

Walker Academy Program Participation Manual

WELCOME

Dear Program Participant,

Turning 18 is an exciting milestone. You made it. You are finally a “legal adult!” We are so proud of the adult you are becoming. Yet, we understand that turning 18 can feel a little scary. It is a time for exploring and taking the wheel of your own ship. So much possibility but also uncertainty is just over the horizon. You may feel like it’s time to face the world alone. You will now need to make decisions for yourself and be accountable for those decisions. You are far from alone. We are here for you; we care about you and are here to uplift you. We are looking forward to being able to work with you and help you work through any obstacles you may be experiencing. By working through them you can reach your full potential. We hope you are just as excited as we are to get started on this journey of hope and discovery.

Glad you chose us as a part of your crew to start this journey called adulthood!

Sincerely,

Walker
Academy Team

WHAT WE OFFER (PROGRAM SERVICES)

Intensive Case Management

Education Advocacy

Preparation Work Readiness

Training Income Supplements

Double down Savings Offer

Asset Development

Referrals to Community Services

Counseling

Open Saving and Checking Accounts

Budget and Savings Planning for Move Out

Wellness-Management Assistance

Independent Living Plans Classes

Life Skill Activities

Opportunities to Become Peer Mentors

Weekly Grocery Store Trips

Weekly Bank Trips

Aide with DMV Applications

Weekly Cooking Activity

Career Workshops



Equine Therapy

Mentor

Assist with scheduling medical and dental appointments

Life-skill assessment & Development Court

Support

HOW WE DO IT

STRENGTH BASED

- We believe you possess many strengths that will allow you to take control over your life with some support.
- We wish to build a safe and trusting relationship with you to help you through the challenging times and celebrate your accomplishments.
- We believe you hold the key to your own

transformation! CENTERED ON YOUR NEEDS AND GOALS

- We believe self-awareness of your thoughts, feelings and needs will help direct your life goals.
- We will not always agree with your decisions, but we will be judgement free and keep encouraging you to make good choices.

EMPOWERMENT

- Our goal is to engage you in skill building activities that will increase your independence and self-sufficiency.
- We are here to help you problem-solve through life challenges.

PROGRAM ELIGIBILITY

1. Maintain AB 12 Eligibility
2. Actively Work on Transitional Independent Living Plan Goals
3. Follow House Rules and Engagement Expectations

AB 12 ELIGIBILITY



1. Attend High School or enroll in a GED program
2. Enroll part time in a college or trade school
3. Work at least 80 hours per month
4. Participate in a program that helps you find a job
5. Have a medical condition that would make it impossible to meet options 1-4

TRANSITIONAL INDEPENDENT LIVING PLAN

This is a court document that outlines your transitional goals. You will have the support of your social worker, adult supporters, and program staff to help you define and make progress towards your goals.

ENGAGEMENT EXPECTATIONS

1. Meet with the Case Manager at a minimum of once a week (may be required to meet more frequently).
2. Meet once a week with house parents.
3. Attend house meetings and in-house groups.
4. Participate in an initial roommate meeting to help establish boundaries and expectations for rooming together. If issues arise you will be expected to participate in a conflict resolution meeting to re-visit agreements.
5. Attend and Participate in the Independent Living Team Meeting which will focus on reviewing the goals you choose and are listed on the Transition to Independent Living Plan (TILP). This meeting will focus on identifying your strengths, needs, and resources available to help you meet your goals. This meeting will occur monthly or as often as needed.
6. Attend any emergency planning meeting scheduled on your behalf. These meetings are typically to help resolve challenges that may arise or potential hour rule/program violations.

*If you need to cancel an appointment or meeting, you must notify the Case Manager 24 hours prior to the appointment or meeting. The meeting needs to be rescheduled for the same week.

*Failure to cancel and reschedule a meeting can result in warnings that will lead to entering the programs disciplinary process.

HOUSE LIVING EXPECTATIONS

The Walker Academy Host-family home is a shared living space which always requires everyone to keep the environment clean and safe.

