

Midwest Academy
Youth Leader Manual

REVISED
May 24, 2010

Off Shift/On Shift Guidelines

When you are on shift

Your primary responsibility is to assist the dorm parent(s) in supervising the family. You are required to be on shift every other day. If you are an ISS or OSS rover and they are not open, or you are switched out, you are still required to be on shift with a family. You **must** report to the dorm parent working with the family that day and let them know that you are on shift. You will be required to work on shift with that family from 6:55 AM until 9:00 PM. As an on shift you must spread out to watch the family. On shift upper levels should never sit or stand next to each other or staff at anytime while watching the families. Also on shift upper levels should never talk off task to students or staff.

Some of your responsibilities will be:

- You are to watch the rooms and be with the family to support staff and students as well as each other from 6:55 AM – 9:00 PM.
- You are responsible for making sure that the families' laundry is done on your on shift days.
- You are not to leave the family for any reason except:
 - Your phone call
 - your own doctor run
 - Special request of shift leader or administration etc.
 - Off grounds with family etc.
 - laundry duties
- If you must leave your family you are required to put someone on shift for you no matter what. This is regardless of whether or not there is another on shift with your family.
- You are to be responsible for all special buddies, passing out trays and watching salad bars.
- You must get a tray, cereal, and salad bar after the entire family when you are on shift.
- You will be required to wear an on shift tag so staff may easily identify who is there to assist them. You must also make sure there are at least 2 on shift upper levels with the family at all times!
- You are to be on silence when the family is on silence, other than on task instructions. You are to set the example and provide structure by holding standards.
- As a captain or co captain you are required to put yourself on shift with a family when your shift is On shift, however you may roam from family to family
- When on shift, you will be required to wake up early enough to be dressed and ready with your assigned family at 6:55 a.m.
- On Sunday's if you are on shift, you are NOT allowed to switch out to attend Church.

When you are off shift

- You will be required to spend the day with the family you have been assigned to from 7:00 AM- 6:30 PM. You must be prepped by 7:00 A.M.
- 7:00a.m.-9:00 a.m. is your designated chore time, but you must still eat breakfast with your assigned family.
- You will be required to travel with your assigned family to all meals. You must stay in the cafeteria for the entire meal period.
- You may only sign out during that families group, chore, reading time, or prep

time at night. The only exception to this is for phone calls, doctor runs, service projects, or special academic classes.

- Off shifts must attend one of the families' group times.
- Night prep will be from 7:30 – 8:00 PM
- All chores are to be completed by 9 AM
- Watch rooms from 9:00 - 9:30 PM so that on shift may prep.
- You are responsible for the Facility chores
- Student athletes are allowed to sign out of gym class to go to school only. (This includes weight lifting class students.) If you stay in gym you must lift weights, participate, or spread out and watch the family as an on shift. You are not to be hanging out on the sidelines talking, playing games, or playing with equipment.
- You are to complete your daily chore assignment between 7:00a.m.-9:00a.m. and then follow up with maintaining that chore during the above times that you are allowed to sign out from the family. If the family you are assigned to eats during this hour, you must go with them. Note: YOU ARE NOT ALLOWED TO DO YOUR CHORES DURING CLASS TIME.
- You must shower with the family in the gym. If you choose not to, you will need to wait until your evening prep time, or you may shower during your free time. You may not shower on the wing right after gym class. The only exception to this is the student athletes who are returning from a practice.
- You are also required to run any errands that staff may need you for such as doctor runs, or being a buddy on a phone call, returning books to class or watching the laundry rooms etc.
- On shift and off shift are required to sign in and out with family staff they are assigned to. You may have the family staff radioed for your change in location if you are unable to get to the wing. You must notify staff of any location change.
- On shift and off shift must be evenly dispersed throughout families.
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Off Periods/Free Time

