitted at waist; sized to fit; not altered; no jeans, denims, sweat pants, stretch pants or other tight-fitting pants; no cargo pockets; wear one pair of trousers
Belt:	Brown or Black, no large buckles
Socks:	Must be worn; solid color; one pair
Shoes:	Wear conservative style fastened appropriately; no bright colors, multi-colored, or steel toes
Jewelry	Earrings in ears; small rings on fingers; watches, all others banned

Clothing not mentioned or meeting the listed criteria will not be worn to school. Clothing will not be torn, ripped, or altered and will be kept clean and odor free. Students will leave and return dressed for school. They may not change on the bus, at school or other places without staff permission.

INDEPENDENT LIVING CLASSES

All MSYR residents are required to attend Independent Living Classes. This program includes, but is not limited to:

- Accessing Community Resources and Services
- Conflict Resolution
- Dating, Marriage, and Family Planning
- Decision Making
- Money Management/Budgets
- Grocery Shopping/Comparative Shopping/Nutrition
- Personal Hygiene and Grooming
- Personal Relationships
- Personal Safety
- Time Management
- Vehicle Cost/Insurance, Oil Change, and Major Repair
- Employment
- Credit Cards
- Loans
- Medical/Dental Appointments
- Cooking
- Apartment Hunting
- Military

JEFFERSON SCHOOL - DRESS CODE

The Jefferson School encourages students to take pride in their appearance. However, some forms or styles of clothing are considered to be distracting, inappropriate, or unsafe in a school environment. Therefore, students of The Jefferson School may not wear the following:

- Hats, bandannas, sunglasses, etc. may not be worn in the building
- Short shorts and tank tops
- Shirts or tops that leave the stomach midriff area exposed
- Clothing or jewelry that contains reference to tobacco, alcohol, drugs, violence, weapons, sexual themes, or other subjects that may be construed as offensive to others or not acceptable in a school environment
- Chains
- Steel-toed boots, spiked heels, bare feet
- Clothing or jewelry that promotes conflict between students or staff
- Clothing should fit and be fastened in a manner in which designed
- Appropriate undergarments must be worn
- Any other clothing deemed inappropriate for school by The Jefferson School staff
- There will be specific dress code for field trips and physical education

LAUNDRY

Each resident will have an assigned laundry night. If a resident chooses not to wash his laundry, he must request permission from staff to wash at another time. Any clothing left in the laundry room over 30 days will be sent to Goodwill. The laundry room is open and may be used during the following times with permission:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 a.m.	10:00 a.m.	4:30 p.m.	4:30 p.m.	4:30 p.m.	4:30 p.m.	4:30 p.m.
10:30 p.m.	10:30 p.m.	9:30 p.m.	9:30 p.m.	9:30 p.m.	9:30 p.m.	10:30 p.m.

LENDING/BORROWING

Residents are prohibited from loaning, trading or selling of clothing/personal items. Violation results in a Restriction for borrower, lender, seller, and/or purchaser.

MAIL

Residents may receive mail and packages uncensored unless the placement agency worker and the Ranch agree that limitations are needed. Residents will be informed of any limitations.

MEDICAL

Access to medical and dental care:

The Maryland Sheriffs' Youth Ranch has a Medical Coordinator who addresses all medical needs for the residents. COMAR Regulations state that a new resident must have a Physical Exam and a PPD Test completed within 10 days of arrival. A resident must have his primary care provider switched to Maryland Physician's Care. The name, address, and phone number of Maryland Physician's Care and the primary care provider we presently use at the Maryland Sheriffs' Youth Ranch is listed in the Admission Packet which is signed by the residents' guardian upon admission. If this is not done within 12 business days, the appropriate agency or guardian will be charged and agree to pay for a complete physical exam and all necessary immunizations to be done at the local emergency care facility.

After this, physical exams are completed annually, eye exams are completed annually, and dental exams are completed every six months. Any and all other medical needs that the residents may have are addressed by the Medical Coordinator appropriately. The Ranch ensures that each resident receives monthly medication monitoring by a psychiatrist. As part of our program, the Ranch will conduct random drug urinalysis tests.

For more medical information, please see the following sections of the Resident Handbook: MEDICAL, MEDICATION COMPLIANCE POLICY, and SICK ROOM POLICY.

