



George Junior Republic
IN PENNSYLVANIA

PARENT INFORMATION GUIDE

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GJR.org

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Purpose of Parent Information Guide

This Parent Information Guide is designed to provide you, the parents/guardians, with an overview and understanding of the services offered while your son is at George Junior Republic in Pennsylvania (GJR in PA). Understanding this may be a very difficult time for you and your son, we will do everything possible to make this transition a pleasant experience for all involved parties. We strive to keep parents/guardians informed about their son's adjustment and progress during his stay. We encourage families to offer ideas or suggestions that may be helpful to you or your child while at GJR in PA.

Please take the time to review this Parent Information Guide. It should address many of your questions. Should you have additional questions or require additional information, please contact the staff working with your son by calling 724-458-9330.

Overview

GJR in PA has various levels of specialized programming, including Intensive Supervision, Inpatient Non-Hospital Drug and Alcohol Rehabilitation, Diagnostic, and Community Based Group Home. Acceptance into a program is based upon past history, current issues, mental and emotional stability, as well as consideration of other important factors. The GJR in PA program is fluid and youth can move throughout programs based upon progress or need for structure. Within 30 days of arrival, individualized treatment and educational goals are developed. The identified goals will be implemented within the structure of our four-level motivational system (see page 6), which will assist each youth in tracking his progress. The identified goals will be reviewed at weekly team meetings where the treatment team discusses the necessary steps to achieve transition to a lower level of care or discharge. It is important to understand that each youth's progress time will vary and it is common for youth to struggle in a new environment. Should you have any questions, please contact your son's campus director.

Clothing and Personal Items

It is our hope that your son will arrive on campus with the adequate amount and type of clothing. It is preferable to send items that are in good condition. *Please do not send expensive, name brand clothing or any clothing items that have inappropriate print or pictures.* Expensive name brand clothing will not be replaced if lost or stolen. It is encouraged that youth bring with them basic hygiene products. For youth who do not arrive with hygiene items, these items will be supplied or purchased in the commissary (student store). Prohibited items include alcohol-based items (i.e., cologne and mouthwash), items in aerosol propelled cans, and electronic devices.

We ask that you consult your son's staff if you have any questions or concerns regarding acceptable items. Keep in mind GJR in PA is not responsible for any items your son may have in the unit. All items brought into the unit must be given to the home or unit staff for inspection prior to being issued to your son.

RECOMMENDED CLOTHING LIST

<u>PANTS</u> 1 pair dress pants (i.e., khakis, Dockers) 4 pair jeans 2 pair shorts	<u>SHIRTS</u> 5 casual shirts such as button down, polo style, pocket/design t-shirts
<u>SOCKS</u> 6 pair socks	<u>UNDERCLOTHING</u> 6 pair underwear 6 undershirts with short or long sleeves
<u>OUTDOOR WEAR</u> 1 light jack or hooded sweatshirt 2 sweatshirts	<u>OUTDOOR WEAR – Seasonal</u> 1 winter hat 1 winter coat 1 pair winter gloves

Please note: Youth are to return to campus from a home pass with clothing items in the provided home pass bag. Any non-clothing items will be confiscated or discarded, including food items and hygiene products. All items are thoroughly searched and heated for the protection of all youth and staff.

Finance

Your son is permitted to have money sent to him from family members. Large sums of money are not permitted and at no time is money to be given directly to your son. All money received will be placed into your son's student account that is established by GJR in PA at a local bank. Your son's name will be assigned to his individual account. This money may be withdrawn from this account upon request; however, approval by the staff is required.

Your Son's First 30 Days

A youth admitted to George Junior Republic in Pennsylvania will begin his stay within his assigned home or unit based upon the program of acceptance. You, the parent/guardian, will receive a call upon your son's admittance to provide assurance of safe arrival to the program. Weekly home phone calls will be scheduled to assist with maintaining family engagement. During these first 30 days, your son's adjustment is closely monitored to assist in this transition time as he is oriented to his identified program. Your son will begin academic and/or vocational education, be introduced to his treatment staff, begin the therapeutic process, and identify discharge resources. George Junior Republic welcomes you to visit your son as defined in Section III of this guide.

