Management Procedure 4014
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Upper Status Student's Handbook

Responsible Department: Program Directors

Purpose:

Provide guidelines for the Upper Status Students in their activities at Academy at Ivy Ridge.

Scope:

This procedure shall apply to all Upper Status Students at Academy at Ivy Ridge.

Responsibilities

Director of Boys Program Director of Girls Program	To properly implement this procedure through all personnel interfacing with students.
All Academy at Ivy Ridge Upper Status students	To follow this procedure as required for Upper Status Students.

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1.0 Policy

Upper status students shall have a set of rules commensurate to their level of accomplishment. This MP shall serve as their handbook. This handbook is informative, not directive, in nature. The information in this handbook is a summary of the policies and procedures documented in the Academy at Ivy Ridge documentation system. The policies and procedures are subject to change without notice and the final authority lies in the latest version of the appropriate Academy at Ivy Ridge MP. This handbook may be reproduced as an unofficial guiding document for distribution to Upper Status Students. Students should address questions on policies and procedures through their chain of command.

2.0 While On-Shift

2.1 Your responsibility is to monitor the family to which you are assigned. If there are more upper status students than families then more than one will be assigned to a family.

2.2 Upper status students are not permitted in the upper status classroom or lounge while on-shift.

2.3 Keep all of your required school books with you in your designated work area.

2.4 You must ask your Dorm Parent for permission to go anywhere besides your work area and advise them how long you will be gone. Wandering the hall is grounds for an out-of-area consequence.

2.5 Bathroom Rules

When you are required to take other students to the bathroom the following rules apply:

- There must be at least three students that must go.
- No more than five boys in the bathroom at once.
- No more than four girls in the bathroom at once.
- If more than one-half of the family needs to go to the bathroom, the Dorm Parent must accompany the group.
- Talking is not permitted with the lower status students in the bathroom. Talking may result in a BRV and you will be placed on probation.

2.6 When on-shift you may not participate in PE.

2.7 Ensure the family's classroom is clean and neat at the end of the day. Failure to do so will result in a neglect consequence.

2.8 Dorm Parent permission is required prior to speaking about anything not related to school.

2.9 You will accompany your Lower Status Family to group. You are required to participate and provide feedback. You are recognized by the Lower Status Students as leaders. They look up to you for your opinion on how to act around the facility.

2.10 Lower Status Students must be in full uniform at all times unless the student is on run-watch or suicide-watch. As an Upper Status Student, you must wear a program tie when on-shift.

2.11 When on-shift you shall remain on post with your assigned family until 9:30 pm. Do not forget the bus for the girl's dorm starts at 8:00 pm.

2.12 While on-shift in the dorm there is to be no wandering around or hanging out in your or another's room. Either may result in an Out of Area consequence.

3.0 While Off-Shift

3.1 In order to leave the classroom you must sign out and sign back in upon your return.

3.2 Ensure you follow the schedule.

3.3 It is your responsibility that the classroom and lounge are clean. Put all of your books away when leaving the room. Do not leave them lying around on the desks.

3.4 Each day you shall do one hour each of PE and fitness. This is mandatory for each day you are off-shift. You may do weightlifting, play basketball, etc. If you use the weight room, make sure you put the weights away and wipe the benches down when you are done.

3.5 There are to be no Lower Status Students in the upper status classroom or lounge. The lower status student as well as you will both receive consequences if this occurs.

3.6 As an off shift Upper Status Student, you may wear a casual tie from home, if it has been approved by Program Directors.

3.7 Off shift Upper Status Students shall attend upper status group.

4.0 Upper Status Student Lounge

4.1 The lounge is available to the Upper Status Students during their leisure time.

4.2 Keep the lounge clean at all times. The lounge shall be thoroughly cleaned every Sunday.

4.3 Food is not permitted in the lounge except for an organized school activity.

4.4 Access to cable TV and radio is a privilege. The following TV channels and radio stations are NOT allowed. Any other TV channels and radio stations may be deemed inappropriate at staff discretion. Students caught watching these channels or listening to these stations will receive a BRV.

