



CROSSWINDS



Caribbean Mountain Academy
Student Manual

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General Rules and Guidelines

- Treat others with respect at all times.
- Use appropriate language at all times.
- Use appropriate volume when speaking; do not shout while indoors.
- Treat Caribbean Mountain Academy property with care and respect. If you damage property that is not yours, money will be deducted from your account to compensate for the damage.
- Residents are permitted to have food in common areas only. Food is not allowed in the bedrooms. This includes wrappers and empty bottles.
- Respect other's personal space and use appropriate boundaries at all times.
- Sexually-related conversations, jokes and comments are strictly prohibited.
- Never touch keys, phone, walkie-talkies or chemicals without staff permission.
- Residents are never to go outside without permission.

Daily Schedule

Having structure is an essential component of responsible living. At Caribbean Mountain Academy, staff will adhere to a daily schedule that each resident is expected to follow. Staff may occasionally alter the schedule, but generally the daily schedule will be as follows:

Morning Schedule: Monday through Friday

7:00 am	Wake up: Hygiene, Chores, and Medication
7:30 am	Breakfast*
8:30 am	School (Mon), Devotions (T-F)
12:30 pm	Lunch
1:15 pm	Student Activity
5:00 pm	House time
6:30 pm	Dinner*
7:15 pm	House Time
7:30 pm	Youth Group (Wed only)
9:30 pm	Bedtime (see level privileges)

Weekends – Saturday/Sunday

8:00 am	Wake Up
8:15 am	Medication, Hygiene
8:30 am	Breakfast
9:30 am	Chores (Saturday)
10:00 am	Church (Sunday)
12:30 pm	Lunch
1:30 pm	Activity time
6:00 pm	Dinner
7:00 pm	House time
9:30 pm	Bedtime (see level privileges)

*Note: Male and female students will alternate meal hours to help set up breakfast and dinner. This means that students will need to come down 20 minutes prior to the meal to help.

Wake-up Times

Wake-up times are determined by day. They are as follows:

- School days: 7:00 am
- Non-school days: Staff discretion, but no later than 8:30 am

Bedtimes

Bedtimes are determined by level. Bedtimes can be extended on special occasions, with staff approval. Normal times are:

- Levels 1, 2, 3 – 9:30 pm
- Level 4 – 10:00 pm
- Levels 5, 6 – 10:30 pm

Weekends, special events and activities will have an adjusted schedule. The schedule is approved by the Residential Program Manager. Residents will be informed of any changes in the normal schedule.

Clothing

Caribbean Mountain Academy's dress code is set to maintain a safe, respectful and positive learning environment and to model good citizenship. All clothing should be appropriate to the student's age, the school setting, and weather conditions. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. Both students and parents share the responsibility for the student's attire because clothing often sets the pattern for behavior.

Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, or drugs; also prohibited is clothing with vulgar or obscene language, skulls or with images or writings that promote disruption of the campus setting.

Clothing that may NOT be worn include:

- Backless tops
 - Baggy pants
 - Bare midriffs
 - Gang-associated clothing or colors
 - Halter tops
 - Hats or caps inside (exception is religious headwear)
 - Low-cut necklines
 - Two-piece bathing suits (girls)
 - Overly tight and improperly fitting clothes
 - See-through clothing
 - Shorts that are distracting (too-short)
 - Skirts and dresses that are distracting (too short)
 - Spaghetti-strapped tank-tops
 - Strapless tops
 - Tank-tops (see clothing list)
 - Visible underwear
- Appropriate clothing is at staff discretion. If they feel it is not appropriate, the student will be asked to change.
 - Resident's clothing will be inventoried upon entering the program. Any additional clothing needs will be coordinated with parents.
 - Residents are responsible for taking care of their clothing (washing, folding, organizing, storing in appropriate place)
 - School uniforms are expected to be worn at school. Please see the clothing list for more information.

Approved Supply List

Outerwear

- Sweatshirt
- Tennis shoes
- Steel-toed work boots
- Hiking boots
- Shower shoes (plastic flip flops)
- House shoes (sturdy flip flops or sandals)
- Water shoes (for ocean and river)
- Light jacket; waterproof
- Leather work gloves (2 pair)

Miscellaneous Items

- Beach towel
- Hat or baseball cap
- Sunscreen (SPF 30+)
- Wristwatch: digital with timer
- Bible
- Backpack for school (good quality)
- Insect repellent (**non-aerosol**)
- Stationary and envelopes (peel and stick envelopes)
- US Stamps (regular or forever)
- Nalgene-sized water bottle (good quality)

Bedding and Toiletries

- 2 sheet sets for single bed
- 3 bath towels
- 1 pillow
- Comb & brush
- 3 containers deodorant (**non-aerosol**)
- 2 pillow cases
- 2 washcloths
- 1 warm blanket
- 1 hand razor
- *Others may be purchased upon arrival*