You, as the parent/guardian, along with the referring agency, will be invited to an initial treatment team meeting for the purpose of discussing your son's goals, progress, and discharge resources. Although we realize many families must travel a great distance to our campus, your participation is requested. If you are unable to be present, youth may participate via telephone using an access code provided to you in your meeting invitation letter.

The Treatment Team

The treatment team consists of a collaborative group of professionals with experience in various areas who work directly with your son and in his best interest. The team meets weekly to develop, implement, and review the individualized treatment goals and modalities.

- In the General Residential, 90 Day Residential, and Drug and Alcohol programs, the treatment team consists of counselor/parents (live-in married couple), the therapist (provides individual and family counseling), the case manager (oversees various aspects of your son's case and is your point of contact), and the campus director (supervises the team). A psychiatrist and/or psychologist will consult with the treatment team if necessary.

- In the Intensive Supervision, Special Needs, and Diagnostic programs, the treatment team consists of clinical managers and aides (oversees the daily management of the unit), the treatment team coordinator (supervises the unit and provides individual and family counseling), and the campus director (supervises the team). A psychiatrist and/or psychologist will consult with the treatment team when necessary.

Both you and your agency representative will be invited to attend treatment review meetings to discuss your son's treatment progress. If you are unable to be present, you may participate by phone using the access code provided to you in your meeting invitation.

The Motivational System

The GJR in PA motivational system is a four-level system designed to assist your son in monitoring his progress as he learns the necessary skills to maintain appropriate and socially acceptable behavior as well as understand he is responsible for his own actions. As your son develops and begins to practice these newly learned skills, he will be rewarded and have the opportunity to earn privileges and develop new levels of independence within his placement setting that will prepare him for a more successful transition home. An important aspect of skill building is for your son to understand the value of following instructions, acknowledging that "no" should be accepted in certain circumstances, and that constructive criticism can assist in personal growth. Daily practice of these essential and basis skills will assist each youth in making a positive adjustment at GJR in PA as well as in his home community.

We understand that changing individual behavior is not always easy and you may notice that your son begins to experience difficulty. While this is not uncommon, it is essential that your son have family support throughout the various transitions that he may experience in the treatment process. Your son's case manager/treatment team coordinator can answer any questions you may have regarding the motivational system and your son's progress within that system.

Transfers

Our goal is to have youth function successfully in the most appropriate level of care. As your son progresses through our program, he may become eligible to transfer to different levels of care on the campus which shows that he is making progress addressing his goals. Transfers will also afford your son the ability to step down to a less structured environment with more opportunities, more privileges, and greater responsibility for his own behavior.

Parents/Guardians will be kept informed of their son's progress within our system and notified of any changes or transfers by our treatment staff.

Discharge Criteria

In order to complete GJR in PA's treatment program (not including those in the Diagnostic program) and earn a recommendation for discharge, your son will be expected to:

1. Maintain progress within the motivational system.
2. Maintain educational and vocational progress.
3. Address treatment goals in counseling.
4. Earn step-down transfers within the program, if applicable.
5. Complete successful home visits prior to discharge.

Additional treatment issues may be identified and addressed by the treatment team, and your support in these areas is critical. At each review hearing, GJR in PA will make recommendations to the court. The court's decision is regarded as final.

Visitation Policy

GJR in PA encourages parents/guardians to visit youth while in placement. Shortly after admission, you will receive a visitor's approval form titled "Family Visitation List and Parent Information Guide Acknowledgment" to identify visitors that *you approve* to visit. Please ensure that you complete, sign, and return this form in the self-addressed stamped envelope provided. In order to protect your child, only visitors approved by you and the placing agency will be permitted to visit. Please allow two weeks after admission before scheduling your first visit. It is requested that you, as the parents/guardians, contact the case manager/treatment team coordinator before scheduling transportation and hotel accommodations in order to ensure that your son will be available for the visit.