You are encouraged to purchase renter's insurance to cover your personal property. The program will not be responsible for missing/destroyed items.

Please reach **Kenisha Walker (805)844-1986** in case of emergencies or if you suspect dangerous housing- related situations.



You are responsible for all damages done to the house by you or your guests. You cannot change the locks on any doors.

You must take good care of the house furnishings that are provided to you or shared in the home. All household furnishings will remain in the house after you exit the program.

You may decorate your room to your liking without painting or altering the home. If you are not sure what is permitted, please ask.

You are only allowed to sleep in your own bedroom/bed. Any unoccupied bedrooms/beds should remain unslept in or used.

You are encouraged to inform your roommate, and the house parents, if you are going to be away for the night. If we do not hear from you within 48 hours, we may file a missing person's report and notify your social worker.

You may not provide childcare in the home for friends, roommates, relatives, or any other person.

If you lose your keys, your first set is free. After that you must pay for a replacement key.

NO SMOKING of any kind is allowed.

HOW WILL WE ASSIST YOU IN REACHING YOUR GOALS?

You will be assigned a case manager that will support you in getting connected to you community and assist you in accomplishing some of the following tasks. These tasks will set you up for success and help you meet the eligibility requirements.

EDUCATION

- Find the education program that will best meet your needs.
- Obtain a transcript of your credits, request school support, and attend meetings with you as needed.
- If your goal is to go to college, we will assist with the enrollment process, applying to Financial Aid (FAFSA) and finding scholarships.
- If you have particular needs in school or if you have an

Individualized Education Plan (IEP) we will assist you in ensuring that information is sent to the appropriate school personnel.

- Your success is important therefore we will help you create a plan listing your academic responsibilities, teach you time management skills, and find tutoring, if needed.
- We will ask for school progress report cards to turn into court for eligibility purposes.

EMPLOYMENT

- Access to your vital documents such as a CA identification card, birth certificate and social security so that you can begin your job search.
 - If your goal is to obtain employment, we will support you in job searching, creating a to by using a job log.
 - Teach you planning skills and identifying appropriate methods of transportation.
 - Job maintenance will also be discussed with you so that you understand how to keep your job by following rules at work and managing conflict in a healthy way.
 - We will ask for your paystubs to send over to the court for eligibility purposes.
- resume, and practicing interview skills so that you can get the job you identify.
- We can support you in finding the right outfit for the interview and inform you on when and how to follow up on jobs.
 - Keep track of jobs you are applying

HOW WILL YOU KNOW YOU'RE BECOMING MORE INDEPENDENT?

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ You will be able to maintain housing for at least 6 months ▪ You will complete your High School equivalent degree ▪ You would attend Secondary education or Trade School | <h3>HOUSING</h3> <ul style="list-style-type: none"> ▪ You will save money ▪ You will show Increased or demonstrated improvement in your life skills |
|--|---|

The Walker Academy Program offers you with two different housing options. You will start the program in a more supportive and structured home, but as you become more self-sufficient you will have the opportunity to move into a more independent living situation.

The two-part step-down program model:

Phase 1 - Host Family Model	
Walker Academy' Host-family Model will include a live-in house parenting model in our agency operated single-family dwelling. The home will consist of double occupancy rooms and will not be co-ed. NOTE: Engagement in this phase 1 of the model will last for approximately 6-9 months.	
Phase 2 - Remote Site Model	
Apartment, single-family dwelling, or condominium owned, rented, or leased by 4K2K where you will live independently. NOTE: These sites will be for clients who have demonstrated the ability to maintain eligibility and engagement, increase independent life skills and meet goals on your TILP.	

CURFEW

Curfew rules for our two models include below:

- **Host-Family Model site:** Curfew 11pm.
 - Exceptions may be made to accommodate your work and/or school schedules. ●
- **Remote/single sites:** Curfew 11pm.
 - Exceptions may be made to accommodate your work and/or school schedules.

VISITORS

You are welcomed to have visitors at the home if the visitation is not prohibited by the court and they do not infringe on the rights of any other program participant.