The Maryland Sheriffs' Youth Ranch does not support or approve of any diet and vitamin supplement(s) that a youth may purchase over the counter (OTC). Any such items must be confiscated. These items will be considered as Zero Tolerance Items (see Zero Tolerance Policy on page 32). If a resident believes that they are in need of an OTC, then they need to contact the Medical Coordinator. The Medical Coordinator will obtain authorization from a doctor for the OTC.

MEDICATION COMPLIANCE POLICY

The Maryland Sheriffs' Youth Ranch is a medication compliant facility. The Ranch is responsible for ensuring the safety of all of its residents. Failure to take prescribed medication places not only the noncompliant resident at risk, but possibly other residents, staff and members of the community. Therefore, any resident that refuses a prescribed medication will be placed on Restriction until they have taken that round of medication and remained medication compliant with other medication requirements for at least 24 hours. For example, if a morning medication is refused, that resident will be placed on Restriction until the next morning at the earliest. If the Resident then takes their morning medication as prescribed, they will be taken off of Restriction. If a resident refuses medication for a period of time affecting the therapeutic level, the resident will remain on Restriction until the therapeutic level is restored. Furthermore, any resident that is consistently noncompliant in taking any prescribed medication puts their placement at the Ranch in jeopardy.

NINETY-DAY REVIEWS

All MSYR residents are required to attend reviews to discuss their progress at the Ranch. Failure to attend will result in a seven (7) day Restriction or until resident goes over the treatment review with the Ranch Social Worker.

ORIENTATION LEVEL

All new MSYR residents will have to have staff supervision on all off Ranch activities for their first 30 days.

All new MSYR residents will receive a new arrival package, which includes:

Toothbrush	Toothpaste	Sheets	Soap
Towel	Washcloth	Pillow	Pillowcase
Clothes basket	Comforter	Deodorant	Handbook

PERSONAL FUNDS

Please see the following sections: ALLOWANCE and the CHECK CASHING POLICY.

PERSONAL HYGIENE

Each resident will be provided with the following hygiene products:

- Toothpaste - \$.50
- Toothbrush - \$1.00
- Bath Soap - \$.75
- Towels - \$4.00
- Deodorant - \$2.00
- Toothbrush Holder - \$.25
- Bath Soap Holder - \$.50
- Laundry Basket - \$4.00
- Laundry Soap - \$4.00 (Kimmel Residents)

If these items are misused, misplaced and/or destroyed prior to the allotted time, the resident will be responsible for the replacement of the items. The replacement costs are listed beside each item.

PIERCINGS AND TATTOOS

The Maryland Sheriffs' Youth Ranch does not allow residents to acquire any additional piercings or tattoos during their stay at the Ranch. Residents that have piercings prior to arriving at the Ranch may continue to wear earrings in the piercings provided that they do not present a safety hazard and are approved by staff.

PLACEMENT/DISCHARGE POLICIES AND PRACTICES

The Ranch contracts with the Maryland Department of Social Services and the Department of Juvenile Services to place males between the ages of 10 and 18 years. We receive an 818 (a referral packet of information on the youth) review it, and notify the necessary department of our response. Usually, an interview is conducted with the youth. Below are the criteria which we use when deciding to accept/not accept a youth into our program.

Behavioral characteristics we will consider:

Affective disorder, anxiety disorder, Asperger's Disorder, attention deficit disorder, conduct disorder, personality disorder, psychosis (treated), borderline thru normal intelligence (I.Q. = 70+), vision deficit (moderate), hearing deficit (moderate), ambulation impaired, speech disorder, asthma (controlled), diabetes (controlled), epilepsy (controlled), HIV (non-symptomatic), Enuresis (wetter), physically abused, sexually abused, emotionally abused, anxiety-obsessions/compulsions, anxiety-overanxious, anxiety-panic attacks, anxiety-separation, anxiety-unrealistic fears or phobias, aggression-verbal to peers, aggression-verbal to adults, aggression-physical to peers (past history but currently controlled), aggression-physical to adults (past history but currently controlled), aggression-physical to staff (past history but currently controlled), aggression-property destruction, cult involvement, defiant/non-compliant/oppositional,