Arrival of All Visitors

1. Visitation hours are from 9:00 a.m. – 5:00 p.m. every Saturday and Sunday. Any requests outside of the identified visitation hours must be approved by a youth's campus director one week prior to the anticipated visit.
2. Only immediate family members are permitted to visit a youth (i.e., parents, siblings, grandparents, or guardians). Extended family members may visit with approval from the parent/guardian of the youth. ***Friends and girlfriends are NOT permitted to visit.***
3. No more than four family members are permitted to visit at one time. Siblings must be supervised by a parent/guardian at all times.
4. Visitors must:
 - a. Enter campus from Irishtown Road (see directions). Please do not drive through campus or enter via George Junior Road.
 - b. Park in designated parking areas. Handicap parking is reserved for those with handicap passes.

- c. Upon arrival:
 - Go through check-in at the Visitation Center for the safety and protection of youth.
 - Check in with the receptionist at the Visitation Center.
 - Present identification and make/model of vehicle.
 - Sign a copy of the Visitation Policy prior to each visit.

 - d. Lockers are available to secure personal belongings (i.e., phones, electronics, purses, etc.) if needed.

 - e. If you brought items for a youth (i.e., money, clothing, etc.), you must leave the items with the Visitation Center receptionist. The receptionist will provide you with a receipt for these items. Food items are to be consumed during the visit. No food item will be permitted to go back to the home/unit with youth.
5. **Alcoholic beverages and controlled substances are prohibited.** Visitors suspected to be under the influence of drugs and/or alcohol are not permitted on George Junior Republic grounds and will be asked to leave. If a visitor is clearly impaired, alternative arrangements may be made to ensure safe departure of the visitor.
6. **No weapons are permitted on George Junior Republic grounds.** Possession of weapons on George Junior Republic grounds is a threat to the safety of students and staff and is prohibited by law.
7. **No smoking** is permitted in the Visitation Center or in any campus buildings. The Visitation Center and all campus buildings are non-smoking facilities. Designed smoking areas are available for guests.

On-Campus Visits

1. You will be provided a visitor's pass that must be worn at all times during the visit.
2. Areas within and around the Visitation Center will be provided for visits. Visitors are not permitted to walk on campus or sit in parked vehicles.
3. Youth are not permitted to participate in or have the following in the Visitation Center:
 - a. Pets
 - b. Haircuts
 - c. Tobacco related products and/or controlled substances

Based upon the program your son is assigned, the following additional policies must be observed.

Intensive Supervision, Special Needs, or Diagnostic Unit Visits

1. You will be provided a visitor's pass that must be worn at all times during the visit.
2. Shuttles will be provided to transport visitors to the assigned Special Needs, Intensive Supervision, or Diagnostic Units. Visitors are not permitted to drive directly to a unit or take any items into a unit.
3. Staff will observe/supervise all visits that occur within the unit.
4. Space is limited within the Special Needs, Intensive Supervision, and Diagnostic Units. Intensive Supervision Unit visitation is restricted to either Saturday or Sunday. Please contact your son's campus director one week prior to your anticipated visit to ensure adequate space is available.
5. Youth who pose a risk to self or others may have limited visitation.

Off-Campus Visits

Off-campus visits are only scheduled for youth in the General Residential, 90 Day Residential, Drug and Alcohol, and Special Needs programs. No off-campus visits will be permitted for Intensive Supervision or Diagnostic Unit youth. Off-campus visits can only occur after a youth has been at GJR in PA for 30 days and these visits are dependent upon your son's stability and individual program guidelines. For Special Needs youth, Level II must be obtained on the motivational system before an off-campus visit is permitted. At times, a youth may be restricted from an off-campus visit due to safety or security reasons. When taking a youth for an off-campus visit, parents/guardians are expected to provide supervision at all times.

