CONFIDENTIALITY

In compliance with Code Section 42 of the Federal Regulations, it is the intent of our organization to maintain the strictest possible confidentiality concerning our patients. Under this code section, failure to maintain confidentiality of the patient information, such as disclosure of patient's identity, physical whereabouts, or patient's status, is prohibited and unlawful and may be punishable by fine or other court action. In other words, you are not to discuss other patients or their issues with anyone outside of the staff at WOODLAND HILLS ACADEMY.

ADOLESCENT PROGRAM: RULES OF CONDUCT

A. GENERAL GUIDELINES

1. Boundary Issues

Respect staff's and peer's physical, emotional and document space.

No unauthorized medication or any other contraband is allowed in student's room or student's possession.

Students may not borrow other students' clothing or possessions or have said possessions in their rooms.

Students are not permitted in each other's rooms.

Students must occupy bathrooms individually.

No note passing is allowed between any students at any time.

No excessive or familiar touching, roughhousing, shadow boxing or wrestling.

No romantic relationships between students.

No students in staff offices without permission.

Students must not use the copy machine or any other business related equipment without signed staff permission.

2. Communications Issues

No profanity or coarse language.

During any conversation, only one person speaks at a time.

Students will maintain eye contact when talking to someone or when being spoken too. (Initial allowances will be made for cultural differences)

Learn the difference between complaining/whining and assertiveness.

Listen to and acknowledge in a positive way verbal prompts or reminders from staff without talking back, making excuses or raising one's voice.

Verbally remind, and only remind, other students; when they are breaking the rules.
Permission must be obtained to make or receive telephone calls, and written permission must be obtained before a student can give out any center telephone numbers to anyone. A staff member will observe all telephone calls to evaluate the effect the calls may have on the student for therapeutic reasons.

Students are not allowed to answer the door or the telephone.

Outgoing mail must be approved and mailed by therapist.

Incoming mail must be approved and delivered by therapist.

3. Education Issues.

Students must be respectful at all times of school faculty.

Follow classroom rules.

Students must have a signed permission slip from an instructor or staff member before leaving the classroom (except when going to the school restroom) or other group activity.
The teacher must approve all reading materials, other than books in school library, in writing.

Turn point sheets, from the previous day, in daily at the end of class. Failure to do so results in "0" points for the previous day.

Turn in proposals for level changes and passes to staff early enough to be considered in weekly staff meeting.

4. Respect Issues

No food or drinks allowed out of the kitchen and dining areas.

No food or drinks allowed in the vehicles.

Be punctual to everything.

Lights out on time - respect your roommate.

Do not ridicule, put others down or use name calling to express yourself. Do not focus on the negative - emphasize the positive.

Be polite - this means no physical or verbal fighting, threatening gestures, kicking, slamming doors or hitting walls.

Participate fully in all groups, meetings and activities. Sleeping is not allowed at these times.

No interference with staff business or staff management of another student. Woodland Hills Academy's documents and charts are confidential and must not be read by students.

No destroying, damaging or defacing of personal or center property.

Do not participate in "staff shopping". If one staff member gives you an answer, do not go to another staff member for another answer.

5. Responsibility Issues.

Be familiar with the daily schedule, level system and general guidelines after three days.

Get up on time. Go to bed on time.

Complete your responsibility circles. Clean up after yourself.

Chores must be completed on a daily basis, as assigned, and must be signed off by staff. It is a student's responsibility to acquire staff's signatures for sign offs.

No horseplay; such as running, yelling, jumping or being excessively loud.

Posters and pictures will be inspected and approved by staff, and are allowed only on your bulletin board. Posters are not to contain any inappropriate words or images, (Appropriateness will be evaluated by staff).

All items brought into the center must be entered on the inventory list. Any items deemed inappropriate will be collected, locked up and returned to the student's parents. Any new items must be added to the inventory list and initialed by staff.

No alcohol, tobacco or unauthorized drug use.

No driving!

Students must stay within the backyard boundaries, with staff supervision.

Remind staff members and parents if you are given privileges that you have not earned. This is the student's responsibility. The student will be held accountable.

A search will be conducted on admission and after passes outside of the center.

No leaving the center without permission. If a student leaves the center without permission (going AWOL), the center will be placed on shut down for 72 hours.

B. PERSONAL HYGIENE AND DRESS CODE:

Each student must be neatly dressed and well groomed (hair clean, brushed and kept off eyes) at all times.

Students must observe proper dental hygiene. Students must brush and floss daily.