gang involvement, hyperactive/overactive, lack of impulse control, stealing, violent episode(s) (not recent or dangerous), fire setting (not recent or frequent and not dangerous), fire setting (isolated episode, not dangerous), fire setting (isolated episode, dangerous, but not in past 24 months), runaway (chronic & no danger to self or others), runaway (not chronic & no danger to self or others), runaway (not chronic & dangerous to self or others), vandalism, crime against person (assault or robbery), auto theft, auto theft (not chronic), weapon user (not recent or dangerous), sexually active-heterosexual, sexually active-homosexual, sexually promiscuous, sexual voyeur (treated and non-violent), sex offender (treated and non-violent), homicide ideation (treated), depression (current), depression (by history), mood disorder-constricted affect, mood disorder-mood swings, mood disorder-poor self esteem, mood disorder-suicide ideation (by history, treated), mood disorder-suicide gestures/attempts (by history, treated), sleep disturbance or disorder, nightmares or night terrors, thinking-disorientation, thinking-inattention, thinking-memory impaired, learning disabilities, passive or easily led, Pervasive Developmental Disorder NOS, poor peer relations, social withdrawal (isolation), self-care/hygiene failure, substance user-alcohol, drugs, and/or over the counter substances (treated); gender identity confusion, requires therapeutic holds, youth cannot form attachments with staff.

Behavior characteristics we will not consider:

Autism; dual diagnosis (mentally ill & drug addiction); dual diagnosis (mentally ill & mentally retarded); moderate mental retardation (I.Q. = 35-55); profound/severe mental retardation (I.Q. <20-35); vision loss (total); hearing loss (total); speech loss (i.e. sign-language needs); asthma (not controlled); diabetes (not controlled); epilepsy (not controlled); HIV (symptomatic); technology dependent; medically fragile (management of life risk); self abusive or injurious; violent routinely; fire setting (recent and dangerous); runaway (chronic & dangerous to self or others); prostitution; auto theft (chronic); Substance User (recent and dangerous); sex offender (violent); homicide action; substance abuser- alcohol; drugs and/or over the counter substances (not treated); substance dependent-alcohol, drugs and/or over the counter substances (not treated); drug dealer; mood disorder-suicide ideation (current); mood disorder-suicide gestures/attempts (current); thinking-psychotic thinking or features; multiple dangerous behaviors (left threat to others); current Lisa L class, requires seclusion or mechanical/chemical restraint; youth will disrupt milieu, needs facility secure environment.

PSYCHIATRIC HOSPITALIZATION

A resident returning to the Ranch following a psychiatric hospitalization will be placed either on Level or on Restriction, whichever the resident was at prior to entering the hospital.

RANCH BUILDING USE POLICY

We expect that all buildings will be treated with respect. Our expectations are that each resident:

- Help keep area clean
- All equipment returned to the proper area
- Always remember safety first
- No food or drink in gym
- No resident in office areas without staff permission
- Abuse of equipment will not be tolerated

RECREATION

The Maryland Sheriffs' Youth Ranch allows the boys to have recreation time which takes place in the gymnasium. The gym includes a full-size indoor basketball court, a game room (equipped with arcade games, ski ball table, table tennis, and a pool table), and a weight room which the boys are able to access with the proper supervision. The boys participate in seasonal activities such as Field Day, sledding, baseball, and other sports. Staff also tries to provide activities for the boys like Bingo, shopping at the mall, the movies, and Sports Night. The residents are not required to participate in these activities.

RELIGIOUS INVOLVEMENT

Youth have the opportunity to practice and participate in the religion of their choice. Participation in religious activities is voluntary.

The Ranch staff supports and encourages the growth of each individual resident. Residents are offered the opportunity to participate in on Ranch and off Ranch religious experiences and services. On Ranch activities may include staff led Bible studies, as well as ongoing programs of inviting youth groups, religious and spiritual leaders from the community. Residents who have particular interests must contact their DSS Social Worker. The Ranch Social Worker will make arrangements for individual interests.

The Ranch also supports ongoing religious involvement with family and will work with residents on arrangements and visits.

Residents may attend regular church services, but not extra church activities if they are on Restriction.