Service Status: 1 hour of free time not during class

Honor Status: 2 hours, not during class

Internalization and High Honor Status: 3 hours

- **Upper levels working the family are not permitted to take any off periods.**
- Before taking free time you MUST make sure you have taken care of all your responsibilities such as cleaning areas and making sure you will or have already passed track. This is completely on you. You may take free time during group, reading or chore time. SL has to be notified that you are taking this as well.
- You may take free time in the couch area, or in your free time rooms; students are not allowed to take free time with staff. There should only be 2 students in any area at one time.
- You may listen to the radio, but it needs to be turned off when lower levels enter the area.
- You may use the table outside the classroom as long as there is no family representative occupying the space. There should only be four students present.
- You are NOT allowed to take free time in your dorm rooms.
- You may only have lower level appropriate items in lower level rooms.
- **You must always be with another upper level student when taking an off period.**

Saturday and Sunday Free time

- On Saturdays all levels have the same amount of free time as any other day but they do have the option of watching a movie.
- If there are movies, there is not a limit on how many students can be present to watch the movie. If there is no movie, same general rules apply to the free time area.
- Upper levels must be with their assigned family on Sundays.
- Chore time is from 8:30a.m.-9:30a.m.
- On Sundays Level 4 off-shifts may take free time during the families movie time, reading, and chore time.
- Level 5's and 6's may take free time during the families movie time, reading and chore time, emotional growth and the educational video for their free time.
- Make sure that all movies and electronics are returned to their correct location after you are finished with them.

Captain/ Co Captain Responsibilities:

Assign On Shift and give shift sheet to the shift leader by 7:00 a.m. daily
On shift days monitor each family in order to evaluate upper levels working the family.

Assign duties for special events and seminars.
Supervise daily upper level meetings

Activities

- Interns and off shift are allowed to participate in activities with the exception of, OSS rovers, Dr. Run security, *Hope Buddies*, *Run Buddy*, and Life Buddies. You may not manipulate your Captains in order to switch out for these
- Level 4's receive 4 on ground activities per month.
- Level 5's receive 4 on grounds and 1 off grounds per month
- Level 6's receive four on grounds and 2 off grounds activities a month
- Activities are a privilege, it is a consequence to ask about activities when we will be having them or what is the activity is. When going on activities off grounds you must have a buddy to be with and stay with the whole activity. You must also make sure you sign out and in up front when leaving and returning to the facility regardless of whom you are with, don't forget.

Cafeteria

Responsibilities

- When arriving in the cafeteria, you must make sure that the milk is out and ready. Make sure to turn on the TV and cover doors as well.
- Upper levels are to serve trays and watch the salad bar also.
- Upper levels should make sure that the trash gets changed and trays and silverware get returned to the kitchen staff.
- Upper levels should never enter the kitchen area unless instructed by staff to do so.
- You should never ask for extra food or accept it.
- Make sure to check silverware as it is placed into the dish.

- There should be no off task talking with cafeteria staff or anyone else. On shift Upper levels need to sit with the family.

Routine

- On shift upper levels should receive their trays and salad bar last.
- Off shift upper levels may go to the salad bar before the family but should not cut in front of someone. You may receive their tray at any time as long as you're not cutting in front of the family.
- If you are working with the family who eats dinner last, Upper levels must mop after the meal.

Eating

- Upper levels do have the privilege to diet. You must get a tray but are not required to eat all of it, and can specify what you do not want.
- Any diet must be approved through your family representative.

Upstairs Weight Room

- You must have a towel and be off shift when you go up.
- You must warm up and stretch with the family before you go up regardless.
- You must notify your staff of where you are going and must return to your family if they choose to go outside to the courtyard.
- **You must have thirds when going up.**
- Level 4's and up may listen to CD's if everyone present is at the appropriate level and the radio is no louder than volume number 11.
- If staff asks you to turn down the music, you must adjust the volume.
- You must sign in and out when going upstairs.
- You may use all equipment in the weight room with the exception of treadmills.
Treadmills are a privilege for honor and high honor students.

