

Title: Children's Rights
Student Rights and Responsibilities
License Reference: 114.13
Responsible Department: Executive
Departments Affected: All

Intent of Policy: Youth court-ordered into placement at Clarinda Academy with the approval of the State of Iowa Department of Human Services have certain well-defined rights and responsibilities. These rights protect the student while the student works toward a return to the community through demonstrating the ability to behave responsibly. Until then, a student's privileges are limited to the degree necessary to protect himself/herself and others and to carry out the legal purpose of his/her commitment to the court order.

Procedure:

RESPONSIBILITIES

Youth are court ordered into placement for violating the rights of others and/or by violating the law. The Iowa Department of Human Services approves all placements. The purpose of this policy is to not only inform students of their rights, but to assist them in gaining a renewed respect for the rights of others. Every member of the Clarinda Academy, including both students and staff, has the responsibility to promote safety and security; orderly conduct and behavior; freedom from fear of insult, harassment, or injury; and to allow for maximum opportunities on the part of each student.

- A. While on Clarinda Academy grounds, facilities, or at Clarinda Academy sponsored events, the following expectations apply to staff, students, and visitors:
1. To help maintain an overall atmosphere which promotes learning (normative culture) and to respect the principle that no student shall engage in any activity which disrupts or shows clear and convincing evidence of threatening to disrupt the daily schedule of Clarinda Academy and/or interfere with the public or private rights of others.
 2. To obey the order of the court to remain in placement, to participate fully in the expectations of Clarinda Academy, and to attempt to meet the goals established at Clarinda Academy.
 3. To protect Clarinda Academy property by caring for it and protecting it from theft, misuse, and destruction, and at the same time respecting the personal property of peers and staff in the same manner.
 4. To promote the physical safety, sexual integrity, and personal safety of all others, through the use of self-discipline.
 5. To refrain personally and discourage others from possessing or transferring any kind of weapon or object which could be used as a weapon.

6. To refrain personally and discourage others from possessing, using, buying, selling, or otherwise providing alcohol, narcotics, or other illegal drugs or abusing any other substance as an intoxicant or stimulant.
7. To practice and encourage honesty in all interactions.
8. To respect peers and staff by obeying all reasonable requests and avoid the use of verbal abuse, ethnic slurs, slander, or obscene gestures.

RIGHTS

A student's rights are not terminated because of his/her temporary placement at Clarinda Academy, nor will we deny a student the opportunity to learn about and practice human rights behavior every day at Clarinda Academy. Of equal importance is the right of Clarinda Academy staff, consistent with constitutional safeguards, to set expectations for and control behavior at Clarinda Academy. The difference between the freedoms expected of the students and the necessary restrictions of students and their actions by Clarinda Academy staff, in order to maintain good order, can be minimized by appropriate behavior in the positive peer culture.

A. EQUAL TREATMENT

Students have the right not to be discriminated against because of race, color, sex, language, religion, political or other opinions, national or social origin, property, birth or other status. There is equal access to programs and services for all students.

B. NECESSITIES OF LIFE

Students have the right to be provided with the necessities of life (clothing, adequate sleep, shelter, and healthful food) while at Clarinda Academy.

C. FREEDOM OF EXPRESSION

Students have a right to express their ideas and opinions. However, **THIS RIGHT IS LIMITED**. It does not mean students can verbally abuse another individual without disciplinary procedures being taken nor will it protect a student if the student says something that the student knows is untrue about another person with the intent to harm that person.

D. PROTECTION FROM ABUSE

Students have the right to be protected from the acts or threats of harm or mistreatment from peers or staff. Each resident has the right to be free from restraint or seclusion or any form used as a means of coercion, discipline, convenience, or retaliation.

1. Corporal (physical) punishment is prohibited.
2. Approved physical restraint procedures will be used only if the student presents imminent danger to self or others.
3. Intentional infliction of degradation or other humiliation for its own sake is prohibited.

- E. **MEDICAL AND DENTAL CARE**
Students will be provided with adequate medical and dental care as determined by qualified medical personnel. A complete physical assessment will be arranged within one week of admission.
- F. **RELIGIOUS FREEDOM**
Students have the right to hold any religious belief. Clarinda Academy staff will make reasonable efforts and to attend any religious services of their choice. However, the right to express or exercise these beliefs by word or action is subject to security and rehabilitative needs.
- G. **EDUCATION AND RECREATION**
While at Clarinda Academy, students will have the opportunity to meet their basic educational and recreational needs.
- H. **ACCESS TO COURTS**
Students have the right to “access to court”. The student has access to the courts at any time as long as it does not interfere with the daily routine/schedule. This means a student has the right to present any issue by making contact with his/her attorney or referring worker. This contact with the attorney/referring worker includes (but is not limited to) telephone communication, uncensored correspondence (letter writing), visits, and after hour visits where requested on the basis of special circumstances. A student’s referring worker/attorney may contact the student at any time. If the student wishes to contact his/her referring worker/attorney, the student needs to consult with staff for the appropriate procedure.
- I. **RIGHT TO RECEIVE VISITORS**
Students have the right to receive visitors except those precluded from visitation by Court Order (i.e. immediate family members) or on the No Contact list developed by the worker with knowledge of the family and child. The student has access to the visitors at any time as long as it does not interfere with the daily routine/schedule. The right to receive visitors may not be restricted as a disciplinary measure; however, visits may be terminated or denied whenever they become dangerous to the safety and security of Clarinda Academy, interfere with the student’s progress, or pose problems with the welfare of a student or other persons.
- J. **ACCESS TO THE GENERAL PUBLIC**
Students are permitted to communicate with their family and friends, as well as with public officials, the courts, referring worker, and their attorney. A student’s right to send and receive mail and telephone communication is subject to the written policies of Clarinda Academy. If staff have reasonable suspicion to suspect contraband, they may have the recipient open incoming mail in front of them and the contents emptied. Mail that is not a threat to the safety and security

of Clarinda Academy staff, residents, or the public will not be censored. If mail is censored, the action shall be documented to both sender and recipient.

K. PERSONAL APPEARANCE

Students have the right to determine the style of their hair as long as it remains neat, clean, and out of the face (except in individual cases where such restrictions are necessary for reasons of health and safety). At no time shall a student be allowed to wear a style that denotes gang or street affiliation. Students may wear their personal clothing within Clarinda Academy guidelines.