RESTRICTION

Restriction is a behavioral modification tool used to address specific maladaptive behavior. When a resident engages in behavior that necessitates the use of a Restriction, the following actions will be taken for the duration of the Restriction:

- Residents forfeit their rights to engage in any off Ranch activity (including, but not limited to drivers education, sports practice or games, dances, off Ranch visits, etc.)
- Residents forfeit the right to receive any gifts (including food)
- Residents forfeit the right to work hours outside their regularly scheduled work hours.
- Residents forfeit their right to receive allowance for the duration of their Restriction.

The Ranch employs two main types of Restriction:

Education Restriction - Residents need to maintain at least a 70% in all classes. Residents on Education Restriction will be required to meet with a tutor as directed by the Education Coordinator.

Restriction - Residents may be placed on a time limited Restriction as a behavioral modification tool. Any resident that has an outstanding bill to MSYR will be placed on Restriction until the entire bill is paid. Restriction can include; removal of and loss of privileges to use electronic games and other equipment. Some examples of Restriction are as follows:

- Residents with Community Service hours will be placed on Restriction until all of their Community Service hours are completed.
- Residents may be placed on Restriction until they comply with a staff directive.
- Residents that refuse to attend a scheduled appointment (i.e. doctor, therapy, psychiatrist, etc.) will be placed on Restriction until the appointment is rescheduled and attended.
- Residents may be placed on Restriction for repeated and flagrant disregard for Ranch policies and rules.

A resident that has been placed on Restriction is not eligible to engage in any off Ranch activities for the duration of the Restriction plus three hours following compliance with the initial directive.

For Example: At 8:00 a.m. a resident is asked to clean their room and they refuse to comply. They are placed on Restriction. The resident cleans their room at 5:30 p.m. and is taken off Restriction. An outing is scheduled for 6:30 p.m. but the resident is not eligible to participate in that activity. If the resident had cleaned their room by 3:30 p.m., then the resident would have been eligible to participate in the activity.

ROOM POLICY

All residents of MSYR are required to keep their living area neat and clean.

- Beds are to be made daily.
- Floors are to be swept or vacuumed.
- Dirty clothing put in hamper/basket.
- Trash can emptied daily.
- All clean clothing neatly put away.
- Furniture should be free of dust.
- No food items permitted in bedroom areas.
- Only curtains and blinds may be placed over windows with staff permission (NO OTHER MATERIALS MAY BE USED).

Rooms must be ready for inspection prior to morning departure on school days, and 10:00 a.m. on non-school days.

Emergency exit doors (marked with red exit signs) are to remain closed except in the event of an emergency. **DO NOT BLOCK THE EXIT DOORS.**

AT NO TIME ARE RESIDENTS APPROVED TO BE IN ANOTHER RESIDENT'S ROOM! THERE ARE NO EXCEPTIONS TO THIS RULE. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN BEING ZEROED OUT FOR EACH OFFENSE.

SEARCHES

Maryland Sheriffs' Youth Ranch staff can and will conduct random room/property, and personal searches at any time. During room searches, two staff will be present for these searches. If contraband is found during the searches, the item(s) will be taken and not returned to the youth. (Items of contraband can be found in the ZERO TOLERANCE section.)

SEXUAL MISCONDUCT

MSYR describes sexual misconduct as any unwelcome sexual advance or request for sexual favors. Any resident that violates this policy will be referred to sensitivity training. They will also face disciplinary and/or criminal action. Violations can include, but are not limited to:

- Stripping of another resident
- Forcing someone to touch you
- Threats of physical harm for sexual favors
- Promise of property or money for sexual favors
- Sexual jokes that offend others
- Sexual gestures
- Any other inappropriate sexual behavior as deemed by the Recipient or Staff

SHOPPING

Residents are required to produce receipts for any item purchased off Ranch. If a receipt is not produced for the item in question, then the item will be confiscated.

SICK ROOM POLICY (During the School Year)

Residents who claim to be sick must report to the sick room located in the Wright Building on the bottom floor.

- They must remain in the sick room from 9:00 a.m. – until their dinner time. After that, residents will be required to stay in their room for the remainder of the day.
- Lunch will be served in the sick room.

- Residents must clean area before leaving the sick room.
- **Residents must remove sheets and pillow case for washing.**

SMOKING

The MSYR is a Smoke Free Program. MSYR residents are not allowed to possess and/or use any tobacco product/tobacco lighting device etc. Any MSYR resident who has the smell of smoke or is involved with residents who are smoking will be subject to the consequences of this policy. The MSYR reserves the right to use the following consequences for any resident who is found to be involved in smoking.