Showers must be taken daily.

Be sure that you are fully dressed, before coming out of your rooms. Robes must be worn, when leaving your room, during night and early morning hours or if you are ill.

No cut-off shirts allowed (sleeves or midriff). Shirts must be of modest length covering the entire midriff area.

No cut-up, torn or shredded clothing and no writing on clothes.

No high heels.

Do not sleep in street clothes. Sleepwear is required, but may consist of sweat pants or gym shorts. Sleepwear cannot be your exercise apparel.

Females must wear bras or sufficient coverage, properly supporting breasts. No black bras under white or light colored shirts.

No mini-skirts, spandex, or long underwear allowed. Suggestive tight clothes are not allowed. Shorts must be no more than three inches above the knee.

No low-cut necklines.

No slogans or pictures on clothing items.
Footwear (socks) must be worn at all times. Shoes must be worn outside and only outside.

You are responsible for keeping your clothes clean. You must use the laundry facilities according to the Center's rules and schedules. Your wash must be done at least weekly. Only one student can do their wash in the same washer/dryer. You will be assigned a specific laundry day.

Students must wear one-piece swimsuits, with adequate breast support.

Hats may not be worn inside the center. They cannot be worn backwards or be gang related.

Students must dress up for weekly etiquette dinner. Sunday dinner will be the weekly etiquette dinner. Students will remain dressed up for the rest of the day.

C. ROOMS:

Student rooms need to be clean and tidy and signed off by staff before community meeting begins.

Bed will be made neatly. Spread must be smooth and sheets even. All spreads in rooms need to match. Extra blankets or quilts must be folded in the morning and placed on a shelf in the closet. Linens may not be stored at the foot of the bed or on the floor.

All clothes will be folded and hung in the closet or placed in dresser drawers.

Soiled laundry will be sorted and stored in the laundry sorter in the closet daily.

All toiletry items will be kept in plastic portable containers and left with staff. Plastic portable containers must not be left in the bathrooms. Bathrooms must be left in good order.

Pick up and dispose of any garbage.

Make sure rooms are in good order.

Upon entering the bedroom at night, the curtains must be closed immediately.

Upon leaving the room, turn off lights and make sure windows are closed if unoccupied.

D. OFF-GROUNDS ACTIVITIES:

All Center rules will be observed while on activities outside the Residential Treatment Center.

Students must be in eyesight of staff at all times, while outside and off grounds. This is the student's responsibility.

No meeting former students or unapproved friends while out on pass or activities.

No phone calls while out on pass or activities.

No mailing letters or making phone calls for other students.

E. VISITATION, PHONE CALLS, AND PASSES:

According to rules, as outlined in the Parent/Student Handbook.

WOODLAND HILLS ACADEMY LEVEL SYSTEM

Students admitted to WOODLAND HILLS ACADEMY will begin with Orientation Level.

Orientation Level:

- Student will be in staff sight during all waking hours
- Study Hall is classroom
- Shoes, coats, jackets will be kept with staff, except during activities
- No phone calls
- One letter to and from parents each week
- No shaving

Students are eligible to move to Discovery Level after achieving an average of 500 points per day for two weeks and after receiving a majority vote from the staff.

Discovery Level (Level I):

- Student may spend free time in common areas within staff sight
- Study Hall is classroom
- Participate in recreational therapy
- One phone call from parents on weekends
- May receive mail from and send mail to anyone on approved list
- Eligible for one four-hour pass (must propose and be approved by staff)
- No shaving

Students are eligible to move to Committed Level after achieving an average of 600 points per day for two weeks and after receiving a majority vote from the staff.

Committed Level (Level II):

Same as above - plus:
- Eligible for one eight-hour pass (must propose and be approved by staff)
- Can go outside with staff
- Eligible for field trips
- Students may shave

Students are eligible to move to Mastery Level by achieving an average of 660 points per day for four weeks and after receiving a majority vote from staff.

Mastery Level (Level III):

Same as above - plus:
- Eligible for outside theater activity on Friday nights
- Eligible for an overnight pass (must propose and be approved by staff)
- Free time and Study Hall in room
- One extra 15 minute phone call per week - weekdays from 7-9 PM

Students who are transferring from other programs, will have their level system adjusted in an appropriate manner; but, will still pass through the orientation level.

When students move down in the level system, it is an indication that they are not moving toward their therapeutic goals. Level drops are not punitive, but the natural consequences of rule violations and other inappropriate behaviors.