L. RIGHT TO VOTE

Students may register to vote if they are eighteen years of age or older. To register, a student must contact the Registrar of Voters in his resident county. Clarinda Academy staff will help with the registration if a student desires to exercise his right to vote. If a student does register and will be in Clarinda Academy on an Election Day, the student will need to request an absentee ballot if he desires to vote.

M. RIGHT TO AN ORIENTATION

Students will receive an orientation to Clarinda Academy. Since students are expected to abide by the norms, students are entitled to an opportunity to become thoroughly familiar with these norms, which will happen during the orientation process

N. RIGHT TO PROGRAM PARTICIPATION

Students have the right to an individualized program with specific and measurable goals. Students have been accepted to Clarinda Academy for behavior, education, treatment and custodial care. A student's education will include, at a minimum, the opportunity for academic, vocational, and physical education. Clarinda Academy students also receive medical care, skill development and therapy and counseling services, and supervision by trained staff. Security requirements or placement restrictions may limit student access to these programs.

O. RIGHT TO CONFIDENTIALITY [114.13(2)]

Information regarding students and their families is kept confidential and released only with proper written authority and/or in accordance with Clarinda Academy's Privacy policies.

Title: Children's Rights
Confidentiality
License Reference: 114.13(2)
Responsible Department: Administrative
Departments Affected: Group Living, Admissions

Intent of Policy: Information regarding children and their families shall be kept confidential and released only with proper written authority.

Procedure:

- The student case records shall be:
 - A. Assigned an identification number.
 - B. Filed in alphabetical order.
 - C. Have a standardized format.
 - D. Be stored in a secured area with the files marked "confidential".

- Access to records and files shall be restricted to:
 - A. The student who is the subject of the record and his counsel.
 - B. The parents or legal guardian of the student named in the record and their counsel.
 - C. Judges, prosecutors, and law enforcement officers when essential for official business.
 - D. Authorized personnel from the Iowa Department of Human Services.
 - E. Individuals and agencies for the express purpose of conducting research, evaluative or statistical studies, provided the proper consent has been obtained.
 - F. Members of the administrative staff of the parent agency when essential for authorized internal administrative purposes.
 - G. Authorized Clarinda Academy staff.
 - H. State and Federal officials.

- The contents of the Logbooks are confidential and must not be made available to students or persons other than appropriate agency personnel.

- Access to Student Medical Records. Written policy shall require that the medical staff have access to information contained in the student's records when the physician believes the information contained therein may be relevant to the student's health and care. Adjudicated youths are frequently in a state of high anxiety and may forget details of their lives that may be important from a health standpoint. Therefore, a review of the student's records regarding previous drug and alcohol arrests, condition at the time of arrest, and possession of medications may be important to the medical staff in determining the student's total health status.

- Staff Confidentiality
 - A. Staff members will not discuss any student by his name or identifying information outside of the agency, except to appropriate professional personnel.

- B. Staff members will maintain the integrity of private information, neither seeking personal data beyond that needed to perform their responsibilities, not revealing case information to anyone not having proper professional use for such.
 - C. If a staff member violates this staff confidentiality provision, appropriate disciplinary action will be considered (i.e. reprimand, suspension, or termination).
- Destruction of Records
 - A. Student records will be kept for seven years after a student is discharged.
 - B. After seven years, the student's records with all pertinent information will be shredded or incinerated.
 - Records Storage
 - A. All records will be kept in a locked file cabinet or other secured area when authorized staff is not present.
 - B. Students will not have access to other students' records.
 - Media
 - A. Students' names, identity, or pictures will not be released or printed in such items as local newspapers or brochures of the facility for purposes of publicity without the students' and parents/legal guardians' consent.

**CLARINDA ACADEMY CHEMICAL DEPENDENCY COMPONENT
NOTICE OF CONFIDENTIALITY**

- Federal law and regulations protect the confidentiality of alcohol and other drug abuse patient records maintained by this program. Generally, the Clarinda Academy Chemical Dependency Component may not say to a person outside the entity that a student attends the program, or disclose any information identifying a student as an alcohol or drug abuser unless:
 1. The student consents in writing,
 2. The disclosure is allowed by court order, or
 3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

- Violation of the federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

- Federal law and regulations do not protect any information about a crime committed by a student either at the program or against any person who works for the program or about any threat to commit such a crime.

- Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities. (See 42 U.S.C. 290dd-3 and 42 U.S.C. 299ee-3 for federal laws and 42 CFR Part 2 for federal regulations.)

- I have read the foregoing information and understand the confidentiality policy of the Clarinda Academy Chemical Dependency Component program.

Staff Signature

Date

Witness

Date

A CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT REGARDING EMPLOYEES AND STAFF OF CLARINDA ACADEMY

- The intent of the Health Insurance Portability and Accountability Act (HIPAA) and its standards is to assure that confidential information will remain protected and used only as necessary to accomplish this organization's mission and obligations to its clients.
- As a condition of employment and to receiving confidential health information such as access to a computer or system, and/or being granted authorization to access any form of confidential information identified above or below, I, the undersigned agree to comply with the following terms:
 1. My Logon Code is equivalent to my LEGAL SIGNATURE and I will not disclose this code to anyone to access the system using my Logon Code.
 2. I am responsible and accountable for all entries made and all retrievals accessed under my Logon Code, even if another or I made such action due to my intentional or negligent act or omission. Any data available to me will be treated as confidential information.
 3. I will not access or request any on-line computer system using a Logon Code other than my own.
 4. If I have reason to believe that the confidentiality of my User Logon Code/password has been compromised, I will immediately change my password and notify Clarinda Academy's MIS Officer.
 5. I will not leave a secured computer application unattended while signed on.
 6. I will not access or request any information for which I have no responsibilities. Also, I will not disclose any confidential information unless required to do so in the official capacity of my employment or contract. I also understand that I have no right or ownership interest in any confidential information.
 7. I will comply with all policies and procedures and other rules of Clarinda Academy relating to confidentiality of information and sign-on codes.
 8. I understand that my use of the system will be periodically monitored to ensure compliance with the agreement.
 9. I agree not to use the information in any way detrimental to the organization and will keep all such information confidential.
 10. I will not disclose protected health information or other information that is considered proprietary, sensitive, or confidential unless there is a need-to-know basis.
 11. I will limit distribution of confidential information to only parties with a legitimate need in performance of the organization's mission.
 12. I agree that disclosure of confidential information is prohibited indefinitely, even after termination of employment or the business relationship with Clarinda Academy, unless specifically waived in writing by Clarinda Academy's Executive Director.
 13. This agreement shall survive the termination, expiration, or cancellation of this agreement.
- I further understand that if I violate any of the above terms, I may be subject to disciplinary action, including discharge, loss of privileges, termination of contract, legal action for monetary damages or injunction, or both, or any other remedy available to Clarinda Academy.