On shift

- You must watch the doors.
- You must be on task with students – watching them and encouraging them while calling them on rules.
- You may not talk to staff or other students unless you have permission from staff.
- You must spread yourselves around the perimeter of the gym or outside. There should never be two students standing next to each other
- You must check showers thoroughly both before and after showers.
- You must check bathrooms and stalls before and after students use them.
- You must time the showers, a total of ten minutes per shift.
- You do not have to dress out for PE.
- You must stand when watching students and guarding doors outside or in the court yard.
- You are not allowed to sit at staff tables. You are not allowed to play with any equipment, read or play games while watching the family.

Responsibilities

- You must guard all doors while in the catwalk going to the gym.
- You must link arms with students on run buddy.
- All upper levels must stand and cover the perimeter when going outside for PE.

- You must have your PE clothes in the laundry room of the family you are working with or go to get them during your free time. You are not to make your family wait for you to gather your PE items.

P.E.

- **On shift Students are required to** assist the dorm parent in monitoring the family, provide security by watching doors, and supervise showers.
- **Off Shift Students** are required to attend, dress out and participate in their assigned families **PE period each day regardless of weight lifting.**
- **Off shift are required to shower out in the gym with the family, if you choose not to, you must wait until evening prep time to shower, but you must be in uniform until then.**

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Prep Time

Normal Days

- You may wake up anytime past 6:30 AM as long as you get to your family on time at 6:55 AM.

Sundays

- Level 4's may wake up at 7:30, no earlier. You may wake up later as long as you are to your family by 8:15.
- Level 5's and 6's may wake up at 7:00 to prep if desired to attend church, etc.
- Level 4's may wear PE type clothing and level 5's and 6's may wear street clothes with a collared shirt. No clothes with holes or tears.
- On Shift OSS must report by 8:15 a.m.

Any Day

- You must sign out a tag if you are on shift before you go to a family.
- You must bring your binder to the classroom your family will be in for the day. This should be done before going to your family.

Uniform and Street Clothes guidelines:

- You must abide by the facility uniform guidelines:
- No colored or print style shoes or tennis shoes with uniform. Must be brown, black, or navy dress shoes, otherwise it is a 308.
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- When in street clothes, must have collared shirts.
- No tight fitting pants, sagging, non working image clothing or clothes with holes.
- All aspects of your attire and appearance will be left up to the discretion of the Facility, to determine if it is appropriate.
- You must be in full uniform when leaving or returning to the facility for an off grounds or home pass.
- Must wear uniforms to all activities unless approved by administration.
- If you show up to an activity in attire that is inappropriate, you will receive a consequence and you not be allowed to attend.

Midwest Academy Probation Standard

Level 3's go on probation if they receive:

- 4 category 2 consequences in one week.
- 2 category 3 consequences in one week.
- 2 category 2 consequences and 1 category 3 consequence in one week
- ANY staffed consequence
- ANY trend
- Must serve the entire seven days

Upper Levels go on probation if they receive:

- 3 category 2 consequences in one week.
- 1 category 3 consequence and 1 category 2 consequence in one week.
- Any trend from any consequence, category 1, 2, or 3.
- Any staffed consequence.
- You will never have more than 7 days probation. If while on probation additional consequences are received then the students 7 days or probation starts at the day the new consequences were given starting over at 7 days again.
- You must serve the entire 7 days on probation

Academic Probation:

Student in placed on situational probation until academics supports the probation to be lifted.

Coming Off of Probation

- Shift Leader or your family representative will approve of you being off of probation. Do not assume you are automatically off of probation.
- You are required to check your support off probation in group. It may or may not affect your getting off; it may depend on your family representative.
- You are on for another week if you receive any consequences that would put you on for another week starting from the day you received the second probation. Being on probation and getting off does not clear your past week's consequences. You are still an upper level and will be on probation according to upper level probation standards.

Routine:

You must go on probation immediately following the final probation consequence, regardless of whether you write a grievance and feel that it will be altered.