- **Host-Family Model site:** Visitor Hours 10am – 8pm, 7 days/week; no overnight guests allowed regardless of gender or any other factors, this includes inside and anywhere outside the house on the property.
- **Remote/single-sites** – Visitor Hours 9am – 10pm, 7 days/week; no overnight guests without prior approval from program staff; overnight guests approved for a maximum of 48 hours. An overnight request form must be completed 72 hours in advance and visitation must not infringe upon the privacy of your roommate once approved. Overnight guests may not stay more than two consecutive nights (48 hours) and five nights total within a month.

STANDARD OF CLEANLINESS

Dining Room

Kitchen table should always be clear of dishes and trash.

Kitchen table should be cleaned/washed regularly.

Floors must be swept, vacuumed and/or mopped.

Dishes must not be left in the dining room area or bedrooms at any time.

Bathrooms

Floor should be free of trash, hair, dirt, etc.

Toilets must be scrubbed weekly.

Floor must be mopped weekly, or as needed.

Shower/bathtub area must always be clean. Trash must be taken out when full.

Kitchen

Dishes should be washed daily and not left on the counter.

Refrigerator should be cleaned weekly and old food disposed of within 3 days.

Food in the refrigerator must be safely stored in containers and covered appropriately.

Food must always be labeled with your initials and dated.

Counters should always be clean.

Garbage must be taken out immediately when full. Floor should be swept daily and mopped weekly.

Living Room

The floor should be clean of any personal items or house items used by residents.

The floor must be vacuumed weekly or more as needed.

The furniture must be maintained in good condition.

Path to exits must be kept clear in case of emergencies. All surfaces should be clear of trash and other items.

Bedroom

The floor should be generally clean and exits must be kept clear.
The floor must be vacuumed at least weekly or more as needed.
The furniture must be maintained in good condition. Trash must be taken out when full.

Garage

Garage must be kept clean and orderly
Trash must be taken out as needed
All personnel items must be picked up and put away.

Laundry Room

You will have time to do your laundry.
Take your laundry items out of the room as you are done using it.
Laundry room must be kept clean.
The laundry room floor needs to be clear of any items.
The dryer lint filter needs to be cleaned after each use.
Counter tops need to be wiped and thoroughly cleaned.

Cleanliness Inspections

Walker Academy staff will conduct a cleanliness inspection to ensure the living environment is kept clean, safe, and sanitized. These inspections will be conducted twice a week and failure to maintain a safe and clean space will result in consequences. The following could be issued to you:

- Warnings
- Fees
- Additional meetings with your Case Manager

Walker Academy staff will provide coaching to help you learn and develop the skills necessary to complete the above-mentioned activities of daily living and cleanliness, when required.

Home Maintenance

If anything needs to be repaired in the home, please fill out the “work order request form” and drop it in the box. If the request has not been completed or addressed in 3 days notify House Parents.

ALLOWANCE AND SCHEDULE FOR MONEY DISBURSEMENT

You will receive a bi-weekly allowance of \$200.00. In the first month of you entering the program you will receive cash or a gift card to provide you with enough time to obtain a checking account and vital documentation.

Your allowance will be received on Wednesday's biweekly. Depending on the day you come in it can take up to 72 hours to issue you the first payment.

The program will collect a deposit of \$300.00 from you over a 3-month period resulting in \$50 deducted from your \$200.00 biweekly allowance. The remaining allowance of \$150.00 by-weekly will be issued to you over the next 3 months, until your deposit is paid in full. Beginning in their 4th month youth will receive the full \$200.00 in by-weekly allowance.

Upon move out you will receive the \$300.00 deposit providing there are no damages to your room and home.

Your rent will be paid through AB12. The Walker Academy Program will provide all basic utilities, water, internet, phone landline, and trash service.