Employee's Name (please print)

Employee's Signature

Date

Title: Children's Rights
Communication
License Reference: 114.13(3)
Responsible Department: Administrative
Departments Affected: All

Intent of Policy: To provide guidelines for telephone calls and mail of Clarinda Academy students.

Telephone:

- Students are allowed to have private phone conversations with anyone except persons identified by the referring worker and/or parent/legal guardian as not appropriate (no contact list). Restrictions with immediate family members may only be allowed if a court order is present in the student's file.
- Phone calls that students make will be collect or via a phone card which students may purchase if they have funds in their student funds account, or may be provided by parents/legal guardians. Persons receiving calls from a student may limit frequency or duration of calls by conferring with the student's dorm staff. Students from the State of Delaware will make direct phone calls to their parent/legal guardian as this is part of that jurisdiction's contract requirement.
- Incoming calls will be screened by staff to verify the identity of the caller before approval is given for the conversation.
- Non-status students will be allowed ten (10) minutes of phone call time per week. Eagle Pledges will receive fifteen (15) minutes of phone call time. Those students attaining Eagle status will receive twenty (20) minutes of phone call time.
- Students may utilize their allotted ten (10) minutes of phone call time to contact any person(s) except those on their NO CONTACT list.
- Any calls a student receives or makes that are negatively affecting their behavior can be terminated by staff. If a pattern develops in regard to a certain person, the student's referring worker will be contacted and that individual may be placed on the No Contact list.
- When limitations on visitation, calls or other communications are indicated, they shall be determined with the participation or knowledge of the child, family or guardian, and the referring worker. All restrictions shall have specific bases which shall be made explicit to the child and family and documented in the child's case record.

Mail:

- Students can send and receive mail. Because Clarinda Academy serves students who have a history of associating with negative peers, mail coming to a student will be opened in the presence of staff. As with phone calls, mail to or from a person who is negatively affecting a student's progress in Clarinda Academy's program will be discussed with the student's referring worker. If an item of mail is received from a person on the No Contact list, that piece of mail is either placed in the student's inappropriate file which will be made available to that person upon discharge or returned to the sending party.
- Writing materials, envelopes, and stamps will be provided to each student for up to five (5) letters per week.
- Staff will not read student's mail, unless a student approaches a staff member to read their mail or the information contained in student mail is relayed by an outside entity, i.e. referring workers or parents/legal guardians.
- Students have a right to communicate with their legal counsel and referring worker. Students will have access to their attorney or referring worker without discussing the reasons for that contact.
- All incoming and outgoing mail will be logged on the student's contact sheets which are placed in their student files.

Title: Children's Rights
Privacy
License Reference: 114.13(4)
Responsible Department: Administrative
Departments Affected: All

Intent of Policy: To provide guidelines for the privacy of all students consistent with the mission of Clarinda Academy and the safety and security of students, staff, and community.

Procedure:

- Reasonable provisions are made to provide for the privacy of all students.
- This includes, but is not limited to:
 - A. Private visits with family members.
 - B. Private telephone conversations with referring workers and attorneys.
 - C. Periodic free time in the evenings and weekends.
 - D. Time for personal hygiene.
 - E. Time for religious observance.
 - F. Private time to deal with personal and/or family issues when necessary.

Title: **Spiritual/Religious Services and Counseling**
License Reference: **114.15(1, 2)**
Responsible Department: **Executive**
Departments Affected: **All**

Intent of Policy: To guarantee the constitutionally protected right of students to freely exercise their religious beliefs.

Procedure:

- The religious services policy is provided to the students, parents or guardians, and placing agency as part of the information packet at the time of admission.
- The program's schedule will provide an opportunity for students to engage in religious activity, with attendance strictly voluntary, and chaplain services will be available.
- Whenever feasible, the child shall be permitted to attend religious activities and services in the community. Efforts will be made to accommodate requests of students and families for religious services in their faith within the community.
- Clarinda Academy reserves the right to prohibit a student from attending or participating in religious services/activities other than what is declared at the time of admission. The student's parents or legal guardian will be contacted before any changes are allowed

Title: **Work or Vocational Experiences
Vocational and Employment Training Services
(World of Work)**

License Reference: **114.16**

Responsible Departments: **Education/World of Work**

Departments Affected: **Group Living, Education, World of Work**

Intent of Policy: To provide information regarding vocational services and instruction available at Clarinda Academy.

Procedure:

- The goals of the Vocations Program are to:
 - A. Teach relevant job skills (self-discipline, personal responsibility).
 - B. Develop in the students the requisite behavior and skills needed to complement job training in order to prosper as self-sufficient contributors to society.
 - C. Teach students to appreciate the value of work - an important feature of Clarinda Academy.
 - D. Provide students with vocational training through the utilization of on-campus instruction and cooperative vocational programs offered through local educational entities.
- Students could be placed in various vocational courses offered dependent on eligibility. GED and High School graduates will be given priority in regards to participation in vocational programming.
- Students entering the Clarinda Academy with a GED or High School diploma must spend a minimum of 30 calendar days in academic classes before admission into vocations will be considered.
- Vocational training is performed in conjunction with local resources (e.g. the community college) and with outside companies who can offer jobs to students. Job training is “hands on”, specifically developed with employers to guarantee the students learn relevant, applicable skills.
- Student eligibility for participation in vocational program will be heavily dependent upon student behavior and rating. Negative rated students may be excluded from participation in vocational classes. Eligible students may have the opportunity to earn wages while working jobs through our vocational program. Members of the Eagles Club may have the opportunity to work in off-campus and on-campus jobs while non-status students will only be considered for on-campus projects. On and off-campus work is part of the student’s educational plan and is for rehabilitation and therefore, student participation in on-campus and off-campus projects will not be subject to the goals or needs of the Clarinda Academy.
- Work as part of the program shall be identified in the child’s case plan.