- Notify your captain and shift leader as soon as you go on so that you can be put on the board.
- If you only have colored underwear, or any upper level privilege items, you may not keep them in your lower level drawer; you must send the off shift in your family to find a pair for you before PE.
- You must make sure you have all necessary items for your probation, including anything in your laundry bag.
- When getting off probation, you may ask an upper level to have you be put on the wake-up list, as long as it was approved for you to wake up off of probation.

Line Structure Policy

As of 4-3-2006, line structure is no longer required to be heel to toe. Students should be always within arms distance of the student in front of them. Students can be closer than arms distance, but should not ever exceed that distance.

Buddy Guidelines

Upper levels are required to always have a buddy.

You must be with your buddy, not just watching them go down the hall or up the stairwell etc. You must accompany each other. This applies to the back rooms as well. Never go into a room without a buddy in the door to watch.

Upper Level Room H Guidelines

- There should not be any level 4's in room H. Only level 5 and 6's are permitted to sleep in that room. A level 4 may buddy someone to the room but should not enter the room.
- You are not allowed to take free time or just hang out in your room. This is considered an out of area.
- You may go to the room to retrieve an item. Your buddy should stand in the doorway. It is a consequence for both students to be in the room. Never be in a room without a buddy standing in the doorway.
- You may buddy someone to their room, but may never enter a room that you don't live in.
- Lights must always be on when you are in a room.
- You must undress and dress inside the bathrooms, never in the hallway or dorm rooms
- Voting up to level 5 does NOT automatically mean that you are eligible to move into the back rooms. You must get Shift Leader an administration approval.
- Room assignments will be made by your shift leader. You may not move into a different room without permission.

Illegal Items

- No aerosol cans
- No gum
- No magazines
- No short shorts
- Level 5 and up may have cologne in glass bottles.
- No hemp jewelry.
- No tank tops or sleeveless shirts. (When worn under another shirt, a tank top is permissible.)
- No glitter.
- Level 5 and up may use razors
- You must wear a collared shirt when wearing street clothes.
- Level 5 and up may use CD players. *Approved music ONLY that is checked out from the MWA library. May not be used when watching a room at night.*
- You may wear sunglasses on level 4 when going outside.

Emotional Growth and Educational Videos

On shift students are to be with the family assisting the dorm parents during these times. They are not allowed to have free time during these videos.

Off Shift Students requirements are as follows:

- **Service Status:** Must attend emotional growth video, but Ed Video can be used for free time.
- **Honor/High Honor Status:** Both Videos are **optional** if free time is taken.

Watching Rooms at Night

All upper status students will be responsible for watching rooms until night watch arrive regardless if you are on or off shift. Off shift students will watch the rooms from 9:00 to 9:30 PM while the on shift preps for bed. Must be watching the room and paying attention to rooms. No reading or listening to CD players. No talking to any lower levels after shutdown for any reason unless requested by shift leader.

Facility Jobs

- **On shift students** are not primarily responsible for doing facility jobs, except laundry for the family they are working with.
- **Off shift students** will be responsible for facility jobs such as, meals to intervention or study hall. There will be daily cleaning assignments for all off shift students.

Service Projects

- **Off shift students** should be the first option to assist in a service project.
 - **On shift students** should be the last option to assist in a service project.
- Level 4 and up off shift may go off grounds for service projects.

Unit Job Inspections

On shift students are primarily responsible for doing unit job inspections. **Status advanced (3) students who are working** can also assist in doing room inspections.

Phone Calls

If on shift students have phone calls on a day they are on shift the captain will fill in for them until they return from their call. **Status advanced (3) students who are working** can be used as a 3rd on a phone call.

Seminars and Staffing Seminars

Staffing students are required to stay with seminar participants at all times, including nightly homework. You may not go to bed until they are in bed. No exceptions including phone calls.

You are required to keep the seminar students on silence coming and going.