Placed on Restriction Level

Placed on Restriction Level/Anti Smoking Video & Written Report on the effects of smoking

Placed on Restriction/Smoking Classes @ FCHD

Placed on Restriction/Meeting with Placement Worker

Any resident who fails to complete the conditions of the MSYR Smoking Policy policy will remain on Restricted Status.

STUDY HALL

Study hall is mandatory for those residents who are on Education Restriction. Education Restriction is defined as a student having a grade below a 70% or if a teacher reports that a student has a missing assignment. Those residents on Education Restriction will be required to engage in a one (1) hour study hall in the Education Area (Monday-Friday).

TELEPHONE CALLS

Residents on level are allowed to make three (3) 10-minute calls (local or long distance) each day to approved contacts (names must appear in Redbook). Residents on Restriction are only allowed one (1) 10-minute call per day to family only. The calls must be made on the business line and be monitored by staff.

Calls can be made from 6:00 – 9:00 p.m. Monday through Friday, and 11:00 a.m. – 9:30 p.m. Saturday and Sunday. On holidays and during summer school breaks all days are from 11:00 a.m. – 9:30 p.m.

TRANSPORTATION

MSYR provides transportation for our residents. Any unexpected trips will be charged at \$10.00 round trip.

Resident's checks/allowance will be held until outstanding bills to Ranch are settled. The vehicle will not move until all residents are **BUCKLED UP!!** No food or drink is allowed in vehicles.

TREATMENT STRATEGIES AND THERAPIES

The Maryland Sheriffs' Youth Ranch contracts with Contemporary Therapeutic Services to provide psychiatric and therapy services to the youth. The residents at the Ranch participate in group and individual therapy weekly. They also see a psychiatrist monthly for medication monitoring needs.

The youth at the Ranch have Safe Environment Plans which are written by the residents and their case worker. They are plans that include ways to deescalate the residents and to help staff avoid restraining a resident. These plans are reviewed and edited quarterly with the residents.

VALUABLES

Residents are strongly advised to have valuables secured in assigned lockers. Engraving of items is available upon request. MSYR is not responsible for stolen/lost items.

VIDEO GAMES

Residents may not possess any video game systems. Residents may not have video games with the rating of "M", "A", or "RP". All games with those ratings will be confiscated.

VISITS

All visit requests must be submitted to the Social Worker by noon on Wednesday. Contact with family or significant others must be approved by the placement agency worker. ***Ranch Social Worker is not responsible for calling visiting resources to confirm visits.*** All visiting resources must call into the Ranch Social Worker by 9:00 a.m. on Friday to confirm a prospective visit. Residents will not be allowed to leave the property for visits until their scheduled time. ***If there is no visit listed on the visit sheet, then the child does not leave the property for a visit.***

Off site visitation with family or other approved resource is permitted if a resident is on Level.

ZERO TOLERANCE POLICY

Infractions of the Zero Tolerance Policy will result in a minimum of an automatic Restriction. The Ranch will also pursue legal action when appropriate. Violators of the Zero Tolerance Policy may also jeopardize their placement depending on the severity of the offence.

- Weapon possession
- Drug possession/use
- Pornography
- Alcohol possession/use
- Possession of tobacco
- Assault/Battery
- Sexual harassment
- Theft
- Threats of violence to Residents or Staff
- Willful damage of property
- Extortion
- Runaway/AWOL
- False fire alarms
- Discharging fire extinguishers
- Possession or use of cell phone
- School suspension
- Refusal to allow searches
- Unauthorized rides
- Any diet and/or vitamin supplement(s) that are not authorized by a doctor
- New Items without receipt of purchase
- CD's or music with Parental Advisory and/or inappropriate language
- 'Burned' or copied CD's
- Hands on behavior
- Video games rated "M", "A", or "RP"
- Electronic devices with inappropriate material
- Animal cruelty

Zero Tolerance Items will be confiscated. All Confiscated Items will be **donated or turned over as evidence to the proper authorities**. MSYR assumes no responsibility for confiscated items.

Revised: July 2008



RESIDENT HANDBOOK

I, _____, received a copy of the Resident Handbook, revised January 2009, on _____.

Name

Date