1. **All on-campus rules apply during off-campus visits.**
2. Shuttles (see Off-Campus Shuttle Procedure) will be provided for those who have arrived via bus, train, or air to go to designated areas in the community.
3. Parents/guardians are responsible for their son's safety and wellbeing while off campus.
4. Youth must remain:
 - a. Within 25 mile radius of GJR in PA's campus
 - b. In the company of a parent/guardian at all times
5. Youth are not permitted to, participate in, or have the following while on an off-campus visit:
 - a. Visit any hotel
 - b. Drive motorized vehicles
 - c. Visit Grove City Memorial Park
 - d. Possess or utilize tobacco related products and/or controlled substances
 - e. Visit their local community, if the community is within a 25 mile radius of GJR
6. All youth must return to the Visitation Center no later than 4:45 p.m. If a youth is delayed in returning for any reason, contact the receptionist at 724-458-9330.

Departure of All Visitors

1. Visitors must check out with the Visitation Center receptionist.
2. If you purchased any items for a youth (i.e., money, clothing, etc.) or are leaving money, you must leave the items with the Visitation Center receptionist. The receptionist will provide you with a receipt for these items. Food items are to be consumed during the visit. No food items are permitted to go back to the home/unit with youth.
3. Visitors must exit campus via Irishtown Road.

Off-Campus Shuttle Procedure

1. Shuttle services are available to visitors arriving to campus via bus, train, or air. Car and booster seats are available if needed.
2. Only youth with off-campus privileges will be permitted to utilize the shuttle.
3. The shuttle will ONLY take families to the following locations:
 - a. Walmart
 - b. County Market Plaza
 - c. Grove City Prime Outlets:
 - Drop off and pick up will be at Banana Republic ONLY
 - Drop off times are 10:00 a.m. and 1:00 p.m. ONLY
 - Pick up time is 4:00 p.m. ONLY
4. If you purchased any items for a youth (i.e., money, clothing, etc.), you must leave the items with the Visitation Center receptionist. You will be given a receipt for money or items left. Food items are to be consumed during the visit. No food items are permitted to go back to the home/unit with youth.
5. Shuttle service restrictions include:
 - a. Severe weather will result in shuttles not running.
 - b. GJR in PA youth who are not approved for off-campus visits are not permitted to utilize the shuttle.

Sibling Visits

GJR in PA recognizes that more than one sibling may be placed out of the home at the same time. For those siblings placed at GJR in PA together, regular visitation is provided on campus as well as during weekend visits with parents/guardians. For siblings committed to different facilities, GJR in PA will coordinate regular visits with the sibling's facility. These visits may occur in person and/or via video visitation (due to location, distance, and safety).

Directions to GJR in PA

EAST AND WEST: For those traveling Interstate 80, exit at the Grove City/Sandy Lake exit, #24. Follow Route 173 South towards Grove City for approximately .50 miles. Turn right onto George Junior Road. At the traffic light, make a right onto Route 58 for .25 miles. Go through next traffic light (at Walmart), go approximately .5 miles, make right (past the first car dealership) onto Irishtown Road. Go 300 yards and make a right. The first building on your left is the Visitation Center.

PENNSYLVANIA TURNPIKE: For those traveling the PA turnpike, exit at the Perry Highway/Cranberry exit, #28. Follow signs for Interstate 79 North. Once on Interstate 79 North, follow directions for those traveling North and South.

NORTH AND SOUTH: For those traveling on Interstate 79, exit at the Grove City exit, #113. Follow Route 208 east 1.5 miles. Turn left onto George Junior Road (near Katie's Korner). At the first light, make a left onto Route 58 for .25 miles. Go through next traffic light (at Walmart), go approximately .5 miles, make right (past the first car dealership) onto Irishtown Road. Go 300 yards and make a right. The first building on your left is the Visitation Center.

Please understand that George Junior Republic is in 1.5 hours from Pittsburgh International Airport and the Pittsburgh Greyhound Station. If utilizing a shuttle service, please add an additional 2 hours to your travel to allow appropriate time to arrive at the airport or Greyhound station.

DISTANCE MARKERS

Erie, PA	1.0 hour
Cleveland, OH	2.0 hours
Harrisburg, PA	4.0 hours
Morgantown, WV	2.5 hours
Philadelphia, PA	6.0 hours
Pittsburgh Greyhound Station	1.0 hour
Pittsburgh International Airport	1.5 hours

For further information and/or hotel accommodations, please refer to our website

GJR.org

Home Visits

Youth committed to GJR in PA have the right to home visits; however, requirements and length of visits vary based upon the placing agency and county. As it is important for each youth to show progress in the home and community settings, home visits are very useful in measuring this progress. If your son has the opportunity for a home visit, he may be home for several days at a time.