Title: Family Involvement
License Reference: 114.17
Responsible Department: Administrative
Departments Affected: All

Intent of Policy: To assist families of Clarinda Academy students to be involved with their children while under the care of Clarinda Academy.

Procedure:

- The involvement of a student's family is an integral part of the Clarinda Academy program, unless otherwise regulated by the Court.
- Effort will be made by Clarinda Academy staff to assist families in maintaining involvement with their student by:
 - A. A student will be allowed to call his/her parent/guardian on the day of admittance to inform them of his/her arrival at Clarinda Academy.
 - B. Immediate notification by letter to the family indicating the student's arrival on campus. An orientation packet is sent from Clarinda Academy providing program and visitation information.
 - C. Informing families of the student's progress through regular phone contact by the Case Manager.
 - D. Legal guardians will be invited to attend a student's Initial Case Plan staffing and all other quarterly reassessment staffings.
 - E. All behavioral assessments will be sent to the student's legal guardians.
- On or off campus visits for family members shall be allowed as per the Clarinda Academy Visitation Policy.
 - A. Consideration for privacy for on-campus family/legal guardian visits will be provided. Safety and security needs of the Academy and space limitations may be considered. 13(3)c
 - B. Any restrictions on family visitation for a particular student are made explicit to that student and his/her family members. Information will be entered in the student's permanent case file.
- Unless otherwise regulated by the court, students are allowed telephone and mail contact with immediate family members.

Title: Family Involvement
Visitation
License Reference: 114.17(237)
Responsible Department: Administrative
Departments Affected: All

Intent of Policy: To provide guidelines for on and off campus visitation of Clarinda Academy students.

Procedure:

- Parents/legal guardians will be allowed to remain with a student during the Admissions intake process, if they accompany the student upon arrival to the Academy.
- It is recommended a student be at the school a minimum of 30 days before an on-campus visit occurs. However, legal guardians/ immediate family on-campus visitation may occur any time during the student's stay at the Academy, when properly scheduled, unless there is a court order prohibiting the legal guardian/immediate family members from visitation.
- To schedule a visit:
 - A. Visitors may contact Clarinda Academy to schedule visitation Monday through Thursday from 8:00am to 4:00pm or Friday 8:00am to noon prior to the weekend of the visit. During scheduling visitors will receive a code number for the visit.
 - B. During the scheduling, visitors will receive a code number for the visit.
 - C. No changes can be made to the visit appointment after noon on Friday prior to the weekend of the visit.
 - D. If the visit needs to be canceled, please call the Academy as soon as possible.
 - E. Only the people who have been approved and whose names appear on the visit appointment list will be allowed to visit. No additions or substitutions will be made the day of the visit.
 - F. The student's referring worker and/or placement worker must approve ALL visitors. ALL visitors MUST be on the student's contact list.
- Visits will occur on Saturday and Sunday from 1:00 p.m. to 3:00 p.m. Visitors may visit on both days; however the visit must be scheduled as such.
- Visitors who are unable to provide code number will not be allowed to visit. This process is in place to ensure safety and security of our students.
- A maximum of five visitors will be allowed to visit during one session, and any of the five visitors leaving the designated visitation area will not be allowed to come back to the visit. The visitors at the time will need to leave the campus. If the scheduled visit of the immediate family consists of more than the maximum number of visitors permitted at one time, they will need to take turns, and any extra visitors will need to leave campus.

- No one under 21 years of age will be permitted to visit without the supervision of a parent/legal guardian.
- Visitors are encouraged to abide by all campus norms.
- Alcohol, drugs, and the use of tobacco are not permitted on campus. Visitors suspected of being under the influence, bringing, or using these items on campus will be asked to leave immediately.
- Any item brought to students by a visitor must be inventoried and approved by staff before being given to the student.
- Visitors should only bring quantities of food, candy, and beverage that can be consumed during the visit. Anything leftover must be taken home with the visitors or thrown away after the visit. These items cannot be stored on the dorms for future use or be given to others.
- If visitors bring money to the student, it must be given directly to the staff member supervising the visitation. Students neither need nor are allowed to have money in their possession on campus.
- Off-campus visits are usually only permitted to those students who currently possess their Eagle status, in good standing.
- Off campus visits must be requested at the time of scheduling. The parent/legal guardian must be present during the off-campus visit. ALL off campus visitation MUST go through the referring worker.
- Parents/legal guardians who have attended a staffing may be allowed to visit following the staffing. Staff will determine the amount of time.
- Parents/legal guardians who have attended a sporting event may be allowed to visit following the event. Staff will determine the amount of time.
- Consideration shall be given to privacy for family visits.

Title: Children's Money
Student Funds Policy – Limitations
License Reference: 114.18(2)
Responsible Department: Executive
Departments Affected: Admissions, Support Services, Group Living

Intent of Policy: To provide guidelines for students and families regarding how students may both earn and have access to money while a student at Clarinda Academy.

Procedure:

- Any money a student has in his/her possession at the time of admission or that he/she acquires while at Clarinda Academy will be deposited in the Clarinda Academy Student Funds Account and tracked by Accounting staff. Money earned, received as a gift or as an allowance by a child in care shall be deemed to be that child's personal property.
- In addition to any money that a student brings into the Clarinda Academy at the time of intake, the student can receive money through on- or off-campus employment. Students will receive a receipt for all funds deposited in his/her account.
- Students may request cash in advance of a purchase or home pass. A check will be written to the student, which is then cashed. The student then entrust their money to Clarinda Academy staff until the time that they leave the Clarinda Academy for their home pass or purchase.
- Designated Clarinda Academy staff track restitution/child support dollars earned and send the money to the appropriate person/agency. All payments of restitution/child support will be noted in the student's file.
- Upon discharge, students are entitled to all of the money in their student funds account.

Title: Discipline+
License Reference: 114.20(1), MN 2960.0080 Subpart 5
Responsible Department: All
Departments Affected: All

Intent of Policy: To provide the basic philosophy of discipline for the Clarinda Academy.