Television	Radio
MTV	98.7 FM
VH1	96.7 FM
HBO	106.7 FM
E-Entertainment	89.9 FM
Comedy Central	92.7 FM

4.5 VHS or DVD movies received in packages, obtained during home passes or off grounds visits shall be approved by the Program Directors prior to viewing. Watching an unapproved movie will result in everyone in the room receiving a BRV.

4.6 Any movies brought to the school shall be donated to the school.

5.0 Cleaning Duties

5.1 The classrooms and lounge shall be cleaned daily. Everything must be on the shelves. Nothing is to be left on the floor or the tables.

5.2 On Sundays these rooms are also swept and wiped down. If the lounge or classroom is not clean it will be an unsatisfactory inspection consequence.

5.3 On shift Upper Status Students must assist Lower Status Students in their daily cleaning, such as washing windows, shoveling snow, lawn care, garden care, sweeping floors, etc.

6.0 Dress and Grooming

Upper status students need to set the example by living high standards. You are expected to be in full uniform at all times except during leisure and PE. If you are not in full uniform you will receive a dress code violation.

6.1 Full uniform for males is:

- Dress shoes (approved by Program Director before wearing)
- Dress socks
- Khaki pants
- White undershirt (no tank tops)
- White dress shirt
- Brown belt
- Tie (Program tie for on shift and an approved tie for off shift)
- Navy sweater vest (On shift must have program vest or blazer. Off shift vest must be approved.)
- Blue Blazer

6.2 Full uniform for females is:

- Dress shoes (Must be approved by Program Director before wearing)
- Knee socks
- Skirt
- White dress shirt
- Tie
- Navy sweater vest
- Blue Blazer

6.3 Appearance shall be neat and appropriate.

- Shirts shall be tucked in when wearing PE clothes and when you are in the hallways.
- Pants shall not sag.
- Skirts shall be no shorter than 1 inch above the knee.
- Hair must be kept neat.
- Socks shall be pulled up and not left fallen at the ankles.
- Male students shall be clean shaven. Sideburns are not allowed. Not being clean shaven results in a BRV.

6.4 Laundry shall be done each Sunday unless you have permission from your Program Director to do it at a later time.

7.0 Academics/Classroom

Upper status students are role models for the lower status thus are required to set the standard.

7.1 Every upper status student has a 5-track unless otherwise directed by their teacher. Keeping up with academics is imperative.

7.2 Fill out evaluations as soon as possible.

7.3 All students shall be working on the computers unless taking an elective.

7.4 Homework must be signed by a dorm parent. Failure to have homework signed is an NFD.

7.5 Note cards must be signed by a teacher; they may not be signed by a dorm parent.

7.6 Off-shift upper status students may do schoolwork when the schedule allows. If you are on-shift, you may do schoolwork all day but your first duty is to the family with which you are working.

7.7 If you fail your track once, you are placed on academic probation. You do not attend activities and privileges are cancelled while on academic probation. Failing your track two weeks in a row results in an academic deficiency and you will be dropped to achievement status probation.

7.8 Visits to the academic office shall be for academic questions only.

7.9 The classroom shall be kept neat at all times.

7.10 Changing clothes in the classroom is not permitted.

7.11 Lounging is not permitted in the classroom; it is for work only.

7.12 There should be no excessive noise in the classroom; others may be studying. Students need to respect others doing their work.

7.13 Anything posted on the walls must be signed by the appropriate Program Director.

7.14 School catalogs and other college information is only permitted in the classroom. SAT and ACT college prep materials are considered college information.

7.15 There should be nothing on the floor except chairs or desks. Use the available storage space in the room.

7.16 The computer in the classroom is for typing letters, life contracts, and other special projects assigned by staff. Staff permission is required before any other use of the computer is initiated.

8.0 Dining Room, When On-Shift

8.1 Go through the serving line after everyone in your assigned family goes through.

8.2 Do not ask for special meals - doing so will result in a manipulation.

8.3 Sit at the table with your assigned family.

8.4 No talking to the lower status students. Talking will cause them to receive a BRV and you an NFD.

8.5 Do not leave the cafeteria until the family leaves. Any wandering or neglect of responsibilities will result in a consequence.

