

## **Responsibilities**

As a dorm parent your responsibilities include the following:

- ❖ Safety and Security
- ❖ Traveling with family to and from each activity
- ❖ Keep the family on schedule
- ❖ Enforce rules and consequences
- ❖ Be familiar with and follow all MWA rules, guidelines, and procedures, as set forth in the employee handbook

## **Staff Basic Rules of Conduct**

- Tobacco and Alcohol are not permitted on the facility grounds. If you need to smoke or chew, you are to keep your items locked in your car. Do not bring them inside. You need to be off grounds while smoking or chewing on your break.
- Never purchase, borrow, or lend any personal items to a student. Never accept gifts from a student. This includes snack items and leftover food on your tray
- Never allow students to touch or use personal keys, facility keys, or the radio.
- Never leave your keys in your car.
- Never allow students to look at your personal photographs.
- Never look at students photographs.
- Never discuss your personal life with students. No off-task conversations period.
- Never carry your cell phone on the floor. Please keep it locked in your locker, and use it in the staff office or outside on your break.
- Never allow a student to use a cell phone.
- Never touch a student or allow them to touch you. This includes fixing hair etc. Hugs are allowed during hug time and with permission.
- Never horseplay, shadow box, or anything physical with a student. (Exception: if they are harming themselves or someone else, you should always call for assistance)
- **NEVER** be alone with a student!!!
- Never make negative comments or gossip about another staff or student. (If you have concerns about their behavior, take it to your supervisor.)

- Family and friends are not allowed on the facility without permission.
- Never attempt to contact any student who is no longer at the academy. Never give them your phone number, address, or request theirs.
- All processes and information from seminars are confidential. Upon returning from a seminar, never discuss details with the students. Never give students messages from their parents, or share information about their parents with them.
- Never argue or disagree with other staff in front of students.
- Always get permission from shift leader to take a break or leave your family for any reason.
- Never listen to channel 4 on the radio unless you are specifically requested to do so.
- You are required to stay at your assigned area at night during your sleepover. Following your 24 hour shift, you need to be up and watching a room by 6:45 a.m.
- When off campus with students, Facility rules apply.

### **Dress Code**

Our dress code is professional. Please remember that we are the example for the students. You should always look clean and presentable. If you have questions on your attire please ask your supervisor for clarifications.

- No jeans of any kind. This includes skirts
- All skirts must be an appropriate length. i.e. to the knee
- No tank tops or sleeveless shirts
- No hooded sweatshirts. Sweaters with hoods and zippers are fine.
- No flip flops
- No short shirts. Your stomach must be covered at all times.
- No low cut shirts Please watch cleavage showing
- Please watch tight fitting clothes
- Cover up tattoos
- No tennis shoes
- No t-shirts

## **Daily Schedule**

Each family has their own schedule. It is very important that the schedule is followed exactly, so that you do not interfere with another family.

**School-** The students have class 6 hours a day 6 days a week. All work is done on the computer.

**Chores-** Students clean for a half hour. They need to clean their restroom, dorm, extra area (if enough staff), and have inspections completed each day.

**Emotional Growth-** Emotional growth is done in the cafeteria with their snack. This is a half hour video that will play on the channel one TV.

**Group-** Group is held in their dorms. Please take the family there and radio the shift leader for a family representative. A family rep or shift leader must be present to begin group. This is also the person that will be running the group. Students should not tell war stories or glorify their past behaviors.

**Physical Education-** The students have P.E. for an hour and a half every day. This is followed by a half hour of shower time. Please have students in the gym, dressed, and ready to go by ten after.

**Educational Video-** The students have an educational video at the end of each night. This takes place in the classrooms. During this time students will also need to do their points and reflections.

**Reading-** Students read in their dorms. You may take them to the classrooms to get books.

**All activities should be on Silence. Only on-task questions should be allowed. The students have prep time at the beginning and end of each day. They may talk the last 15 minutes, if they are appropriate level, are fully prepped, and have permission.**

## **Radios**

Staff members working on the floor are required to wear radios. Staff should never discuss what is heard on the radio with the students. You are required to wear headsets with them. We issue the first one upon the completion of Orientation. You are then responsible for it, if it is broken, damaged, or forgotten, you will be asked to clock out and either get it, or purchase a new one from the front office. Staff will not be allowed to work without their headset. You should always listen to your radio. Please do not interrupt headcounts and respond promptly.

## **Headcounts**

Headcounts are done every 20 minutes. A staff member will be radioing for headcounts each time. Please physically count your family and report when asked.