Procedure:

- A basic philosophy of Clarinda Academy is that learning self-discipline is a critical part of growing into a responsible adult.
- The basic philosophy of teaching discipline is to create situations where students can choose between clear alternatives, responsible versus irresponsible behaviors, and receive logical consequences for each.
- Clarinda Academy staff will be in control of and responsible for discipline at all times.
- This philosophy clarifies and reinforces the process that generally has socialized the majority of mainstream society.
- Discipline will not include the withholding of basic necessities such as food, clothing, or sleep.
- Clarinda Academy will not subject our residents to:
 - A. Corporal punishment, including but not limited to: rough handling, shoving, ear or hair pulling, shaking, slapping, kicking, biting, pinching, hitting, throwing objects, or spanking;
 - B. Verbal abuse, including but not limited to: name calling; derogatory statements about the resident or the resident's family, race, gender, disability, sexual orientation, religion or culture; or statements intended to shame, threaten, humiliate or frighten the child;
 - C. Punishment for lapses in toilet habits, including bet wetting and soiling;
 - D. Withholding of basic needs, including but not limited to: a nutritious diet, drinking water, clothing, hygiene facilities, normal sleeping conditions, proper lighting, educational services, exercise activities, ventilation and proper temperature, mail, family visits, positive reinforcement, nurturing or medical care. However, a resident who destroys bedding or clothing, or uses these or other items to hurt himself or others, may be deprived of such articles according to the resident's case plan;
 - E. Assigning work that is dangerous or not consistent with the resident's case plan;
 - F. Disciplining one resident for the unrelated behavior or action of another, except for the imposition of restrictions on the resident's peer group as a part of the recognized treatment program;

- G. Use of restrictive techniques or procedures as punishment, for convenience of staff, to compensate for not having an adequate number of staff, or to substitute for program services;
- H. Restrictions on a resident's communications beyond the restrictions specified in the child's treatment plan or case plan;
- I. Requirements to assume uncomfortable or fixed positions for an extended period of time, or to march, stand, or kneel as punishment.
- J. Restraint or seclusion, or any form, used as a means of coercion, discipline, convenience or retaliation.
- K. Seclusion as defined: "involuntary confinement of a resident alone in a room or an area from which the resident is physically prevented from leaving."
- L. Discipline for sexual contact with a staff member except in a situation where it was found the staff member did not consent to such contact.
- M. Discipline a resident in any manner except formal disciplinary process following an administrative or criminal finding that a resident engaged in resident on resident sexual abuse.

Title: **Discipline**
Prohibition of Corporal Punishment

License Reference: **114.20(2)**

Responsible Department: **Executive**

Departments Affected: **All**

Intent of Policy: To provide staff with definition of corporal punishment and disciplinary action to be taken if corporal punishment occurs.

Procedure:

- Corporal punishment is defined as the use of staff's hands, feet, or any other body part or use of a weapon to attack or punish a student. This does not preclude any friendly or unintentional body contact, but is limited to such aggressive actions as biting, shoving, hitting, punching, slapping, spanking, kicking, pinching, or tripping.
- Threatening a student with the use of corporal punishment is also inappropriate, unprofessional, and will not be tolerated.
- This policy is to be presented in writing along with other personnel and program information to each new applicant. Any incident of corporal punishment will result in immediate disciplinary procedures and can result in the filing of a child abuse complaint. A copy of this policy must be signed by each incoming staff member and kept in his/her personnel file.

Title: Behavior Change Methodologies
Physical Restraint/Crisis Intervention
License Reference: 114.20(1)
Responsible Department: Administrative
Departments Affected: All

Intent of Policy: Emergency Safety Intervention (ESI) procedures are utilized to provide a last resort option when students are creating situations which pose an imminent/immediate harm to themselves or others. All staff are specially trained on the types of intervention that are defined by Safe Crisis Management. In addition, the staff will be trained in the methods which may be required to secure a system from least intervention to an emergency safety physical intervention as a last resort.

Procedure: Emergency Safety Interventions are a last resort option to ensure safety and security of students and employees. Employees will be trained in physical intervention techniques as part of the orientation training program and will have refresher training throughout each year. Only staff who are trained in Safe Crisis Management by a designated staff trainer will be permitted to initial physical restraints. Employees will intervene utilizing techniques taught in the training and only when a student is an imminent and immediate danger to someone's safety and will always utilize the least amount of force necessary to gain control of the student's physical movements as trained in the JKM Safe Crisis Management system. Clarinda Academy utilizes the Supine (Face-Up) hold when restraining any student on the floor.

Initiation of Restraint

- A. When a student begins to escalate a staff present will use a two way radio or other reasonable means available to call for available support staff to come to the area where the critical incident is occurring.
- B. At Clarinda Academy a student may only be placed in an Emergency Safety Physical Intervention if they are displaying behavior that meets one of the following criteria;
 1. Imminent or immediate danger to themselves
 2. Imminent or immediate danger to others
 3. Any behavior including serious disruption, destruction of property or truancy that could pose an imminent or immediate danger to self or others.
- C. When a student's behaviors meets the appropriate criteria, employees may initiate a standing emergency safety intervention (starting with the least restrictive option necessary). This is an effort at keeping the student and others safe and also de-escalation. In many instances a student will regain composure and will soon be able to continue with his/her activities.
- D. During a standing emergency safety intervention it may be determined (by employees) that the floor or ground is safer than trying to remain standing. When a student is already on the floor (as in a physical altercation with another student) or is kicking and trying to disrupt employee balance then a transition to a seated position or Supine position will be utilized

- E. The employee present will call the on duty point person who will then notify the on call Supervisors as well as ensure that the nurse or Licensed Independent Practitioner is contacted to provide verbal orders for the restraint. Subsequent orders must be obtained for restraints lasting longer than 120 minutes.
- F. Continual Assessment staff will be present to ensure the student's rights were recognized and individualized assessment was completed regarding both physical and psychological factors. (See attached Physical Management Form.) de-escalation.
- G. A licensed professional permitted by the state and the facility to order restraint may order the least restrictive emergency safety intervention that is most likely to be effective in resolving the emergency safety situation based on consultation with staff. The restraint used must be appropriate for both the resident and the situation. The treatment plan should address any contraindications or inappropriate interventions for the student.
- H. If the order for restraint is verbal, the verbal order must be received by a registered nurse or other licensed staff as approved in their scope of practice. The licensed professional must be available to staff for consultation, at least by telephone, throughout the emergency safety intervention. The licensed professional permitted by the state and the facility to order restraint must complete verbal orders with signature within 24 hours
- I. To begin the release process, employees will look for signs of de-escalation that include unlabored breathing, relaxed body posture, and response to short directive (i.e., "Take 3 deep breaths"). Upon recognition of these signs, employees will move to lesser restrictive measure (as necessary) to soon lead to the student being completely released from any hold. They will be given the opportunity to clean themselves up and then be debriefed. After they have been debriefed, they will return to the culture with a plan for success to prevent further incidents. It is possible that the focus of the student may be on one particular staff member. In those instances it may be necessary for a staff member to leave that immediate areas for de-escalation and release to begin. All ESP's must be documented and the initiating staff member should write the main report.