9.0 Dining Room, When Off-Shift

9.1 You are required to eat at the end of the second shift. No talking in the cafeteria. No off-task talking to anyone including the staff.

10.0 Kitchen Duty Responsibilities

There should be no more than three advanced status students serving in the kitchen. The responsibilities below apply to each meal you are assigned to the kitchen. There should be no more than four advanced status students washing dishes. These responsibilities apply for both female and male students.

10.1 All Dishes Must Be Clean. Dishes that you eat from must be scrubbed with soap and water before they go through the dishwater. **Do not** leave dishes to soak overnight.

10.2 Dishes for the next meal may be rinsed and stacked beneath the table.

10.3 The three-tub sink shall to be filled according to the NYS Department of Health sanitation guide.

10.4 Serving Areas Shall Be Spotless.

- Clean all food from the wells in the serving line after every meal.
- Wipe down the juice area thoroughly.
- Clean the milk machine from top to bottom.
- The area surrounding the drink machines must be spotless.
- Change cleaning cloths after every meal.

10.5 The windowsill and register in the garbage area shall be kept spotless.

10.6 The walls and countertops located near the dishes shall be wiped down after each meal.

10.7 The floors shall be swept and mopped. Use a different mop bucket for each room.

10.8 Mop buckets shall be emptied and rinsed out when you are finished. The mops shall also be rinsed and left upright to dry.

10.9 Underneath all counters and appliances should be clean. No food should be visible.

10.10 Check in with cooks a half hour before your mealtime. The student will need to be accompanied by their staff.

10.11 You are permitted to be accompanied by advanced status students while on kitchen duty. You may have up to three advanced status students with you when serving breakfast, lunch or dinner. You may have up to four advanced status students with you when washing dishes.

10.12 There will be one advanced status student assigned to each dining room. A female to the girl's dining room and a male to the boy's dining room. They are responsible for:

- bringing a bucket of soapy water and a clean cloth to the dining room to wipe down the counters
- cleaning floors
- filling condiments
- emptying and putting away the trays
- wiping down the tables after each family is done eating
- keep the serving line clean at all times
- at dinner the attendant will also take care of the salad bar

10.13 All areas should be kept spotless.

10.14 Aprons shall to be worn by all students working in the cafeteria.

10.15 Supervision and/or permission should be given prior to travel to any part of the kitchen.

10.16 Upper status students shall not be off task in the kitchen.

10.17 Students will not ask for special meals or food. This applies to everyone. Any violations of these rules will result in the upper status receiving a 206 NFD consequence.

10.18 Students in the kitchen must be accompanied by staff at all times.

10.19 Talking off task in the kitchen is not permitted. No one is allowed out of area in the kitchen.

10.20 Extra efforts and good attitudes will be rewarded per the cook's recommendations.

11.0 Activities

11.1 Each month there will be two advanced status activities. All of the upper status students may chose to participate for a fee of $40 per activity.

11.2 There will be two service status on-grounds activities each month. Students on honor and high honor status may participate for a fee of $40 per activity.

11.3 Members of the student council do not have to pay for $40-activities.

11.4 Honor and high honor status students may participate in two off-grounds activities each month for a fee of $80 per activity.

- Participation in these activities is voluntary.
- You may wear non-image clothing if it is approved for these activities. If you come to an activity with clothing that is not appropriate you will not be permitted to participate.
- If you are late to the activity you will not be permitted to participate.

12.0 Seminars

Upper status students may be used to staff seminars. The students should never be late for a seminar. It is your responsibility to make sure that they are on time.

12.1 If you are staffing a seminar, you need to be in the seminar room by 8:00am.

12.2 Grounding is at 8:30am.

12.3 It is your responsibility to make sure that the students are in the gym at 9:00 am. They should be all ready to go. This means that everyone has eaten, used the bathroom, received their medications and have everything they need for the seminar. Students must wear there complete uniform.

12.4 Interact as a team and help each other out.

12.5 Upper status students shall not switch seminars they are assigned to staff without prior program director permission.