Students will move down one level in the level system for the following reasons:

1. Violating rules.
2. Lying.
3. Insubordinate behavior toward faculty or staff members.
4. Belligerence, insults, rudeness or name calling to other students or to staff members.
5. Staff shopping/manipulation.
6. Sharing belongings with other patients
7. Note passing.
8. Refusing to participate in therapy or therapeutic activities.
9. Failing to complete school assignments (behind three assignments equals one level drop) or consistently poor performance.
10. Getting less than 450 points on any given day.
11. Contacting individuals not on your approved telephone, letter or visitor list.
12. Three tardies to groups, meetings, school or activities.

More serious offenses, listed below, will result in a student moving down to the observation level

1. Leaving the facility without permission.
2. Drug/alcohol use on or off campus
3. Hurting self, others or property.

Observation Level:

- Student will be in staff sight during all waking hours
- Study Hall is classroom
- Sit with staff during activities
- Therapeutic writing assignments during recreational activities
- No telephone privileges
- Mail to and from parents only (one per week)
- No jewelry
- No shaving

Students are eligible to move to Discovery Level after achieving an average of 500 points per day for one week and after receiving a majority vote from the staff.

WHAT TO BRING - CLOTHING LIST

At WOODLAND HILLS ACADEMY, it is important for students to identify themselves through personal accomplishments and growth rather than expressing their identity primarily through clothing and hairstyles. Clothing styles at WOODLAND HILLS ACADEMY are selected for function and purpose rather than for current fashion image. WOODLAND HILLS ACADEMY students are encouraged to maintain a clean-cut, well-groomed appearance.

What to bring -

1. Dress clothes (one or two sets)
2. Eight shirts no more
3. Eight pants no more
4. Two pairs of gym shorts and shirts
5. Tight pairs of socks and nylons (no fishnet, mesh or pantyhose) knee highs only
6. Eight pairs of underwear
7. Two to three bras
8. Pajamas
9. Robe (no belt)
10. Jacket, winter coat, gloves and snow boots (seasonal)
11. Swimming suit (one piece)
12. Walking shoes (closed toe) with no more than 8 eyelets
13. Tennis shoes and dress shoes with no more than 8 eyelets
14. Toothbrush, with holder and toothpaste
15. Deodorant (no aerosol)
16. Shampoo and conditioner (plastic bottles only), styling gel (non aerosol)
17. Comb and hair brush, (no pointed handles)
18. Electric razor (rotary only), no safety razors
19. Sunscreen
20. Three towels and three wash cloths
21. One three-ring binder with lined paper
22. One stuffed animal without pockets (optional)
23. Scriptures (optional)

All items, except hygiene items, must be marked with a clearly identifiable and easily documented mark.

DRESS STANDARDS

The Student will not dress in such a manner as to draw undue attention to herself while at WOODLAND HILLS ACADEMY or in such a way as to be considered detrimental to therapeutic treatment. Clothing will be maintained in good repair.

WHAT TO LEAVE HOME

This list is representative but not exclusive and may be changed at any time.

1. The following items are prohibited:
2. Combat boots, steel-toed boots and cowboy boots
3. Short, tight, tube, halter, tank tops and shirts without sleeves
4. Clothing with low necklines or exposed midriffs
5. Shorts, skirts and or dresses more than three inches above the knee
6. Pants, shorts and skirts without hems
7. See-through and excessively baggy clothing or clothing with slogans or pictures.
8. Two-piece swimming suits
9. Belts and Bandanas
10. Suntan lotion, perfume, lipstick, eye shadow, mascara and makeup base
11. Nail polish and nail polish remover, rubbing alcohol, hydrogen peroxide, hair bleach, hair dyes, skin astringents, and roll up Chap Stick.
12. Cell phones, pagers, keys, wallets, purses and back packs
13. Pens, pencils, markers and paint
14. Journal (a journal will be provided)
15. Gum, nuts with or without shells and food of any kind
16. Alcohol, including mouthwash, coffee, tea, tobacco of any kind, drugs and unauthorized medication
17. Aerosol cans, (such as hair spray, deodorant, foot spray, etc.)
18. Tweezers, nail clippers, nail files, manicure kits, sewing kits and Q-tips
19. Glass containers, glass bottles and mirrors
20. Glue, stickers, stamps and envelops
21. Matches, lighter and lighter fluid
22. Tools, knives, scissors, pins, tacks, needles, nails, staples and razor blades
23. Computers, laptops, cameras, TV's, video tape players, video tapes, video CD's, `cassette players, cassette tapes, audio CD players, audio CD's, records, stereos, electronic games, and calculators
24. Nothing displaying alcohol, drug, sexual, gang, cult and satanic symbols
25. Valuables items, including money, credit cards, identifications cards
26. Skates, skateboards, ice skates and skis
27. Weapons of any kind

VALUABLES AND GIFTS

All items brought in for the students must be checked and approved by staff and added to their inventory list. WOODLAND HILLS ACADEMY cannot be responsible for the student's personal items. We suggest that all valuables (expensive watches, jewelry, etc.) be left at home.