Post-Restraint

- A. A face-to-face assessment will be completed within one hour of initiation of the restraint by agency nurse.
- B. Within 24 hours after the restraint, the staff who initiated the restraint or another staff who was involved in the restraint, or a designee, will do an IESCAPE with the student. Following the release process, the staff in charge or their designee will ensure:
 - 1. The nurse assesses the student and all staff for injuries (See policy Medical Follow-Up/Post Physical Restraint) and notify treatment team physician.
 - 2. Immediately notify the Director on Call and Team leader point.
 - 3. Notification of the student's JCO/PO/Referring Worker, parent/guardian, indicating who/when and the number of attempts up to three attempts.

- C. Within 24 hours of the restraint, staff involved will participate in administrative debriefings.
- D. The staff initiating the Physical Restraint will document on necessary forms. It will then be routed for review to:
 - 1. The Team Leader in charge of that student's dorm, or designee.
 - 2. The Group Living Director, Campus Coordinator or designee.
 - 3. A Compliance Officer.
 - 4. Executive Director or designee.
- E. The Physical Restraint Form will be kept in the student's file.
- F. Any parent/legal guardian who has a concern about their child and his/her care may contact any of the following advocacy agencies:
 - 1. Iowa Dept. of Human Services Child Abuse Hotline at 1-800-362-2178.
 - 2. CMS Regional Office in Kansas City, MO at 1-303-844-2111 or 1-816-246-5233.
 - 3. Joint Commission for the Accreditation of Health Organizations (JCAHO) at 1-800-994-6610.

Title: **Behavior Change Methodologies
Medical Follow-Up/Post Physical Restraint**

License Reference: **114.20(3)**

Responsible Department: **Nursing**

Departments Affected: **Nursing - Group Living**

Intent of Policy: To ensure that any student or staff is examined for injury following a Physical Restraint and that any injury sustained is given proper medical care in a timely manner.

Procedure:

- Staff are to notify Nursing as soon as possible that a student has been restrained, either by contacting the nurse on campus or, if it is after nursing hours, via the on-call nursing roster.
- Nursing will examine the student and any staff (as soon as possible after the restraint) for injuries and provide the appropriate medical care.
- If any student or staff require more extensive care than can be provided on campus by Nursing staff, they will be referred to either Clarinda Hospital Emergency Room or a local physician, if the injury does not require emergency room care.
- Nursing staff shall fill out the nursing section of the Physical Restraint form.

Initiation of Restraint

- A. Only staff who are trained in Safe Crisis Management by a designated staff trainer will be permitted to initiate physical restraints.
- J. An order for restraint will be obtained immediately upon initiation of the restraint or as soon as possible. Staff will obtain this order from a licensed professional. Subsequent orders must be obtained for restraints lasting longer than 120 minutes.
- K. A licensed professional permitted by the state and the facility to order restraint may order the least restrictive emergency safety intervention that is most likely to be effective in resolving the emergency safety situation based on consultation with staff. The restraint used must be appropriate for both the resident and the situation. The treatment plan should address any contraindications or inappropriate interventions for the student.
- L. If the order for restraint is verbal, the verbal order must be received by a registered nurse or other licensed staff as approved in their scope of practice. The licensed professional must be available to staff for consultation, at least by telephone, throughout the emergency safety intervention. The licensed professional permitted by the state and the facility to order restraint must complete verbal orders with signature within 24 hours.

- M. Continual Assessment staff will be present to ensure the student's rights were recognized and individualized assessment was completed regarding both physical and psychological factors. (See attached Physical Management Form.)
- N. A face-to-face assessment will be completed within one hour of initiation of the restraint by agency nurse.
- G. Within 24 hours after the restraint, the staff who initiated the restraint or another staff who was involved in the restraint, or a designee, will do an IESCAPE with the student.

Post-Restraint

- A. Following the release process, the staff in charge or their designee will ensure:
 - 1) The nurse assesses the student and all staff for injuries (See policy Medical Follow-Up/Post Physical Restraint) and notify treatment team physician.
 - 2) Immediately notify the Director on Call and Team leader point.
 - 3) Notification of the student's JCO/PO/Referring Worker, parent/guardian, indicating who/when and the number of attempts up to three attempts.
- B. Within 24 hours of the restraint, staff involved will participate in administrative debriefings.
- C. The staff initiating the Physical Restraint will document on necessary forms. It will then be routed for review to:
 - 1) The Team Leader in charge of that student's dorm, or designee.
 - 2) The Group Living Director or designee.
- D. The Physical Restraint Form will be kept in the student's file.
- E. Any parent/legal guardian who has a concern about their child and his/her care may contact any of the following advocacy agencies:
 - 1) Iowa Dept. of Human Services Child Abuse Hotline at 1-800-362-2178.
 - 2) CMS Regional Office in Kansas City, MO at 1-303-844-2111 or 1-816-246-5233.
 - 3) Joint Commission for the Accreditation of Health Organizations (JCAHO) at 1-800-994-6610.

Title: Behavior Change Methodologies
Behavior Expectations/Campus Norms

License Reference: 114.20(5)

Responsible Department: All

Departments Affected: All

Intent of Policy: To provide guidelines for expected behavior and development of campus norms which are designed to help students live together, provide mutual support, and interact with each other in a respectful and dignified manner.

Procedure:

- The following behaviors are expected at Clarinda Academy:
 - A. We intervene all negative behavior.
 - B. We accept intervention first time given.
 - C. We respect each other, property, and ourselves.
 - D. We tell the truth.
 - E. We support all positive behavior.
 - F. We intervene to help, not hurt.

- A student not meeting these expectations will be intervened according to the Seven Levels of Intervention.

- If a campus norm is broken, the student will be helped out, starting with the lowest appropriate level of intervention. If the behavior stops at that point, intervention stops.

- Interventions should be accepted responsibly. The student will be encouraged to not avoid accountability by the following behaviors:
 - A. Reversing intervention – blaming the student who does the intervention for something else or for not trusting the peer intervening.
 - B. Minimizing – saying I “only” or “just” was doing something too minor to have broken a campus norm.
 - C. Taking a Victim Stance – blaming someone else or something else and saying “It is not my fault.”
 - D. Denying or lying – claiming innocence when it is not true.
 - E. Arguing about the intervention.