Home visits can be approved in several ways: 1) Your son's placing agency may request a visit at any time. GJR in PA does require that proper documentation from the placing agency be provided to the treatment team regarding the request; 2) Your son's treatment team may recommend a home visit during one of the six identified dates below if your son is demonstrating consistent progress in his treatment, displays emotional stability, and has the agreement of the placing agency and any other necessary parties; 3) Permission is provided via a court order; 4) Permanency upon discharge needs established.

When a home pass is scheduled, the treatment team working with your son will inform you of his home pass dates, times of arrival and departure, and travel arrangements. Your son will come home with goals for the home pass and a home note where we encourage you to write comments. It is important for your son to follow the rules set by his treatment staff, parents/guardians, placing agency, court, and community.

GJR in PA has established dates for six scheduled home passes per year that may be recommended. These home passes are scheduled around the school calendar and occur during the February winter break, spring break, June, August, Thanksgiving, and Christmas. Please keep in mind that the placing agency may request a home visit outside of these identified times.

Due to the safety and security of the community, Intensive Supervision and Diagnostic youth are not scheduled for home visits except as requested by the placing agency, emergency circumstances, or by court order. Youth in the 90 Day Residential program may be eligible for one scheduled home visit prior to discharge.

Please note: Youth are to return to campus from a home pass with clothing items in the home pass bag provided. Due to the safety and security of all youth, any non-clothing items will be returned home or discarded.

Youth Telephone Calls

GJR in PA's policy on youth telephone calls is as follows:

1. Youth are permitted to make outgoing calls to parents/guardians, placing agencies, attorneys, and/or any other approved parties. At no time are youth permitted cell phones.
 - Youth are permitted one phone call per week to parents/guardians and may sign up for the phone calls in advance. Parents/guardians are to discuss their schedules with their son so that he may plan phone calls accordingly.
 - Youth may request a phone call with their agency representative or attorney at any time.
2. Youth may receive incoming calls from the placing agency, attorney, or other ancillary agencies working with the youth. Parents/guardians are permitted to make incoming calls to speak with staff regarding their son's progress or in the case of a family emergency.
3. Any variation of the above guidelines must be approved in advance by the campus director.

Mail

Your son has the right to receive and send mail unless otherwise restricted by court order. All incoming mail may be monitored for contraband. Please make sure you use your son's first and last name and the following address:

George Junior Republic in Pennsylvania

ATTENTION: First Name Last Name

233 George Junior Road

P. O. Box 1058

Grove City, PA 16127

***Please make sure you include your son's first and last name in the address**

Educational Opportunities

On the grounds of the GJR in PA campus, a variety of educational opportunities exist through a partnership with the Grove City Area School District. Currently, there is over 100 school district personnel who work in various school-based settings throughout the campus. The partnership between GJR in PA and the Grove City Area School District provides a unique opportunity for a variety of educational services to be offered based on the needs of the individual student while continuing his education in a public school setting.

The on-campus school is fully licensed and accredited, and all credits received by students are fully transferable to the student's home school. The Grove City Area School District education is offered at the middle and high school levels and conforms to the state standards. The school day includes studies in Reading, English, Math, Social Studies, Science, Art, Physical Education, and Library.

Upon arrival, each student's educational records are reviewed by a team of educational personnel at the on-campus Maurice B. Cohill, Jr. Academic Center. School services for each student are individually determined based on indicated student needs identified from paperwork received from the placing agency and the student's home school district, as well as educational assessments given during the orientation process.

Within the first days of school at the Maurice B. Cohill, Jr. Academic Center, academic and transition assessments are completed by each student. The results of these assessments are also used to aid in planning the education milieu. Students participating in the Intensive Supervision, Special Needs, and Diagnostic programs are also assessed within the first five days of school and receive education in classrooms located within the unit.