Laundry

- **On shift students** are not allowed to do personal laundry when they are on shift.
- Laundry is to be done on off shift days and **only** after facility laundry is done.

DR. Runs

An off **shift student** will be assigned a day in which if there is a doctor run they will be the first option to go. If a second upper status is needed to go the shift leader will ask for volunteers or assign an off shift student to go.

OSS

- You may not talk to the students in OSS for any reason other than to ask if they need anything, unless you have been requested by staff to do so.
- You must be on time and follow the OSS schedule.
- You may not talk off task to staff or other students watching OSS.
- You must have one person sitting in the doorway of the room watching the student at all times. The other student may read, do school or seminar homework only.
- You are not to be drawing, coloring, writing letters or playing games or anything else that could be considered off task.
- Upper levels should not be eating anything other than meals in OSS unless clarified through shift leader due to certain conditions. (No snacks or drinks)
- Make sure you sign in and out of OSS on the sign out log in OSS.

ISS

- You are on complete silence; all rules to be called must be done through staff.
- No one is allowed to eat in ISS.
- Staff is in charge of recording points etc.
- Upper levels are to be in charge of switching tapes and handing out paper and pens.
- Please make sure we are not playing the same tape.
- Make sure you sign in and out on the ISS sign out log.
- You may read in ISS but make sure you are watching students and that nothing scandalous is going on.

Rovers

If a student is assigned to be on shift in OSS they are considered to be off shift if OSS is not opened

Off Ground/ Home Pass

The schedule will be adjusted to meet the needs of the facility by the captain.

HOPE Buddies (Helping Orient Partners for Excellence)

- An **off shift student or a Captain** will assist the staff in getting the new student's items inventoried and settled in. Once the new student is ready to go with the family, they will be assigned a Hope buddy who will remain with them to orientate the student
- **In the classroom you must have your Hope buddy either next to you or at the front of your table so you can do school work.**
- **Hope Buddies are also required to make sure the Hope buddy check list is completed and turned in to the shift leader.** Make sure to complete the HOPE Buddy checklist with the new student.
- When a new student arrives, as an upper level, you may be assigned to do an intake. You will be responsible for making sure all illegal items are turned in to staff.
- Make sure to mark all items and keep an inventory of all items. Also make sure to get any necessary items to the student.
- HOPE is a structured three day orientation program.
 - You may be assigned to a new HOPE buddy for three days.
 - You will work with that family for the next three days.
 - You will answer any questions they may have while in the cafeteria or classroom.
- Expectations
 - Stay with your HOPE buddy whenever they are in the cafeteria or the classroom.
 - You will not have the privilege of free time while in class for these three days. You should be with your HOPE buddy if a concern or question comes up.
- HOPE Buddy
 - As a HOPE buddy, you will have the opportunity to be a helpful friend and leader to other students who are new to the Academy.
 - Once you are assigned to a new student, you will stay with that student helping the student become oriented and familiar with the program.
- As a HOPE buddy, you are expected to demonstrate a positive attitude and take on a leadership role. However, if your HOPE buddy should become difficult to work with (negative, run talk, program refusal, etc) then you, as an upper level HOPE buddy are responsible for advising staff and the other HOPE buddy (dorm leader). The HOPE buddy will then be evaluated by the shift leader. If necessary, the HOPE buddy will be removed to a more structured situation.

Consequences

Consequences are to filled out immediately after receiving them

The following are examples of rule violations that could occur.

Here are a few rules you may find new as an upper level:

- NFD
 - Eating before the family when you are on shift.
 - Doors not being watched in the cafeteria or gym.
 - Not checking bathrooms before and after use.
 - Not cleaning your area for an extended period of time.