- Hundreds of norms evolve in any group, including students. The following are examples of norms that are likely to develop in a normative culture.
 - A. Norms That Promote Intervention
 - 1. We intervene to help, not to hurt.
 - 2. We accept intervention first time given.

3. We treat others with respect.
4. We do not lie.
5. We do not support negative behavior.
6. We do not use profanity.

B. Norms For Daily Living

1. We do not go anywhere without staff permission and direct supervision unless we are a member of the Eagles Club.
2. We ask staff's permission to go to the bathroom.
3. We do not go into other students' bed area without staff present.
4. We do not touch the fire equipment.
5. We do not lean on the walls.
6. We do not tolerate graffiti.
7. We do not have "fad" or gang hairstyles.
8. We do not leave personal items lying around outside of our bed area.
9. We do not have gang paraphernalia.
10. We do not have pictures which are demeaning to any group or gender.
11. We do not allow excessive noise.
12. We do not trade, borrow, sell, gamble, or extort anything from anyone at any time.
13. We practice good hygiene, including controlling body odors.
14. We keep our bed area neat and clean.
15. We dress neatly and have no gang or street names or other inappropriate writing on our clothing.
16. We tuck in our shirts and keep our shirt and jacket collars down.
17. We do not wear glasses without prescription.
18. We do not sleep on the bed cover at night.
19. We do not change beds without the consent of staff.
20. We do not eat or drink in our bed area.

C. Cafeteria Norms

1. We do not make excessive noise in the dining room.
2. We do not go into the kitchen.
3. We do not table hop or talk from table to table.
4. We use good table manners and ask politely for things.
5. We do not complain about the food to the cooks and we do not forget to compliment them occasionally.
6. We do not sit on counters or table.
7. We do not take food out of the cafeteria.

D. Norms for Guided Group Interaction

1. We do not attack anyone, verbally or physically.
2. We have no subgroups.
3. We do not interrupt.
4. We do not laugh at people.
5. We sit up and pay attention.
6. We never support negative behavior.

7. We are honest and straightforward.
8. We look at things from other people's point of view.
9. We remember our victims.

E. Norms for Outside of the Dorms

1. We do not walk on the grass.
2. We do not go into other dorms.
3. We do not go into other buildings on grounds.
4. We do not yell on campus.

F. Norms for the Classroom

1. We raise our hands for permission to talk.
2. We do not chew gum or other objects.
3. We do not "loungue" on desk (put our head down or feet up).
4. We use the restroom before coming to school and request permission during class.
5. We do not leave anything on the floor or desk when we leave the classroom.
6. We bring all necessary materials to class.
7. We turn our work in on time and complete.
8. We pay attention and do not gaze out the window or fall asleep.
9. We stay in our seats, unless we have permission to get up.

Title: **Behavior Change Methodologies
Behavior Expectations
(Range of Reasonable Consequences)
Group Accountability**

License Reference: **114.20(5)b**

Responsible Department: **Administrative**

Departments Affected: **All**

Intent of Policy: A central theme to the Clarinda Academy philosophy is the belief that students under our care must help each other, as well as themselves, to change the direction of their lives. In accordance with this philosophy, each student shall be encouraged to help those students involved in negative acts to accept responsibility for their actions and behavior. Group Accountability is employed when the group is not meeting its collective responsibilities within the peer culture.

Procedure:

- When a student witnesses or has knowledge of negative or anti-social behavior by another student(s), he/she must inform the individual (using the Seven Levels of Intervention), group, or staff. Upon the philosophy of caring for each other, if students do not take action to help another student (passive involvement in negative behavior), then they too, may be held accountable. It is the group's failure to address these issues responsibly that is the source of this collective action.
- When a student is not involved, or could not be expected to have knowledge of the negative behavior, he/she will not be held accountable.
- All negative behavior will be discussed in group and all students will be encouraged to maintain group accountability. The goal of group accountability is to teach – to help the students understand what they should have been doing.
- Comprehensive group accountability is an important element in helping students change their lives in a positive manner. Group accountability differs distinctly from group punishment in that it is designed to help, rather than hurt. Its goal is to teach skills needed to more effectively handle a similar situation that may occur in the future.
- Group punishment is prohibited and group accountability restrictions will not include cancellation or removal of basic services or rights of students (i.e. food, clothing, shelter, communication with families, etc.). Group Accountability usually will not exceed 48 hours in duration.
- Group accountability must be approved by the dorm supervisors and Group Living Director prior to implementation.

- For each student involved, documentation for Individual/Group Accountability will be done on an Intensive Supervision and Support Plan and placed in the student's file. Dorm supervisors will review accountability of students on the dorm. The accountability will also be documented in the student's file.

Title: **Behavior Change Methodologies
Behavior Expectations
(Range of Reasonable Consequences)
Individual Accountability**

License Reference: **114.20(5)b**

Responsible Department: **Administrative**

Departments Affected: **All**

INDIVIDUAL ACCOUNTABILITY

- When the group has tried to help and influence an individual student or an individual student initiates negative behavior without informing or attempting to influence his/her peers, individual accountability may take place.
- The behavior of a student which may constitute individual accountability may include, but is not limited to:
 - A. Consistent verbal abuse to peers.
 - B. Consistently not doing chores properly.
 - C. Assault or attempted assault.
 - D. Time management problems.
 - E. Consistent “acting out” behavior, i.e. using intervention as a weapon, constantly escalating situations, trying to harm him/herself, etc.
- A student on Individual Accountability may have one or more of the following limitations as a consequence of his/her behavior. (Examples of Reasonable Consequences, not an inclusive list.)
 - A. Shadow staff.
 - B. Shadow peers.
 - C. Temporary removal from group activities.
 - D. Individualized schooling.
 - E. Restriction from off-campus activities.
 - F. Rescheduling scheduled home passes.
 - G. Confiscation of shoes and shoe strings, issuance of flops.
 - H. Calisthenics in place of intramural/interscholastic sports.
 - I. Issuance of plastic cutlery at meals.
 - J. Individualized chore assignments (campus beautification).
 - K. Removal of sharp objects from student’s possession.
 - L. Immediate demotion from Eagle or Eagle pledge status.
 - M. Removal of surplus clothing and personal items from wall lockers, leaving essentials. These surplus items will be placed in storage.
 - N. Early lights out.
 - O. Walk in tunnels rather than outside.
 - P. Participation in unit fun activities on weekends may be limited or postponed.
 - Q. Frequent Counts.
 - R. Writing assignments to present to peer group.