School Uniforms MALE

- 4 oxford shirts (White – Light Blue, solid)
- 4 pair navy blue/khaki dress slacks (*Dockers' style*)
- 2 pair dress shoes (one closed toe, the other can be leather sandals with backs)
- 1 navy blue or white cardigan or pullover sweater

School Uniforms FEMALE

- 4 oxford blouses (White – Light Blue, solid)
- 4 pair navy blue/khaki dress slacks (*Dockers' style, or skirts*)
- 2 pair dress shoes (flat or low heel, preferably closed toe with backs)
- 1 navy blue or white cardigan or pullover sweater

Clothing Items MALE (*Lightweight clothing items, not heavy cloth items*)

- 6 Shirts with collars (*polo or button up*)
- 4 Casual pants
- 3 Work pants for work time (no holes or rips; jeans or Dickies brand pants work best)
- 2 Belts
- 2 Ties
- 1 Pair new jeans (modest, without rips or holes)
- 2 Modest swimming trunks
- 5 Gym shorts
- 3 Dress socks
- 12 Undershorts
- 12 Non-white t-shirts for work time (no negative words, logos, or groups)
- 12 Sweat socks

Clothing Items FEMALE –Students are expected to practice modesty. Please keep this in mind as you prepare (*Lightweight clothing items, not heavy cloth items*).

- 6 non-white blouses or shirts with collars
- 5 Casual slacks or capris
- 3 Work pants for work time (no holes or rips; jeans or Dickies brand pants work best)
- 2 Modest dresses/ skirts- no shorter than 2 inches above knee
- 5 Camisoles (white or nude color)
- 6 bras (1-2 being sports bras)
- 2 belts
- 1 pair of new jeans (modest, without tears or holes)
- modest, one-piece swimsuits
- 4 long gym shorts (at least one being long, swimming shorts)
- 6-month supply of sanitary items (tampons or pads)
- 1 modest night gown
- 12 pairs of underwear
- 12 non-white t-shirts for work time (no negative words, logos, or groups)
- 12 pairs of white socks
- Swim shorts (girls must wear shorts when swimming)
- Minimal cosmetics
- Hair ties

Optional Items (for all students)

- Pictures of family
- Musical instruments (be aware of high humidity at times)
- Diary
- Address book
- Sandals (closed-toe with backs)
- Shoelaces
- Small crafts
- Cologne/perfume (minimal)
- 1-2 pair of navy blue/Khaki resss shorts (Dockers' style) for school during warm weather

What NOT to bring

- Valuable jewelry
- Clothing that needs to be dry cleaned
- Hairdryers
- SecularCD's
- Jack knives or pocket knives
- Personal computers /cell phones
- Radios / digital music players
- Personal gaming devices
- Violent, pornographic, or other negative reading materials
- Silk clothes
- Smoking materials
- Alcoholic beverages
- Drugs or drug paraphernalia
- Gambling devices
- Posters of rock or secular groups
- Birth control / contraceptives
- Skateboards / skates
- USB Device
- Camera with Wi-Fi capabilities

Laundry

Each resident is responsible to ensure that his/her laundry is brought to the laundry room on their set day each week. Clean laundry is to be neatly folded and put away that day.

Hair and Shaving Policy

Male Residents

- Each resident is expected to have their hair cut out of the eyes and off the collar. Haircuts can be given by staff, or residents can choose to have their hair cut at a local salon.
- Residents on levels 1-3 need to be clean shaven. Levels 4-6 may have the privilege to grow facial hair.
- For residents on levels 1-3, hair color may not be altered at any time for any reason, even if the color is a “natural” color.
- Buzzed haircuts may not be less than a 2” setting.

Female Residents

- Each resident is asked to keep hair properly washed and out of the eyes. Haircuts can be given by staff, or residents may choose to have their hair cut at a local salon.
- For residents on levels 1-3, hair color may not be altered at any time for any reason, even if the color is a “natural” color.
- Female students may get shortened haircuts with house staff and parent permission.

Hygiene

Every resident is expected to practice good hygiene habits while at Caribbean Mountain Academy. This includes showering (washing body with soap and hair with shampoo), applying antiperspirant to underarm, brushing teeth and flossing, cleaning ears with Q-tips (carefully), keeping fingernails short and neat, and washing hands at least before each meal. Proper hygiene is the resident’s responsibility during established times, and can be grounds for reward or loss of privilege for complete and incomplete follow-through

- All hygiene supplies must be stored in a shower caddy. If an item does not fit in the caddy, it can be stored in the resident’s private bin.
- Showers are to be completed during established times. To accommodate other students, showers should not exceed 10 minutes.