- Not wearing your shift tag when you are on shift.
- Asking for or about an activity.
- Not putting someone on shift when you leave the family.
- Taking trays or trash through the double doors when the food is still out.
- Not watching the room when you are on shift.
- Hugging or talking when on shift.
- **Out of Area**
 - Watching someone go up the stairs or anywhere instead of going with them.
 - Traveling with lower levels without staff (excludes meds).
 - Being away from your family when you are on shift.
- Transporting a student on a doctor run or other transport when you are on shift.
- To radio for the catwalk to be opened to go to lunch.
- Not signing back in or out when leaving or coming back.
- Not telling your staff where you are going. You must do this when signing in and out.
- Not letting your shift leader or captain know you are leaving school grounds.
- Not watching the laundry room when scheduled to do so.
- **Neglect**
 - Leaving your gym clothes in upper level baskets over night.
 - Not picking up necessity items in the back before going to bed.
 - Not taking trays and trash out after meals.
 - Any of your items being in a lost and found basket.
 - Leaving books in dorm rooms after shutdown.
 - Not doing your assigned chore.
- **BRV** to not sign out when leaving the school campus other than a doctor run.
- **MAJOR OUT OF AREA** to go past the catwalk without staff.
- **DISRESPECT TO PROPERTY** to damage the on shift tags.
- **Laying down on couches or having feet up on couches.**
- **UNNECESSARY ITEM** to have anything in your lower level room that a lower level cannot have.
- **MAJOR OUT OF AREA** to not get up and go to the nearest family for a headcount when on free time, etc. (during alarms or incidents)
- **SHUTDOWN** to talk in lower level rooms or doorways after 9:00 PM.
- It is a consequence to talk about your home pass, getting pulled, off grounds, overnight, etc. You may tell your captain when you will be gone so they can make arrangements for their schedule no more than a week in advance. You are never allowed to talk to the lower levels about leaving the facility or about the dates of seminars.
- 210 to be talking in the lower level bathrooms.
- **Shutdown and Talk Time**
- If you are off shift, you are required to talk to the newer students and make sure they are all being talked to before talking with a level 2 or 3.
- Make sure you have a buddy throughout your day. At the end of the day, if you will be anywhere past 8:00 PM or doing anything that may cause you to miss headcounts, make sure you let your buddy know.

- During the day if you are HOPE buddy or Life Buddy, stay with your family. At 8:40 PM, all upper levels, including probation, on shift and off shift, will report to the cat walk for upper level headcount.
- After the headcount, you will return to your family with the probation students. You will watch the rooms until shutdown.
- At 9:00p.m. Off shift will watch the rooms while on shift prep. When watching rooms, you will make sure that no one is breaking shutdown, you must sit in the doorway of the room. No talking to students in the room or any upper levels .Your focus should be on watching the room.
- On shift will leave to prep at 9:00 PM. Off shift must stay with to watch the rooms until 9:30 PM.

FYI

You are responsible for your own items and responsibilities. Do not ask another upper level to go retrieve any item of yours or to do your responsibilities. This will more than likely turn into a consequence.

There is absolutely NO lending and borrowing of anything!!!!!!!!!!!!!!

Upper levels may not donate personal items to other students. This is considered lending and borrowing. The only items that may be donated are items that the facility might provide for a lower level that doesn't have one, and they must be donated to the facility not a certain student. It will be up to the shift leader to determine who receives any donated items. For instance towels, sheets, new t shirts or underwear still in package. Upper level privilege items are not allowed to be donated period! Any student having an item that was not approved will receive a major consequence.

Hugging and touching is not allowed without permission. It will result in a 317.

Definition of "On Task": Only what is necessary to complete the task at hand.

Video Games

Level 4's can play Xbox for their free time on Saturday or Sunday only. No weekdays.

Level 5's and 6's may play Xbox during free time all week. Only half of a free time can be.

Shutdown

Lower Levels 9:00 p.m.

Level 4 students 10:00 p.m.

Level 5 students 10:30 p.m. From 10:00 p.m. until 10:30 p.m. no wandering (if assigned to a room shutdown is 10:00 p.m.)

Level 6 students 10:30 p.m. From 10:00 p.m. until 10:30 p.m. no wandering