## **Alarm Procedures**

The doors in our facility are armed at all times for security and safety purposes. When a door alarm goes off, the students will immediately stop what they are doing and line up. They will form two lines, one for lower levels and one for upper levels. Be ready with your count and stay lined up until all students are accounted for and the “all clear” is given. We need to have the entire wing accounted for in 45 seconds.

In the event of a fire alarm please line up all students and listen for instructions from the shift leader. Also please become familiar with our emergency exits, and posted procedures that are placed in the stair wells as well as the staff office. Always remain calm and follow procedures accordingly.

## **Breaks**

Staff eats meals with their families; therefore you are allowed two 15 minute breaks. We ask that you take your breaks while your family is in class. Simply radio the shift leader and let her know that you would like one and then she will arrange for someone to cover your family at that time. Please leave your radio with the staff taking your place and sign out on the break log in the office. If you need to smoke, please be sure to leave the grounds completely as it is against our code of conduct.

## **Punching In/Out**

Dorm parents are required to clock in and out on the time force computers prior to and following every shift. You will be given your username and password following your Orientation with RMI. You may clock in between 6:40 and 6:49 a.m. If you arrive later than this you will be considered late and written up. You must be clocked out no later than one half hour following your shift (i.e. 11:30p.m. or 7:30 a.m.) When on the clock you are required to stay on the floor and assist where needed.

## **Morning Meetings**

There is a morning meeting prior to every shift located in the down stairs classroom. When arriving in the morning please clock in, place your belongings in the staff office, gather your paperwork (i.e. dorm parent goals), record the headcount and red flags, retrieve a radio, and report to the classroom for the meeting. You must be in the meeting **NO LATER THAN 6:50 a.m.** During the meeting the shift leader will assign families, log radios, hand out keys, and go over shift notes from the previous days. Please pay attention and ask any questions that may come up.

## **General Expectations**

Midwest Academy is designed to assist students who have struggled in other schools or settings. We offer a structured environment. Therefore as a staff you will be holding the students accountable. You will issue consequences when a student breaks the facility rules. We do not ever want to argue with or be in a power struggle with a student. You will call the student on the rule and issue the consequence. If they try to argue, simply ask them to self or staff it. If there continues to be a problem, please radio the shift leader for assistance. She can then come and help in deescalating the student. Consequences should be filled out accountably, if they are not please let the student know that it is not and staff the consequence.

## **Recommendations**

There will be instances when a peer recommends a consequence to another peer. We follow the following format.

- Bunk leaders may recommend consequences to their buddy, but the student must pick it up on their own.
- Level three may recommend consequences to anyone in their family, but they must pick them up on their own.
- Level fours can recommend consequences to any student in any family, but the student must pick it up on their own.
- Level fives and sixes may recommend consequences, we are to call the student out on it and issue the consequence

\* It is our responsibility to maintain structure and hold the students accountable. Please refrain from “power tripping and hooking kids up” We are not a juvenile detention facility. We offer students the chance to learn from their mistakes and make new choices. If a student is continually breaking rules and refusing to follow the structure, please notify the shift leader immediately. Also, if you find yourself becoming escalated, please let the shift leader know so that they can assist in any way possible.

## **Probation**

Students can go on probation as a result of the consequences that they have created. This only applies to level 3's and up. When a student goes on probation it means that they are still their current level; however they have the privileges of a level 2. When a student goes on probation they will need to prep for that probation. It should not take more than 15 minutes. If the student is an upper level please radio the shift leader and ask what family she would like the student in.

## **Vote-ups**

Vote-ups are written essays that require signatures from staff members. You have two options when signing a vote-up, either support or deny. They must be holding the standards for the level that they are trying to obtain. You can find a copy of these in the staff office. Please take the time to gain an experience of a student before you sign their vote-up and write down your feedback on the sheet.

## **Rules**

We have many rules at Midwest Academy. You will learn most of them just by working with the family. There are packets in the staff office that have a few of them stated. If you have any questions or whether something is a rule, please ask your shift leader or bring it up in the night meeting.

## **Nightly Meeting**

There is a staff meeting after each shift. We shut down on the floor at 9 p.m. You are required to stay on the floor until 9:30 p.m. At this point the shift leader will ask you to go to the down stairs classroom. You will do you points and observations first. Then the shift leader will go over issues, re-flag students, questions, and assign sleeping areas and families to watch in the morning. Please feel free to ask any questions necessary.