Dining Pavilion Etiquette

Our kitchen staff graciously prepares the meals for all the residents and staff. All those that are eating the meals are expected to show respect in the dining pavilion. Showing respect includes cleaning up any messes that you make, saying “thank you” to the staff that prepare and serve your meals and clean your dishes and not complaining about the food that you are served. Please realize that the kitchen staff provides a great service for you and you are expected to show respectful gratitude towards them.

At Caribbean Mountain Academy, residents are expected to leave the dining pavilion cleaner than when they found it. This includes, but is not limited to, clearing the trays and dishes from your table and placing them in the dishwashing area.

Money Policy

Residents are not allowed to have cash in their possession at any time. Staff will have student’s money when taking off campus trips if requested by the student. Any money being given to the resident should be in the form of pesos. Residents earn money while at Caribbean Mountain Academy by doing their chores and other approved work. Parents can send additional money for residents to use on special occasions (birthday, Christmas, Boxing Day, etc.)

Dating Policy

While at Caribbean Mountain Academy, all residents are prohibited to date anyone. This policy is in place to help residents avoid distractions and work on the goals that they have set for themselves and goals presented to them by their parents and the therapeutic team.

Religious Participation

Crosswinds is an organization that upholds Christian values and incorporates these values into our program at Caribbean Mountain Academy. Residents and staff attend church weekly at the Chapel on campus, weekly youth group meetings and have devotions daily. Active participation in these activities is not mandatory, but attendance and respect for others as they participate are non-negotiable. Failure to respect other's religious views or individuality is grounds for loss of privileges.

Room Chores

Each resident is required to keep his/her room clean. Cleaning is to be done each day before leaving for school and continued as needed throughout the day. Room chores may be checked at any time by staff throughout the day. Allowances will be given based on the quality of work done. Room cleaning includes:

- Make bed. Each bed is to have a mattress, fitted sheet, top sheet, comforter, pillow and pillowcase. Your bed must look neat, be free of wrinkles, with the sheet-edges tucked under the mattress. The comforter is to be neatly on top, tucked under the mattress at the foot of the bed. It is the resident's responsibility to make sure that their bed always has these things.
- Pick trash up off the floor, dresser and desk.
- All laundry must either be in dirty clothes basket or fold and put away in drawers or your personal area (PA).
- Desks and dressers must be neat and organized. This includes inside the drawers and on top.
- There is to be nothing on the floor other than furniture and laundry bags.
- Empty trash can.
- Linens are to be sent out in weekly laundry. Pillow and comforter should not be washed more than once per month.

Residents can earn allowance money for these chores and others when the job is done well.

Duties

Duties are certain tasks to be completed every day by a resident before accessing their privileges. The normal daily duties include: *getting out of bed on time, cleaning your room, doing a house chore, practicing good hygiene, attending school, participating in afternoon activities and completing daily chores.*

Destruction of Property

If at any time, a resident damages or destroys any property of Caribbean Mountain Academy by accident or by abuse (not by normal wear and usage), the resident will be held financially responsible for replacement or the repair needed. The resident will be expected to pay for the repair or replacement with his/her personal money. This can include taking on extra work to earn money. How the damages are to be paid is up to the discretion of the Residential Program Director. If the damage is substantial or the student leaves Caribbean Mountain Academy before the debt is paid, the remaining balance will be the responsibility of the parents.

Contact Policy

Residents are encouraged to create and maintain positive relationships with others. In an effort to foster safe and positive relationships, Crosswinds follows the following procedures:

Phone Contact

- On Levels 1-4, residents are able to receive calls from parents.
- On Levels 5-6, residents are able to receive calls from any person on their "Approved Contact List" and must be during their parents' scheduled phone time (*this list is determined by parents/guardian, with input from the therapeutic team*).
- The frequency and duration of calls will be determined by the resident's level in the program.
 - Levels 1 & 2: 1 call per week for 20 minutes
 - Levels 3 & 4: 1 call per week for 30 minutes
 - Levels 5 & 6: 2 calls per week for 30 minutes
- Residents may not make or receive phone calls during school or after bedtime.

- Crosswinds policy allows that half of each phone call is to be unmonitored. The remaining time is monitored to ensure that the conversation is not detrimental to the treatment of the child or parent.

Written Contact

- On Levels 1-4, residents are able to send and receive written communication from their parents.
- On Levels 5-6, residents are able to send and received written communication from any person on their “Approved Contact List” (*this list is determined by parents/guardian, with input from the therapeutic team*).
- As part of the therapeutic process, residents will review all written communication with their therapist.

Visits

Parental visits are welcomed and encouraged. Decisions about the timing of visits are based on your individual treatment plan and reunification strategy. All parent visits will be arranged through your therapist.

The following policies have been established to bring consistency and structure to visits. These policies exist to provide parents and guardians the opportunity to spend quality time with you and gain insight about your progress. The therapeutic team must approve any changes or exceptions to these policies.