12.6 Staffing seminars by upper status students is a privilege that can be taken away.

13.0 Parent-Child Seminars: PC2 & PC3

13.1 In order to be invited to attend PC2 the student must be at Honor Service for at least two weeks and have completed PC1. There must be a gap of at least two months between PC1 and PC2.

13.2 In order to be invited to PC3 the student must be at High Honor Service and have compiled 1600 points. The student must have completed PC1 and PC2.

13.3 When participating in PC2 and PC3 students shall adhere to the following rules:

- Students must travel in complete uniform
- Students must have parental supervision at all times
- No manipulation
- Must be in bed at a reasonable hour
- You may take pictures, but not in the seminar room
- No communication with friends
- No phone calls to other than immediate family
- No tobacco
- No image clothes
- No faxes
- No “R” movies
- No MTV
- No CD players, CD’s, Tapes, or DVD’s
- No inappropriate music
- No music tapes
- No food or drink in vans or seminar
- No drugs or parties
- No driving
- No clubs or dance
- No pool or hot tub parties
- No internet, email or chat
- No magazines
- No coffee, cappuccino or lattes

13.4 Items to bring to the seminar:

- Complete Uniform
- Seminar contract (Life Contract for PC3)
- Accountability name tag
- Medications
- Pen and paper
- Seminar binder

13.5 Any breach of these rules will result in a minimum consequence of a Category 3 consequence. All other program rules still apply.

13.6 Stay focused, this is not a vacation. It is time to work. Focus on family, share progress, hopes, dreams and changes. Work on your own issues as well as family issues. Please keep in mind that your family is the priority. Family is the focus. Have a lot of fun; enjoy yourself and your time with your family.

13.7 If your life contract is in the making, work on it.

13.8 If the seminar contract is not signed before you leave the facility, a Category 3 rule violation will be earned.

14.0 Allowed Items for Upper Status Students

14.1 Where possible, all items must be marked with the owner's initials. Items without initials must be stored in marked containers when not being worn or utilized. Violation of this requirement can result in a consequence for possession of illegal items.

14.2 Bedding and Linens

Description	Quantity Permitted
Blankets	2
Comforter	1
Pillows	2
Sheets, twin	1 set
Towels	2
Washcloths	2
Mattress pad	1

14.3 Clothing

Description	Quantity Permitted
Belt, brown or black	1
Bras	5
Caps, stocking, (Must be approved by program director)	2
Gloves, winter	1 pair
Hat, winter (Must be approved by program director)	1
Jacket, heavy, for cold weather	1
Jacket, light, seasonal	1
Pants, uniform	7 pair
Pants, non-uniform	3 pair
Pajamas, top/bottom	3 pair

Sandals, shower	2 pair
Shirts, uniform	7
Shirts, non-uniform	5
Shoes, dress, black (Must be approved by program director)	2 pair
Shoes, other (Must be approved by program director)	2 pair
Socks, blue	6 pair
Socks, white	12 pair
Sweaters	2
Sweatpants	2
Sweatshirts	2
Swimsuit	1
Undershirts, white (No tank tops)	7
Underwear	12

14.4 Jewelry

Description	Quantity Permitted
Bracelet	1
Earrings (females only)	1
Necklace	2
Ring (males)	1
Rings (females)	1 per hand
Rosary beads	1 set
Watch	1

14.5 Personal Hygiene and Grooming Products

Description	Quantity Permitted
Acne face-wash	1
Blow dryer	1
Bobby pins (females)	-
Comb (females)	1
Conditioner, hair	1
Cotton balls (females)	-
Curling iron or straightener (females)	1
Dental floss	1
Detergent, laundry	1
Fabric softener, liquid or dryer sheets	1
Frizz control, (females)	1
Hair brush	2
Hair clips (females)	-
Lotion	3
Make-up with bag	1

Make-up remover	1
Mouthwash, alcohol-free	1
Nail clipper, bladeless	1
Perfume or cologne	2
Powder	1
Q-Tips	1 box
Razor	1
Soap, bath or hand	1
Tub, plastic, for bath products	1
Tweezers (females)	1

14.6 Miscellaneous

Description	Quantity Permitted
Alarm clock, without radio Student Council members may have an alarm with radio.	1
Binder	3
Books, Self help	5
Glasses, contact solution, glasses case	1
Fan	1
Journal	1
Musical instrument	1
Pens, black	5
Pictures, immediate family only	-
Picture frames, without glass	2
Picture album	1
Shoe polish	1
Stuffed animals	3

15.0 Privilege and Status

Reaching each status earns more privileges, and with more privileges comes more responsibility.