Walker Academy Program Payment Distribution

1st Month				
	Received Amount	Deducted Amount	Security Deposit Accrued	Your Payment
Week 1	\$ 200.00	\$ 50.00	\$ 50.00	\$ 150.00
Week 2	\$ 200.00	\$ 50.00	\$ 100.00	\$ 150.00
Total	\$ 400.00	\$ 100.00	\$ 100.00	\$ 300.00

2nd Month				
	Received Amount	Deducted Amount	Security Deposit Accrued	Your Payment
Week 1	\$ 200.00	\$ 50.00	\$ 150.00	\$ 150.00
Week 2	\$ 200.00	\$ 50.00	\$ 200.00	\$ 150.00
Total	\$ 400.00	\$ 100.00	\$ 200.00	\$ 300.00

3rd Month				
	Received Amount	Deducted Amount	Security Deposit Accrued	Your Payment

Week 1	\$ 200.00	\$ 50.00	\$ 250.00	\$ 150.00
Week 2	\$ 200.00	\$ 50.00	\$ 300.00	\$ 150.00
Total	\$ 400.00	\$ 100.00	\$ 300.00	\$ 300.00

4th Month & Ongoing				
	Received Amount	Deducted Amount	Security Deposit Accrued	Your Payment
Week 1	\$ 200.00	\$ -	\$ -	\$ 200.00
Week 2	\$ 200.00	\$ -	\$ -	\$ 200.00
Total	\$ 400.00	\$ -	\$ 300.00	\$ 400.00

SAVINGS AND BUDGETING

Savings and Budgeting is an important life skill that the Walker Academy Program focuses on. We believe that in order for you to become completely independent, you must demonstrate money management skills, create a budget and live within your financial means (not going into debt), as well as regularly put money into savings.

Our goal is to ensure that you can save enough money to transition out of the program and pay a first month's rent and security deposit.

We can help you create a budget, teach you to prioritize expenses, and support you in being consistent with putting money into savings. Your Case Manager will create a budget with you, ask you to bring receipts from savings deposits, and in some cases printouts of your most recent bank statements.

If you meet the expectations of the program and don't receive a warning for an entire month, the Walker Academy program gives you a \$25 incentive a month into an escrow account.

DOUBLE DOWN SAVINGS INCENTIVE

Double Down is a savings incentive in which the Walker Academy Program makes a matching contribution of up to \$100.00 each time you make a deposit to your savings account. This offer is only available for 12 months.

You must make the deposit to your savings account by the 20th of the month and provide your Case Manager with documentation verifying the deposit and balance. The amount matched from the prior month must still be in your savings for you to receive the incentive.

The money we match will be stored in a Walker Academy account and available to you once you exit the program.

DEBT

The Walker Academy Program staff will assist you in learning ways to manage your money, save, and be self-sufficient.

We try to remove the burden from you while you learn by paying for rent as well as all basic utilities (water, internet, phone landline, and trash). You will be responsible for maintaining financial obligations for personal purchases such as a cell phone coverage plan, auto insurance and other related expenses (when applicable), etc.

You may be in debt to the program if any of the following occur:

- Destruction of property;
- Lack of cleanliness;
- Replacement of kitchen items; ● Damage to household items.

You are responsible for any of the damages/infractions listed above, the program will automatically deduct the amount needed to replace the item or fix any damage. Your Case Manager will discuss a payment plan and provide you with written notification of the amount to be deducted from your allowance.

ASSESSMENTS

Your participation will be needed to complete several assessments that can help us understand your needs, skills you possess and skills you may need to master. We will gather information from you through these assessments and review them with you.

Name of Assessment	Description	Who will complete	When
Case Management Assessment	This assessment will help us understand your needs better.	Case manager and You	Within 30 days of entering program

Casey Life Skills Assessment	Measures your skill level in career planning, daily living, housing, money and more.	You will complete	Taken at entrance and exit of the program.
Life Skills Assessment Inventory	You will be assessed on your skill level within different life domains.	You, Social worker and Staff will complete	Taken within 30 days of entering the program and every 6 months.
Adverse Childhood Experiences Assessment	You will be assessed on the number of adverse childhood experiences and inform you how those events may impact your life.	Case Manager and You	Taken upon entrance of the program.