On Ground Visitation

- Only those individuals approved by parents will be permitted on the property for visitation. Prior approval must be received by the student’s therapist for on grounds visits.
- On-grounds visits occur after you have been in the program for 30 days or have reached level 2. *Visitation requests must be coordinated with the student’s therapist.*
- All forms of drugs, alcohol and smoking are strictly prohibited on the Caribbean Mountain Academy campus.
- All visitors must comply with Caribbean Mountain Academy rules and guidelines.

Off-Grounds Visitation

- You are able to attend off-grounds visitation with adults on the “Approved Contact List” only. This list is determined by your parents/guardians, with input from the Therapeutic Team upon enrollment.
- The frequency and duration of off-grounds visitation will vary depending on your level in the program.
- All off-site visitations must be approved by the therapist and must be scheduled in advance.
- All visitors signing you out must show proper identification and agree to keep you under his or her direct supervision for the entire visit.

During the first visit, typically a four night stay, a child will spend the night on campus, while his or her parent(s) spend the night either on campus or in a local hotel room. For future visits, youth are generally able to spend the night with their parent(s) in their hotel room. (*Parents are responsible to pay for hotel and airfare*).

Please let your therapist know that you would like to schedule a visit at least one month ahead of time. This allows us to prepare for your arrival and to confirm that your dates will not conflict with previously scheduled program events (spring and fall retreats, excursions, spring and fall house trips, etc.). Some of these trips or events last for a week at a time, so it is critical that we plan parent visits around them. **Note: Parent visits are not permitted during December 23-27.**

Your therapist will also help arrange a schedule for your visit. During your first visit, please plan on coming to campus to meet staff members at the school on the first day. During this day, we would like to invite you to share a meal with your son or daughter. At the end of your visit, we also will plan a meeting to discuss his/her progress with you.

Independent Living Skills

All residents of Caribbean Mountain Academy will participate in the Independent Living program. This program will help to sharpen their skills in the areas of respect, goal setting, responsible decision-making, honesty and hard work. This program will help students develop skills such as: budgeting, cooking, shopping, basic finances, and job skills.

Room Policy

- No resident is ever to be in another resident's room without permission from staff.
- Only approved posters or pictures may be hung on the wall.

Entertainment Policy

- **Music:** Only Christian and staff-allowed classical music is allowed on campus.
- **Movies:** All movies must be rated PG-13 or lower for viewing. PG-13 movies must not have sexual content or strong violence.
- **Games:** Any games rated E (everyone) and T (teen) are approved.
- **Books:** All books must be approved by staff (reviewed on ratedreads.com – no SI or SC codes allowed).

Contraband Policy

Contraband can be defined as any item found in the possession of a resident which violates any of the rules and policies of the program. Contraband can further be defined as any item that residents are not to have access to or have restricted or limited access to. The following is a list of items that are considered contraband:

- Any personal items that are taken to school without permission from staff.
- Inappropriate clothing or messages on shirts.
- Literature that contains explicit language or material, or content that is contrary to program values.
- Illegal substances such as any form of drug, alcohol, tobacco, prescription or over-the-counter medication.
- Possessions belonging to someone else.
- Razor blades, knives or guns of any kind.
- Any money, gift card, phone card, etc., that is not kept in the office.
- Any phone, iPod, or other music device.
- Any USB memory device.
- Any other item deemed inappropriate by the therapeutic team.

Contraband found in the possession of residents will result in loss of privileges. All contraband will be destroyed or returned to parents.

Drug Screen Policy

Residents may be required to take a drug screen any time staff feel it is necessary. This shall be at no cost to the resident unless the results are positive. If the results are positive, the resident shall be required to pay all expenses incurred in the drug screen process.

- If a resident will not cooperate with the testing procedures, then he/she will be considered a user and will be treated accordingly.
- If a field test comes back positive, parents will be immediately contacted.

Resident Property Policy

- Caribbean Mountain Academy is not responsible for any damage to residents' personal property that is brought to Caribbean Mountain Academy. If a resident doesn't want to risk damaging his/her possessions or losing them, he/she should refrain from bringing them to Caribbean Mountain Academy.
- Each resident is responsible to ensure they gather ALL their belongings before they leave the program. Personal items will be returned on the day of departure.
- Each resident has an allotted amount of space for storage of personal belongings. Any excessive items or personal belongings that cannot be stored will be shipped home at parent/guardian expense.

Appendix: Level System

Caribbean Mountain Academy's goal is not to force a child to conform or comply with certain behaviors, but rather to help them see the value of making good choices.

We begin by making sure youth understand the expectations we have of them. Next, we encourage good choices by “catching them doing something right” instead of just pointing out their mistakes. When a child makes a good choice, we're not only praising them, but they are also earning privileges or rewards as they progress through our “level” system—the higher the level, the greater the privileges earned.