Vocational education is also offered to students in grades 9 -12 at the William H. Gladden Career and Technical Center located on the campus. Skilled trade programming includes Auto Mechanics Technology, Auto Body, Masonry, Carpentry, Food Service, and Welding. GJR in PA

provides funding to support youth testing opportunities to earn nationally-recognized certifications.

In addition to the items outlined above, college classes provided through the College Within the High School program are funded by GJR in PA and offered to students at the Maurice B. Cohill, Jr. Academic Center outside of the typical school day.

Students residing in the off-campus group homes attend the Pennsylvania public school system within the community where the group home is located.

Athletics and Activities

GJR in PA offers a variety of recreational and athletic outlets for youth. In addition to several indoor gymnasiums, an outdoor swimming pool, track and field, movie theaters, billiards, and various basketball recreational areas throughout campus, GJR in PA offers a 25,000 square foot indoor recreational center (and visitation center) that is utilized for volleyball, hockey, wiffle ball, soccer, kickball, lacrosse, and flag football. While GJR in PA is a member of the Pennsylvania Interscholastic Athletic Association and competes in basketball and track and field, the goal is to provide each youth with various recreational outlets during his stay to improve his well-being, assist in the skill development of peer relationships, and enjoy structured recreation, leisure time, and positive socialization.

Religion

GJR in PA recognizes that spirituality plays an important role in the lives of many of our residents prior to their placement. A number of non-denominational religious activities are available to your son on a voluntary basis. Church services are conducted in our chapel every Sunday and are open to all youth. Grove City College students involved in the New Life program provide games, refreshments, and informal bible study on a weekly basis throughout the school year. Our campus chaplain is available for spiritual counseling and visitation upon request and can support a youth's spiritual needs, regardless of his religious preference. Please feel free to provide your son with written spiritual material, but understand that his use of this material and his participation in religious activities must remain his choice while in placement.

Medical Needs

GJR in PA offers comprehensive medical care for your son while he is in placement. The nursing staff works with a variety of consulting physicians to provide quality medical, dental, vision, and psychiatric care when needed. Emergency medical services are provided by Grove City Medical Center, located a short distance from our campus.

Each youth will have a written health and safety assessment within 24 hours of admission, including a hearing and vision screening. A physical examination will be completed within one week after admission, and at least annually after that. A thorough dental examination, including teeth cleaning, is scheduled biannually while in placement. Many youth require specialized care for specific injury or illness, and we will work to keep you informed and included when this care is indicated.

Parents/guardians are required to sign a general medical consent for the provision of routine health care. In the event non-routine treatment is required, a separate, specific consent form signed by the youth's parent or guardian or an order from the court is necessary. Consent for emergency medical care or treatment is not required. If a youth needs emergency medical care or treatment, medical personnel do not need consent to provide treatment for life-threatening conditions. In any emergency, every effort is made to contact the youth's family immediately.

The nursing department at GJR in PA is committed to providing excellent care for your son. A nurse is available on campus 24 hours per day, 7 days per week and can be reached by calling 724-458-9330 x2400. If a nurse is not immediately available to take your phone call, please leave a message and your call will be returned as soon as possible.

Health Insurance

GJR in PA will maintain health insurance information throughout your son's placement, which includes any private health insurance coverage provided by an employer. Your son may be eligible for medical insurance

benefits as provided by the Pennsylvania Department of Human Services. Questions regarding these benefits should be directed to your son's juvenile probation officer, caseworker, or mental health case manager.

Please be advised that as a participant in the Child Nutrition Program, GJR in PA is required to provide you with the following information regarding the Child Nutrition Program as well as the Summer Food Service Program that can assist you in locating free meals for the children in your care post-discharge and during the summer months.

Child Nutrition Program

Notice of Direct Certification

GJR in PA participates in the Child Nutrition Program, also known as the National School Lunch Program. Please be advised that both the breakfast and lunch served to your child will follow the requirements outlined in the Child Nutrition Program.

While residing in GJR in PA, youth will be served food which meets the daily requirements as recommended by the United States Department of Agriculture. Dietary alternatives shall be available for a child with special health needs, religious beliefs requiring dietary restrictions, and/or vegetarian preferences. In these instances, substitutions to food choices and selections are available via the Permissible Substitution List. Youth requiring additional portions at mealtime will have these portions available.