- S. Other loss of privileges as appropriate.
- A student who presents an immediate and serious physical threat to other students and/or staff may be removed from the group or from the program.

Title: **Behavior Change Methodologies
Behavior Expectations
(Range of Reasonable Consequences)
Removal From The Group/Room Restriction**

License Reference: **114.20(5)b**

Responsible Department: **Administrative**

Departments Affected: **All**

- In extreme cases where a student or group of students has been held accountable individually, the group has been held accountable for them, and they persist with negative behavior, they may be temporarily removed from the group entirely. This consequence is utilized when the student's behavior:
 - A. Presents a physical threat to self, staff or other students.
 - B. Is likely to damage property.
 - C. Seriously disrupts the peer group.
- The student(s) may be removed from the group for up to 72 hours. During this time, the student will:
 - A. Receive all regular meals away from the group.
 - B. Be given all regularly assigned schoolwork.
 - C. Have the opportunity for exercise breaks.
 - D. Be placed under direct staff supervision.
- Whenever the student(s) chooses to behave in a non-threatening manner and staff believes he/she is no longer a serious risk to staff, students, property, or the peer group, the student will be returned to the group.
- If the student continues to demonstrate behavior during the 72 hour time period that precludes him/her returning to the group, another 72-hour time period may commence and/or other placement arrangements will be explored.
- For each student involved, documentation for Individual/Group Accountability will be done on an Intensive Supervision and Support Plan and placed in the student's file. Dorm supervisors will review accountability of students on the dorm. The accountability will also be documented in the student's file.
- A Team Leader or designee will review and sign off on Intensive Supervision and Support Plans prior to implementation.

Title: Behavior Change Methodologies
Behavior Expectations
(Range of Reasonable Consequences)
Contraband Search

License Reference: 114.20(5)b
PREA 115.315

Responsible Department: Administrative

Departments Affected: All

Intent of Policy: To provide process for checking students upon admission, after home pass, and after on-campus visit for the presence of contraband in order to provide a safe environment while respecting the dignity and rights of students.

Procedure:

All staff and students will work and live in a safe environment free from items that may cause harm and lead to critical incidents. Measures will be taken by staff to ensure that students' belongings do not contain contraband that could pose risk.

Students' personal belongings may be searched by employees at any time for any reason.

- Upon Admission:
 - A. Student will be asked to empty pockets.
 - B. Admissions/Group Living staff will search student's belongings prior to taking them to the dorm. This includes all suitcases, boxes, clothing, book bags, etc.
 - C. Staff will provide a private area for the student and in the presence of two gender specific staff, student will be asked to remove his/her clothing except for his/her shirt and shorts in order for staff to search his/her clothing. Staff will carry out this procedure in a respectful, professional manner.
 - D. Student will be provided clean Clarinda Academy clothing.
- After Home Pass:
 - A. Upon return to campus, a student will be asked to empty his/her pockets.
 - B. Any belongings brought back from a home pass will be gone through by staff.
 - C. If a student is wearing inappropriate clothing or there is concern contraband is hidden in his/her clothing, the student may be asked to change clothes and give the clothes worn on return from home pass to staff to check.
- After Weekend On-Campus Visit (with Parent/Guardian/Family Member):
 - A. Any items brought back to the dorm following an on-campus visit will be searched by staff.
 - B. Letters and envelopes can be shaken out by the student, but will not be read by staff unless the student gives staff permission to do so.

- C. Staff may ask the student to empty his/her pockets and/or change clothes so the clothing worn to the visit can be searched.
- Daily Search of Day School Students
 - A. Student will be asked to empty pockets.
 - B. Group Living staff will search the student's belongings prior to admittance into the classroom. This includes all book bags, backpacks, shoes, clothing, etc. Searches may also include a more thorough procedure in which staff will provide a private area for the student and in the presence of two gender specific staff, student will be asked to remove his/her clothing except for his/her shirt and shorts in order for staff to search his/her clothing. Staff will carry out this procedure in a professional, respectful manner.
 - C. If the student is wearing inappropriate clothing or there is concern contraband is hidden in his/her clothing, the student may be asked to change into clothes that will be provided by Clarinda Academy. Inappropriate clothing or clothing that is confiscated in order to facilitate a search will be returned to the student as soon as possible, unless legal matters associated with contraband found in the search prohibit their return.
 - Random Search:
 - A. Random searches may be done periodically to ensure the safety and security of campus. Students will be asked to empty their pockets. The student's belongings will also be searched. This includes all book bags, backpacks, shoes, clothing, etc.
 - B. Searches may also include a more thorough procedure in which staff will provide a private area for the student and in the presence of two gender specific staff, student will be asked to remove his/her clothing except for his/her shirt and shorts in order for staff to search his/her clothing. This type of search may only be conducted with the permission of the Group Living Director or Nursing Staff. Staff will carry out this procedure in a professional, respectful manner. Transgender or intersex student are never to be searched for the sole purpose of determining the resident's genital status.
 - Dorm/Bedroom Search:
 - A. Students assemble in bay area, and may be asked to empty their pockets, check their waistbands, and turn down their socks for possible hidden contraband.
 - B. At least one staff member stays in the bay with the students.
 - C. Two staff members will accompany a student to his/her room and search his/her wall locker, clothes, bed, ceiling tiles in room, etc. The student may stand in the bedroom doorway while employee members search the belongings.
 - D. Student is given the opportunity to show staff anything he/she has that is inappropriate prior to the search. At all times respect and care will be demonstrated by employees during this process.

- Disposal of Contraband:
 - A. If any dangerous or illegal contraband is found, the Group Living Director or Executive Director will be notified and appropriate authorities will be notified.
 - B. Inappropriate clothing or documents with inappropriate writing will be put in the student's storage box.
 - C. Any contraband confiscated will be given to the dorm supervisor to be placed in a safe place until:
 1. Referring worker is notified.
 2. Determination is made whether to:
 - a. Dispose of contraband.
 - b. Return to rightful owner.
 - c. Use as evidence in further court proceedings.
 3. Incident Report is completed and Group Living Director is notified.