With that said, it is also necessary to teach and correct poor choices that are made. We do this through the natural consequences of lost privileges. Privilege loss and reinstatement will be handled as follows:

1. Following an incident with a student that could potentially lead to the loss of privilege, the staff involved will discuss the situation with the student.
2. The consequence of their actions will then be communicated to the student and campus staff.
3. Students will be given the opportunity to lessen the length or severity of the consequences by acknowledging what they did wrong, explaining what thoughts led to that choice, and how they would more appropriately handle it next time.
4. Once the student has demonstrated that they have learned from the situation, privileges will be restored.

Should a student continue to display negative behaviors, they will continue to lose privileges. Subsequently, once the restriction of privileges is lifted, the student will be on the same level and will regain all privileges of that level. It is possible for a student to lose all privileges of their current level, up to and including moving back a level. Once a student has moved back a level, they will need to demonstrate mastery of that level again before being promoted to the next level.

Note: All levels and portions of the Caribbean Mountain Academy program are counseling driven. Level moves are discussed at weekly meetings. A level move will be discussed with parents prior to being implemented. If a student goes two months without making the next level, the therapeutic team will develop a plan specific to that student as a guideline to help them move forward to the next level.

Following is a guide to our Level System including what our focus is during each level, what will be expected of you as a parent, what will be expected of your child, what responses you can anticipate from your child at each level, the privileges your child will have at each level and the desired results of each level.

Caribbean Mountain Academy admits students of any race, color, national and ethnic origin.

Level 1: Orientation and Adjustment

<p>Student Expectations</p>	<p>Staff and therapists will work with your child to complete the following:</p> <ol style="list-style-type: none"> 1. Read student manual and pass exam 2. Students and parents develop a list of identified problems and communication issues 3. Understanding and application of policies and procedures regarding: <ul style="list-style-type: none"> • Appropriate dress • Maintaining good personal hygiene and clean personal areas • Non-use of profane language • Authorized vs. unauthorized internet use • Approved music • Household chores • Participation in house and program activities • Participation in counseling and group counseling sessions • Participation in academics 4. Understanding and application regarding respect: <ul style="list-style-type: none"> • Demonstrate respect for authority • Demonstrate respect towards self and others • Respect Caribbean Mountain Academy property • Respect other people’s property • Respect house boundaries and expectations 5. Enrollment in school along with assignment to the appropriate classes. 6. Developing a specialized treatment plan that will address the specific needs of students and family. 7. Must sit with their house staff in chapel. 8. Must demonstrate respectful behavior in chapel and devotions.
<p>Privileges</p>	<ul style="list-style-type: none"> • One late night for the month after the first week. A late night is simply staying up with staff permission past normal bedtime • May watch 2 approved movies per week • May purchase food from the campus Colmado • May sit in the first row in the chapel
<p>Expected Child Response</p>	<p>Your child will go through a big transition as he or she comes to the DR. The weather is different, their schedule is different, their experiences are different, school is different ... everything will be different.</p> <p>During this time of transition, it is common for a child to become very angry at the parent. For example, you might hear things like, “How could you send me here?”, “I hate you”, or “Please come get me, I hate it here!” This type of response is very normal and expected.</p>
<p>Parents Role</p>	<p>You play a key role in your child’s progress through the level system. You will have a therapist assigned to you and your family that is there to help and encourage you. Some of the things you’ll address together at this stage include:</p> <ul style="list-style-type: none"> • Coping with a variety of emotions you will experience after leaving your child in the DR • How to deal with angry comments from your child • Participating in an assessment of your family’s specific needs • Preparing a customized treatment plan for you and your family • Understanding CMA’s program and level system • Reviewing your child’s progress
<p>Results</p>	<p>Upon completion of level 1, you will begin to notice progress, such as your child showing respect for themselves and others, assisting in household chores, beginning to build relationships with staff and peers, participating in counseling, and participating in school.</p>