SAFETY PLANNING

Staying safe is important and we support you in developing strategies to maintain safety of yourself, others and in the community. We will discuss safety with you often and ask that you participate in creating a plan we can call upon when needed.

TRANSPORTATION

You are responsible (with the assistance of staff when needed), to search out and find transportation to jobs, shopping, activities, etc. Staff will assist with transportation to medical appointments and school, if needed. It is your responsibility to utilize other resources available to you. You are encouraged to obtain a driver's license while in the program.

VEHICLES

You may have your own vehicle only if you hold a valid driver's license, verification of insurance, viable means of support for payments and maintenance of the vehicle and engage in discussion about vehicle safety. You must provide staff with a copy of your driver's license, insurance policy, and current registration. The Walker Academy Program is not liable for any damage that occurs to your vehicle on property. You are strongly encouraged to consider the financial implications of

driving and to discuss this with your Case Manager before purchasing a vehicle. You must obey and respect all applicable parking rules in the areas in which they reside.

INSPECTIONS

You must allow Walker Academy staff and county social workers to inspect all program homes and premises, as needed. Owners also have the right to inspect but are required to give a 24-hour notice and will coordinate any inspection with you and Walker Academy staff. Complaints from owners will be directed to staff. If complaints occur, you and staff will develop a plan to improve the situation.

You must allow Walker Academy staff to inspect the residence. These inspections can be random and unannounced. If an inspection is conducted, you will be notified through writing and a list of items removed will be included.

CONFIDENTIALITY

Confidential information will not be released without your prior written consent, and information will be limited to the extent permitted by law. Walker Academy will only disclose relevant and necessary information about you with proper consent. The release that you will sign will specify the purpose of releasing the information, the parties or individuals who can share information, and the length of time the release is valid.

The following are exceptions to this confidentiality:

- If you threaten to harm yourself or another person;
- Suspected child abuse, neglect, or elder abuse;
- During regular Walker Academy staff meetings or staff supervision, for the purpose of assisting in planning, reviewing safety concerns (if any) and supporting you;
- Under the direction of a court order.

MEDICAL CARE

Seeing a doctor/dentist is strongly encouraged and, if needed, the Walker Academy team will help in finding doctors, making appointments, and providing rides to appointments (if possible and arranged ahead of time).

Walker Academy has a House Nurse who will be part of your team and assist in coordinating any health and wellbeing related needs. The House nurse will be available

to you during typical business hours. Please see your case manager to arrange an introductory meeting and obtain their contact information.

House Nurse Involvement:

- Meet with you to assess any health & wellbeing needs;
- Assist you in arranging healthcare;
- Encourage you to have a primary health physician that you are comfortable with;
- Provide education on various health and wellbeing topics;
- Assess the level of medication management you will need to follow through with taking your medication and overall health care;
- Make recommendations to you and the team about what you need to do when faced with a non-emergency medical need.

MEDICATION

As an adult managing your health care is vital to your success in other areas of your life. The Walker Academy staff will assist you in learning how to effectively manage medications you have been prescribed. We will assess your need for support when you come in and place you on the level of care we find most helpful to your situation. You may move in and out of different medication support levels based on your need, but the goal is for you to independently manage your medication.

Levels of Medication Support:

	Level 1	Level 2	Level 3
Expectations	Staff hold medication	Staff hold medication but provide you with a week's worth of medication	You hold your medication in the lock box provided

	Staff Provide you the medication	You take your medication as prescribed	You take your medication as prescribed
	Staff and you call for refills	Staff follow up with you to make sure you are taking your medication weekly	Staff follow up with you to make sure you are taking your medication weekly
	Take medication as Prescribed	Staff and Youth call for a refill	Staff follow up with you for 30 days
	Medication log is filled out by staff	Medication log is filled out by you daily	You call to refill your medication
	Staff will coach and prepare you to take your medication independently	Medication must always be locked	The medication log is to be filled out by you

IMPORTANT RULES

DRUGS/ALCOHOL: Visitors in possession of drugs and/or alcohol or under the influence of drugs and/or alcohol (if underage) are not allowed in the residences. In case of violations, legal authorities may be notified.