Students will not be allowed to carry more than $5.00 at a time. The house parents (in a locked box) will keep funds in excess of $5.00.

Your child will be given activity money as needed. Parents are requested not to send money from home. The staff will notify you if student needs additional clothing (i.e. maternity clothing). Send any additional clothing money to the Woodland Hills Academy Business Center. Your child will be able to purchase the aforementioned clothing under staff supervision. You will be provided with copies of related receipts.

VISITING HOURS

Visitors are welcome at WOODLAND HILLS ACADEMY. Because there is school throughout the day and activities in process, we have designated specific times and rules for visiting.

Monday - Friday	7:00 - 8:00 PM (Mastery Level privilege only)
Saturday	7:00 - 9:00 PM
Sunday	7:00 - 9:00 PM

VISITING GUIDELINES

All visitors must check in immediately with a staff member. An adult must accompany individuals under the age of Eighteen.

Committed Level (Level II) and Mastery Level (Level III) students may leave with family members for a two-hour pass on the weekend without prior approval. Student must appropriately notified staff. Two-hour pass information form must have been filled out in advance.

TELEPHONE POLICY

It is our policy at WOODLAND HILLS ACADEMY that each student has the privilege to use telephones, both to make and receive telephone calls. Parents will be asked to complete a mailing, telephone and visitor list of individuals that students may contact. Parents are responsible for updating in writing any changes to the telephone, mailing or visitors list, WHA is not responsible for parents failure to do so. Students contacting individuals not on their list will result in being dropped a Level. A staff member is required to observe all telephone calls to evaluate the effect the call may have on the student for therapeutic reasons. Individual calls or calling privileges may be suspended for disciplinary reasons or if staff considers such calls not to be therapeutically beneficial. All students' calls will be made as collect calls. Calls will be limited to **15** minutes per call and one call per weekend (either inbound or out bound - not both). The hours that students may Individual calls or calling privileges may be suspended for disciplinary reasons or if staff considers such calls not to be therapeutically beneficial receive calls are:

Monday - Friday	7:00 PM - 9:00 PM (Mastery Level privilege only)
Saturday	7:00 PM - 9:00 PM
Sunday	12:00 A.M. - 1:00 PM 7:00 PM - 9:00 PM

** Orientation Level students may not receive phone calls.

House telephone numbers is: (1) (801-423-2221)

HOLIDAYS

Students at WOODLAND HILLS ACADEMY are able to spend time at home for major holidays. We encourage families to spend these times building family relationships. The therapeutic levels determine the length of the passes that the students are on and will be decided by the staff and the parents of each individual student. Monthly tuitions will not be adjusted to reflect home visits.

PASS PROCEDURES

Find out parents' schedule so you can decide on specific times for the pass.

Propose before Wednesday morning for a pass, using specific times and dates. Pre contact information form must be filled out.

After the pass, turn in point sheets, parents' comments, and personal comments about the pass including (a) what you feel went well on your pass; (b) what could have been done to make it even better. Post-contact form and contact evaluation form must be filled out.

PASS RULES

All program rules and level system rules apply while on pass.

During the time a student is on a pass, she must be with one of the following people at all times: Guardian, parent, grandparent, aunt, uncle, sibling (eligible only if the sibling is over the age of 21 and approved by the guardian and therapist), or religious facilitator (approved by the guardian). Guardianship authorization form must be filled out in advance.

Students may not have contact with other students or former students of WOODLAND HILLS ACADEMY during a pass.

Students may not mail letters while on pass. The student's therapist must mail all letters.

Students may not contact people for other students. All contacts must go through the appropriate staff member.

Students may not return to the Center to visit during pass. If a student returns during a pass, the pass is considered to have ended, and the student must remain at WOODLAND HILLS ACADEMY.

If a problem arises preventing a student from returning on time, it is the responsibility of the student to call and inform the staff.

Failure to comply with these rules may affect a student's future pass schedules.