Level 2: Identifying the Need for Change

<p>Student Expectations</p>	<p>Level 2 is the beginning of identifying the issues. For the student this includes attitudes, behaviors, and thinking that need to change. For the family this includes rules, roles, and communication issues. We will also begin to teach the value of authority (and what authority is and isn't), learning skills, and coping skills. Specifically, our staff and therapists will work with your child to:</p> <ul style="list-style-type: none"> • Identify appropriate vs. destructive behaviors • Begin to develop emotional and physical safety • Learn how thoughts, feelings, and behaviors are connected • Understand how to build trusting, appropriate relationships that are focused on a concern for others, instead of only a concern for self • Process and accept the fact that you are in this program • Understand why things need to change in your life • Continued participation in academics
<p>Privileges</p>	<p>All previous level privileges, plus:</p> <ul style="list-style-type: none"> • May play video games on Saturday and Sunday with staff permission in house for a maximum of 2 hours • May have 2 late nights per month with staff permission • May sit in the first two rows in the chapel
<p>Expected Child Response</p>	<p>For the first time your child may begin to acknowledge that he or she had a part to play in the breakdown of your family. They will likely begin to:</p> <ul style="list-style-type: none"> • Identify some of the emotional and behavior changes that need to take place • Recognize how they use manipulation as a coping skill • Understand what it means to respect others • Follow the program rules more consistently • Build trusting relationships with staff and peers • Accept the fact that they are in the program and choose to begin to work on things
<p>Parents Role</p>	<p>As your child begins to delve into their emotional scars, it is easy as a parent to either become defensive, overreact or to down-play its significance and role. It is very important that parents are supportive of the process at CMA. Sometimes what comes out can make you angry, but it is still important that these things are verbalized by your child.</p> <p>We will teach you the stages of change which you will use in understanding the process your child is going through. It is imperative that you encourage your child through this entire process. Now is not the time to focus on what they did to you. That will come when they are ready. For now, our therapist will teach you "emotional sidestepping" for when those painful words come. You will also be trained in understanding manipulation so that you will be prepared to refocus your child when necessary.</p>
<p>Results</p>	<p>Upon completing level 2 you will begin to see that your child is using good hygiene, improving in their social skills, building trusting relationships with peers and staff, demonstrating less selfishness and more empathy, learning how to function effectively in the home, working through emotional issues, making good progress in counseling, and developing good study skills in school.</p>

Level 3: Working on Identified Issues

Student Expectations	<p>Level 3 is achieved when we see your child begin to make measurable and recognizable progress toward his/her individual goals. Staff and therapists will be working with your child to:</p> <ul style="list-style-type: none"> • Understand past poor choices and the implications of continuing that behavior • How to set appropriate boundaries • Recognize the value in allowing staff to give input in your life • Connect choices and consequences • Self-regulate emotions and behavior • Continue to edit and add to your list of identifiable problems and issues • Identify origins of negative rules, roles and communication issues • Take personal responsibility for behavior • Demonstrate self-direction in academics
Privileges	<p>All previous level privileges plus.....</p> <ul style="list-style-type: none"> • May sit in the first three rows in the chapel • May have one cup of coffee each morning • May have OFF campus time with staff and other eligible student(s) every other week • May shop in town and purchase personal food items and keep in the house pantry • Girls may wear light makeup and jewelry • Guys may wear jewelry such as bracelets or rings; No earrings • May have access to student lounge • May sit anywhere in Chapel during services • May have 3 late nights per month with staff permission
Expected Child Response	<p>Youth typically begin to recognize their weaknesses and what tools they need to fight those weaknesses. They also begin to handle stress more effectively as a result of new stress management techniques. As their relationships with staff and peers deepen, youth develop empathy and become more open to accountability.</p>
Parents Role	<p>As a parent, you will need to focus on the big picture: understanding your child as they change. You may begin to see the light at the end of the tunnel, but remember this is only the beginning. There is a lot more room to grow. At this time, we encourage parents to commit to completing the program.</p> <p>In addition, parents are asked to take an honest look at what they are contributing to the relationship with their child. Significant time will be spent with your therapist at this level to understand and develop a family structure, including a system for rewarding progress and reinforcing change.</p> <p>You will also work together to prepare for your child's outbursts. For example, how to handle it when he or she becomes angry and/or swears at you. Your therapist will work with you on how to emotionally sidestep such interactions. You will see your child in a whole new way.</p>
Results	<p>As youth complete Level 3, they will be making positive, healthy choices as a result of the skills they have learned. There will be a willingness to admit when they are wrong and a concern for their peers who are making poor choices. They will also demonstrate good progress in counseling and success at school in their attitude, behavior, and performance.</p>