WEAPONS: No weapons of any kind, including knives other than standard kitchen knives, are allowed into the residence for any reason. Pocket knives, hunting knives, etc., are considered weapons. Failure to obey this rule may lead to termination from the program. Visitors possessing weapons of any kind are not allowed in the houses.

AGGRESSION: Verbal aggression, physical aggression, intimidation and harassment by visitors will not be tolerated. Visitors engaging in this type of behavior will be asked to leave immediately. To maintain the safety of the residents, staff and the household in general, Walker Academy staff may contact legal authorities if needed.

RUNAWAY YOUTH: Runaway youth are not allowed into the houses at any time. Knowingly allowing a runaway into the houses may result in termination from the program. Legal authorities will be notified immediately in the event a runaway is allowed into a residence.

LENDING OR BORROWING MONEY: Lending and/or borrowing money is prohibited in the Walker Academy program.

UNAUTHORIZED PURCHASES: You are not restricted from purchases, with the exception of animals/pets. Pets of any kind are prohibited in Walker Academy placements.

DISCIPLINARY MEASURES

Walker Academy staff will give you a verbal warning if you violate reasonable program expectations. Staff will then review the program rule with you to ensure that rule is clearly understood.

Multiple verbal warnings for rule violations can lead to an official “warning”. Three warnings without resolution will result in a potential loss of placement/eviction. On the third warning you will be placed on a formal Personal Improvement Plan of the program which can lead to eviction if the situation is not improved within 30 days of that plan. At such time we will schedule a meeting that will involve Placing Agencies, Walker Academy staff and Community Supports.

If you violate program rules and expectations, you will be subject to reasonable and temporary consequences. You will be given the opportunity to participate in choosing the appropriate alternative action(s) or consequence(s).

These are possible corrective measures:

- Safety Planning;
- Problem resolution meetings;
- Carry out Restorative tasks;
- Community Service;
- Impose a stricter curfews;
- Restrictions on visitors or other privileges;
- Daily check-ins;
- Frequent meetings with staff (including conflict resolution meetings);
- Fines;
- Additional support, coaching and counseling will also be offered to attempt to build safe coping and alternative behavior skills.

If you reach a third warning we will implement a personal improvement plan due to on-going violations of reasonable program expectations after the alternative actions are imposed, staff will conduct a meeting to review probation terms and do the following:

1. Inform you that it is necessary to impose alternative action(s) or consequence(s);
2. Discuss the reason or need to impose alternative actions;
3. Develop a plan with you (includes a time frame, specify the action(s) or consequence(s);
4. Document all decisions and actions taken concerning you and the alternative action(s) or consequence(s);
5. Formally place you on probation of the program and subject to be terminated if you don't complete the plan;

GROUPS FOR TERMINATION/EVICTION

Walker Academy reserves the right to determine the status of a participant's placement in the Transitional Housing Program.

Grounds for termination may include involvement in illegal activities not limited to:

- Credible threat to staff or peers
- The use of alcohol or other drugs;
- Prostitution;
- Harboring weapons;
- Theft;
- Destruction of Property;
- Harboring runaways
- Harboring a fugitive
- Distribution of drugs

Not following program rules/agreements, including but not limited to:

1. The Admission Agreement/Youth Program Participation Manual;
2. Consistent failure to notify staff of whereabouts when staying away from the residence for more than one night (includes absent from home for 3 days or longer without making contact);
3. Violating visitation policy or any agreement made that enables you to participate in the program successfully.
4. Refusal to cooperate with staff; threatening staff or program peers including verbal and physical aggression, and intimidation.
5. Failure to progress or meet agreed upon goals over a long period of time.
6. Signs of a substance use or mental health disorder that cannot be treated within the scope of the program (as determined by a trained professional in the team).
7. Staff will provide you with the necessary linkages and referrals to address substance or mental health conditions that may be getting in the way of your participation.