15.1 Service Status Privileges

- All Advanced Status privileges.
- Two additional activities a month.
- Two phone calls a month with parents
- One three-day parent visit a month.
- “Jr. Staff”
- Able to staff seminars

15.2 Honor Status Privileges

- All Service Status privileges.
- Two off-grounds activities a month.
- Three phone calls a month with parents.
- One three-day overnight visit with parents a month.
- Eligible for a home pass after graduating from Parent Child 2 Seminar.
- Eligible for Student Council.

15.3 High Honor Status Privileges

- All Honor Status privileges.
- Two additional off-grounds activities a month.
- Four phone calls a month with parents.
- Eligible to attend Parent Child 3 seminar upon recommendation.

16.0 Student Council

16.1 Criteria for joining the Student Council

- Honor status, age 18 or special permission by Program Director
- Hold upper status for at least one month
- Must wait at least one month after a status drop or probation before being eligible to return to student council position. The position is not guaranteed
- Holding a high standard
- "A" student
- Showing leadership in the facility
- Should not have to be told to do things
- No negativity

16.2 Responsibilities

- Student Representative
- Participate in the vote-up
- Serve on grievance committee
- Conduct parent tours
- Work on service projects
- Plan and coordinate Advanced and Honor Status activities
- Oversee activity committees
- Collect Airwaves and Source articles from students
- Participate in weekly meetings with administration
- Participate in facility meetings
- Participate in art club activities

- Assist during bunk leader and advanced status meetings

16.3 Rewards

- Special Student Council activities
- Honor
- Luncheons
- Advanced and Service status activities are free
- Alarm clock radios (without CD)
- No dish room duties

17.0 Shift Leader-Trainer

The trainer serves as link between staff and the student team.

17.1 Criteria

- Display positive attitude
- Do not practice favoritism
- Display assertiveness
- Take initiative
- Give 100% effort in academics
- Display leadership
- Do not practice power tripping

17.2 Responsibilities

- Conduct evaluations and assign points
- Prepare dish schedule
- Prepare cleaning schedule
- Prepare shift list
- Assign family rotation for upper status
- Prepare dropped upper status forms and submit to the appropriate Family Representative
- Make entries in the communication log as required

18.0 Shift Leaders

18.1 Criteria

- Shift leaders are appointed by the trainer

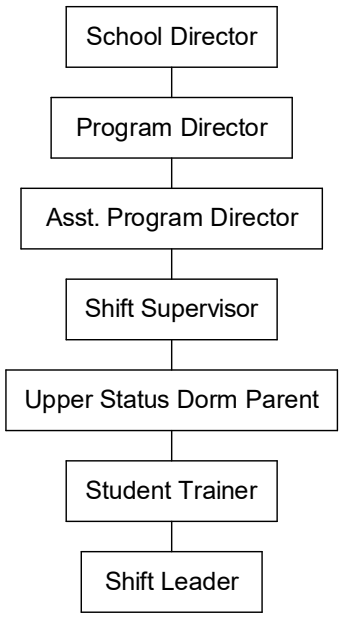
18.2 Responsibilities

- Assign the upper status students on their shift to families, kitchen, and other projects as necessary
- Submit the dorm list to the shift supervisor at the beginning of each shift
- Ensure that all of the upper status rules are followed
- Make entries in the communication log as required
- Prepare daily evaluations and weekly point total sheets

19.0 Chain of Command

All upper status students are required to follow the chain of command. Failure to follow the chain of command may result in an NFD. If an upper status student needs assistance they should speak to their student shift leader. If the shift leader cannot provide the necessary assistance the shift leader shall speak to the person at the next level. Each person should only communicate with the level just above them. In this manner the request for assistance will rise to the level necessary. Do not go directly to any level other than the one directly above you.