Level 4: Developing New Attitudes and Behavioral Patterns

Student Expectations	<p>The beginning of Level 4 designates your child is half-way to graduation and home! Level focuses on personal change in thought and actions, success in implementing healthy coping skills, and becoming more focused on a healthy sense of self, personal goals and developing positive communication with the family. Specifically, our staff and therapists will be working with your child on:</p> <ul style="list-style-type: none"> • Understanding the value of a positive attitude • Beginning to resolve problems and conflicts on your own • Reinforcing that wise choices are driven by wise thinking • Resolving family issues • Resolving personal issues • Establishing personal and social values • Developing leadership within the house • Establishing peer accountability • Check other students chores • Lead discussions in problem solving house sessions as disagreements between students arise
Privileges	<p>All previous level privileges plus.....</p> <ul style="list-style-type: none"> • May sit anywhere on their appropriate side of the chapel • Check other students' chores • Lead discussions in problem solving house discussions as disagreements between students arise. Only with permission from staff members • May stay up until 10pm with staff permission • May be alone in the student lounge at staff discretion • May have 2 cups of coffee per day • May play video games in the student lounge or in the house at staff discretion during the week, for a maximum of 1 hour per week • May watch up to 3-4 approved movies per week
Expected Child Response	<p>At this stage, we typically start to see youth become more self-motivated instead of incentive-motivated. You'll see them start to think before reacting. Youth will also begin to see the value in themselves and others as they gain confidence. It is during this time that we start to see youth begin to take real ownership in their treatment and progress.</p>
Parents Role	<p>The most important thing you can do during Level 4 is to stay the course and allow your child to finish the program. As some of the pressure is removed and you begin to see progress, it can be easy to think that things are now "fixed." It is important to realize that there is still significant work to be done—especially if you want the changes you're seeing to last.</p> <p>Also during this time, your therapist will be working with you and your family to identify the problem areas and conflict issues within the family. We'll also equip you with tools to:</p> <ul style="list-style-type: none"> • Develop conflict-resolution skills • Understand adolescent development • Explore family values • Recognize your son or daughter's strengths • Encourage positive self-esteem in your child
Results	<p>As your child concludes Level 4, they will acknowledge and take responsibility for their mistakes. As they look forward, they will demonstrate an ability to set goals and plans, as well as the steps necessary to achieve their goals. We also expect to see healthier communications between the parent and child as family issues are addressed and the youth begins valuing relationships and others.</p>

Level 5: Consistency in Attitude and Behavior

<p>Student Expectations</p>	<p>During Level 5, we're working to assure that your child's attitudes, behaviors, and desires to succeed in life go beyond what is required at Caribbean Mountain Academy. Specifically we'll focus on:</p> <ul style="list-style-type: none"> • Celebrating good judgment in decision-making • Providing leadership opportunities / responsibilities • Teaching how to handle success without arrogance • Helping understand that weaknesses are important to discover and protect • Helping begin to understand what going home might look like • Preparing to transition your attitude and belief system to home • Working to set goals, expectations, consequences, and address potential problems as you head home • Developing a contract with your family for reunification • Supervisor over all lower level students in and out of the house – anytime, anywhere with staff supervision
<p>Privileges</p>	<p>All previous level privileges plus.....</p> <ul style="list-style-type: none"> • May visit another house for up to 2 hours per week • May email contacts on approved list with staff's direct supervision twice a week at approved times • May go out of town with staff for weekend getaways to the beach or elsewhere with Director/Therapeutic team approval (you pay) • May have special, independent "alone time" on campus • May opt out of campus dinner to order-out as much as you desire at student expense and eat this meal at any staff-approved location on campus • May stay up until 10:30 or negotiate a later time on weekends with staff • May negotiate for anything additional • May leave school early with teacher approval • May lead Bible studies under staff's supervision
<p>Expected Child Response</p>	<p>Youth will likely begin to talk about going home more frequently at this stage. They will also be discussing the details of their family contract for reunification with you. Your relationship with your child will continue to improve as they approach the end of the program.</p>
<p>Parents Role</p>	<p>There will be a lot of communication between you and your child as you work out the details of his or her return. Your therapist will help you navigate this process, such as:</p> <ul style="list-style-type: none"> • What will the rules be? • What will the privileges be? • What are the expectations? <p>Our team will work together with both you and your child to develop a reunification plan, including:</p> <ul style="list-style-type: none"> • A plan for the transition • A "family stress" plan • Reunification timeline <p>Given the issues that need to be addressed, family sessions will be more frequent at this time. We will prepare you to reinforce the positive changes you are seeing in your child and a significant amount of time will be spent focused on your personal relationship with your child, which is key at this point.</p>
<p>Results</p>	<p>Youth will begin completing the intensive work on their personal issues and will have the tools to cope with those difficulties in the future as they arise. They will be consistently making appropriate choices and demonstrating both leadership and maturity in the house.</p>