EMERGENCY EXIT

Under emergency circumstances, you may be removed from the program by the person or agency responsible for you, such as a social worker or probation officer, or another authorized person or agency.

Emergency circumstances include, but are not limited to, the following:

- Removal by law enforcement officers if you are arrested.

- Removal becomes necessary when your health and safety and those of others is endangered.
- Removal for emergency medical or psychiatric care.

If a client is removed under emergency circumstances, staff will inform the agency responsible for you and will plan for your items to be picked up.

PERSONAL RIGHTS

You have the right to be free from corporal or unusual punishment; infliction of pain; humiliation; intimidation; ridicule; coercion; threat; physical, sexual, mental, or other abuse; or other actions of a punitive nature including, but not limited to, interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.

You may acquire, possess, maintain, and use adequate personal items including but not limited to:

1. Clothes;
2. Toiletries and personal hygiene products;
3. Belongings including furnishings, equipment, and supplies, for your personal living space;
4. To acquire, possess, maintain, and use a personal vehicle for transportation;
5. To select, obtain, and store food;
6. To select, obtain, or decline medical, dental, vision, and mental health care and related services.

You have the right to have privacy with visitors that include:

- Family members, unless prohibited by court order;
- Placing agency worker;
- Other visitors, unless prohibited by court order.

You have the right to:

1. Be informed of the provisions of law regarding complaints, and information including, but not limited to, the address and telephone number of Community Care Licensing and about the confidentiality of complaints.
2. Send and receive unopened mail, acquire, possess, maintain, and use a personal landline or cellular telephone to make and receive confidential telephone calls or a personal computer to send and receive unopened electronic communication, unless prohibited by court order.
3. Leave or depart the program at any time.

4. Have the independence appropriate to the status of a NMD as a legal adult, consistent with the needs and services plan of your TILP.
5. Have dignity in your personal relationships with others in the program.
6. Be free from unreasonable searches of people.
7. Have private or personal information including, but not limited to, any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records reflecting performance or behavior, progress, and information relating to your biological family maintained in confidence.
8. Access information regarding available educational, training, and employment options of your choosing.
9. Request assistance from program staff.

GRIEVANCE

You are encouraged to resolve your problem informally by discussing it with Walker Academy staff. If an informal resolution is not possible or if you feel a formal grievance is necessary immediately, you may file a formal grievance. You will be informed of the Walker Academy grievance process and your rights at the time of admission. All grievances will be handled quickly and without threats of reprisals.

1. Youth will submit a written grievance using the Client Grievance Form to a staff person who will forward the grievance immediately to Administration.
2. Administration will review and investigate the grievance and respond to the participant within seven (7) working days. The response will include action taken by the Administration.
3. Administration will record the grievance in the Grievance Log.
4. If you are not satisfied with the outcome, an appeal can be submitted to the Director/CEO. The Director/CEO will evaluate the situation and respond to the participant within seven (7) working days. The Director/CEO will make the final decision on how to resolve the grievance.
5. Any grievance that reaches the Director/CEO will be reported to the Board of Directors.
6. At any point, a youth or family has the right to file a grievance with the state or county reporting agencies

OPTIONAL PARTICIPATION

Walker Academy Program would like to present the following resources we encourage you to get connected to:

- Forever Found Mentor.
- Mentorship meetings with WOSMOH (Women of Substance Men of Honor).
- School on Wheels for Educational assistance and vocational training support.

- Project Understanding for volunteering and community service hours, when needed.
- Walker Academy for Peer Mentorship opportunities..
- James Storehouse for support groups, mentorship and personal items.
- Court Appointed Special Advocates (CASA) to support you on individual needs.
- Child Hope for Services and community outreach.

I understand and have read the entire Walker Academy Program Participant Manual.

SIGNATURE

PRINT

DATE

WALKER ACADEMY REPRESENTATIVE

DATE