19.1 General discussions of the Program are allowed with any level.



20.0 Achievement Status Probation

20.1 You are placed on achievement status probation if you receive a staffed category 2 or category 3 consequence or if you fail your track two consecutive weeks.

20.2 You may be placed on achievement status probation if you are not living up to the standards of being an upper status student.

20.3 You start with 0 points but have all Achievement status privileges.

20.4 You must earn 200 points before you can vote up. Vote up will take place at the same time as for other status students.

20.5 After successfully voting up you must wait at least one week to become a bunk leader or bunk assistant.

20.6 Students on probation are not allowed to work in the kitchen.

21.0 Shutdown

21.1 Upper Status shutdown is at 10:00pm.

21.2 All on-shift upper status students should be monitoring the lower status halls until 9:30 pm. Failure to carry out this responsibility will earn an "Out of Area" consequence. Walking from room to room ensuring lower status students are following the rules of shutdown will help maintain control in the dorms.

21.3 A violation of shutdown will result in placement on achievement status probation.

21.4 Upper status dorm room doors must be open at least 2 inches during shutdown hours.

22.0 Off-Grounds Visits and Home Passes

Please remember that this is valuable time with your family. Your visit is specifically for family time. Family is the focus. Have fun and enjoy yourself and your time with your family.

22.1 You only go with a family member who you will be living with when you go home. No friends. You must be under 100% supervision.

22.2 During an off-grounds visit you shall remain within a two hour car ride of the school. Any further than two hours must be approved in advance by the program director. When you have a home pass you shall only go to your home.

22.3 Departure for off-grounds visits shall not begin before 8:00 am. Students must be back at the facility by 8:00 pm. Parents may not stay past 8:00 pm unless prior permission is granted from a program director.

22.4 Students must inform the shift supervisor of their departure prior to leaving and report back in upon their return.

22.5 You will be under continuous family structure. At home you should be keeping the same hours you do at Ivy Ridge. Having chores to do and a schedule will also be beneficial.

22.6 Focus on family structure, share progress, hopes, dreams, changes and your own issues as well as family issues.

22.7 Work on your life contract if you are a PC 2 graduate.

22.8 Everyone that goes on a home pass or off grounds visit must pick up a contract from their program director or family representative the day before and set 3-5 goals to accomplish during the visit. The contract must be signed before you leave.

22.9 Any breach of the contract will result in a minimum consequence of a CAT 305, violation of visit.

22.10 When returning from an off grounds visit, home pass or seminar, students must have all items inventoried that night and any new items must be approved by the program director.

23.0 PE and Fitness

It is very important for all students to keep themselves physically fit. Being physically fit will not only help your body but your mind.

23.1 When PE or fitness time is scheduled students must be present and participate with 100% effort.

23.2 All benches must be cleaned after use and all weights must be racked when using the fitness center. When in the gym all equipment not in use must be picked up and stored in a designated location.

23.2 Use the sign-in sheet at the door. Everyone must sign in and out when entering or exiting the fitness center.

23.3 The locker room next to the fitness center is for staff only.

24.0 Bathrooms and Laundry

24.1 Upper status may use the bathroom when necessary. When off-shift you must first obtain permission. When on-shift you must sign out or get permission.

24.2 Laundry is done in a designated location during specific times. Do not use the laundry facilities near the fitness center.

24.3 When you must go to the dorms for any reason you should have at least two other students when a staff member is not available.

25.0 General Student Rules

25.1 Students are not allowed to act as staff on transports.

25.2 Students are not allowed to assist staff outside of the school during a runaway recovery.

25.3 Students must be silent when getting on an off of buses.

25.4 Students must not touch other students.

25.5 Students must respect other people's belongings.

Management Procedure Change Log

Procedure Number: 4014
Current Revision Level: A
Date of Current Change: 1 September 2004
Title: Upper Status Student's Handbook

Revision Level	Description of Changes	Date of Change
A	Original document.	1 September 2004

MP Form 0010.02: 15 September 2003