Level 6: Dismissal and Reunification

<p>Student Expectations</p>	<p>Level 6 is the final step in completing our program and usually takes about one month. Our goal will be to work out the logistics of your return home, while ensuring that you are not “checking out” on the progress that you have made. Some of the things we’ll be addressing during this time include:</p> <ul style="list-style-type: none"> • Preparing transcript and/or diploma • Transitioning daily authority from Caribbean Mountain Academy staff to parents • Allowing access to special “Level 6-only” privileges • Preparing you for the stress of transitioning home • Setting up follow-up family counseling services • Graduate and give personal testimony (graduation speech) during a Sunday morning church service
<p>Privileges</p>	<p>All previous level privileges plus.....</p> <ul style="list-style-type: none"> • May Facebook, email, chat, or surf the web up to 3 nights per week with staff supervision and parent permission • May attend camps and events at other local ministries (Young Life, Dulous, etc.) • May go off campus locally, daily with administration’s permission • May attend all privileges with all houses with staff’s permission, but must continue to fill out privilege forms • May leave the house early each morning to have quiet time (personal prayer, Bible study, or join accountability/Bible study group) on or off-campus before breakfast with staff approval
<p>Expected Child Response</p>	<p>Your child, like you as a parent, will experience a range of emotions as they prepare to come home such as apprehension, excitement, fear, pride, etc. Our counselors will be working with them to manage this range of emotion and prepare for a successful transition.</p>
<p>Parents Role</p>	<p>Parents can expect to be excited and scared all at the same time about their child coming home. This is normal and your therapist will work with you on that anxiety. Your family’s Reunification Plan will already be in place allowing you time to work with your therapist as you prepare to implement the plan. You will also be meeting with your Family Support Services staff, as applicable.</p> <p>Another responsibility you will have at this time is to finish a “Stress Plan” that the family has agreed on. Your therapist will also guide you in:</p> <ul style="list-style-type: none"> • Establishing family, community, and faith supports • Contacting the school system to enroll your child for the next semester • Finalizing your travel plans • Determining program graduation dates
<p>Results</p>	<p>Successful conclusion of this level results in your child completing the CMA program and transitioning back into your home with follow-up family counseling services.</p>

Clients Rights and Responsibilities

Your right to be treated with dignity and respect is the foundation on which all rights and responsibilities are based.

Rights

Each individual receiving services from Crosswinds is entitled to the following:

- The right to hear about the read your rights in a language you can understand.
- The right to be treated with respect and dignity.
- The right to be treated by a professional and to receive services fitting to your needs.
- The right to service in the best environment possible with the least possible restriction.
- The right to be informed of proposed or current services in a language you can understand.
- The right to refuse any services, unless these services have been mandate by law, court order or a higher authority.
- The right to a full explanation of the consequences should you refuse any services. The consequences may include, among other things, discharge from Crosswinds services.
- The right to active and informed participation in the establishment, periodic review, and reassessment of your treatment plan.
- The right to freedom from unnecessary restraint or seclusion.
- The right to humane care.
- The right to have the opportunity to consult with independent treatment specialists or legal counsel, at your own expense.
- The right to receive an explanation of the reasons for discontinuation of or denial of services.
- The right to appropriate services without discrimination on the basis of religion; race; color; creed; gender; national origin; age; lifestyle; marital status; or physical, mental, and developmental disability, within reasonable accommodation.
- The right to be informed, in advance, of charges for services, if applicable.
- The right to be fully informed of all rights.
- The right to exercise any and all rights without reprisal.
- The right to file a grievance.
- The right to have oral and written instructions for filing a grievance.
- The right to tell us that you are satisfied with the services you have received.
- The right to practice your religion.
- The right to know that information shared by you will be treated with the highest regard for confidentiality. Staff is required by law to disclose information when any of the following are present:
 - Reasonable suspicion of abuse of children or elderly persons
 - You present a serious danger to others
 - You are likely to harm yourself
- The right to be told the rules you are expected to follow and the possible penalties for violating those rules.
- The right to a copy of these rights and responsibilities.
- The right to maintain reasonable means of communication with approved persons outside the facility.
- The right to wear your own clothes when approved by Crosswinds.
- The right to keep and use approved personal possessions. Your behavior while you are a student may impact this right.
- The right to have access to and spend a reasonable amount of your own money. Your behavior while you are a student may impact this.
- The right to have access to individual storage space for private use.

- The right to waive any of your rights. If you do so, your waiver must be given voluntarily and knowingly. Such a waiver may be withdrawn at any time. Your treatment in our program(s) is not conditioned upon your waiving any rights.
- The right to exercise all your fundamental human, civil, constitutional, and statutory rights.

Responsibilities

Each individual receiving services from Crosswinds is responsible to do the following:

- Treat staff and others with respect.
- Provide relevant information to assist in the development of your treatment plan.
- Inform Crosswinds staff of any hearing or speech difficulties you may have so your plan may be adjusted as necessary.
- Ask for further explanation if there is something you do not understand.
- Collaborate with staff in fulfilling any treatment plan to which you have agreed.
- Follow the rules applicable to the program in which you are being served. These will be reviewed with you by your therapist and house staff.
- Notify Crosswinds staff of any reasonable suspicion of harm or threat to yourself or others.

Policies and Procedures – Signed Acknowledgement

First Name: _____ Last Name: _____

I have been given the opportunity to read the Caribbean Mountain Academy student manual. These policies and procedures have been explained to me and I agree to follow them while I am a resident a Caribbean Mountain Academy. I also understand that exceptions to these policies will be driven by my Treatment Plan.

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____

Client Rights – Signed Acknowledgement

I have received and have read my Residential Client Rights.

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____