If you have any questions about this program, please contact your son's campus director.

Wellness Policy

GJR in PA will ensure that each youth develops a healthy lifestyle through proper nutrition, education, and physical activity. A Wellness Committee comprised of education, child nutrition, treatment, purchasing, and food service staff will meet on a regular basis to review and advise the administration on nutrition, physical activity, health education, and food safety. More information regarding the Wellness Policy can be found at <https://gjr.org/services/medical-services>.

Non-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, officers, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for civil rights activities in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Form, (AD-3027) found online at: www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. E-mail: program.intake@usda.gov

This institution is an equal opportunity employer.

Summer Food Service Program

GJR in PA, as a participant in the Child Nutrition Program, understands the importance of proper nutrition and access to food during the entire year, including the summer.

Nutritious free meals are available for children and teens 18 years and younger at many locations throughout the nation throughout the summer while school is out of session. Locations for participating sites are updated in the spring prior to the end of the school year.

In order to locate sites that serve free meals to children during the summer, parents and guardians can take one of the following action steps:

- Call 211
- Call 1-866-3Hungry or 1-877-8Hambre
- Text “MEALPA” to 877877 during the summer months
- Text “FOOD” or “COMIDA” to 877-877 during the summer months for locations outside of PA
- Visit the website: www.fns.usda.gov/summerfoodrocks
- Use the site locator for smartphones - Rangeapp.org

No Smoking Policy

Pennsylvania State Law #6505 regarding the sale of tobacco is as follows:
Section 6305 - Sale of tobacco.

(b) **Offense Defined.** A person is guilty of a summary offense if he/she:

1. Sells tobacco, in any form, to any minor under the age of 18 years;
2. By purchase, gift or other means, furnishes tobacco, in any form, to a minor under the age of 18 years; or

3. Knowingly and falsely represents himself to be 18 years of age or older to another for the purpose of procuring or having furnished to him tobacco in any form.

(c) **Penalty.** A person who violates this section shall, upon conviction be sentenced to pay a fine of not less than \$25.00 for a first offense and not more than \$100.00 for a subsequent offense.

Section 3. This act shall take effect immediately. Approved: February 14, 1990. In accordance with this law, GJR in PA has a no tobacco policy for youth in placement. Residents will not be able to smoke or use tobacco products of any kind. Staff members are not permitted to purchase tobacco for youth while in placement, and GJR in PA recommends each parent or guardian to do the same.

Youth are not permitted tobacco products and/or products associated with vaping.

Child Rights

A youth has the right to lodge a grievance/complaint with the facility for an alleged violation of a specific civil right and/or behavioral health treatment plan violation.

By law (Children in Foster Care Act of 2010), children in placement have the following personal rights:

1. You have the right to be treated with fairness, dignity, and respect.
2. You may not be discriminated upon due to race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, limited English proficiency, age, or sex. These issues have no bearing on the quality of services recommended or provided to you. You have the right not to be deprived of any civil, legal, or human rights due to a mental health/mental intellectual/developmental disability diagnosis.
3. You have the right as a minor to not be physically or emotionally abused, mistreated, unreasonably restrained, threatened, harassed, or subject to corporal punishment. You may not be subject to unusual or extreme methods of discipline, which may cause psychological or physical harm to you. It is the policy of GJR in PA to report all allegations of child/adult abuse to the ChildLine and Abuse Registry of the Department of Human Services. Allegations of abuse will be investigated by the Department of Human Services Office of Children, Youth, and Family Services.
4. You have a right to be informed of the rules of the facility/program.
5. You have the right to be given enough food and food of good quality.

6. You have the right to clothing that is clean, seasonal, and age and gender appropriate.
7. You have the right to appropriate medical, dental, vision, and behavioral health treatment. You have the right to agree to medical and mental health treatment, including medication.
8. You have the right to take part in developing your Individualized Service Plan, which includes medical, drug and alcohol, and/or mental health treatment, if applicable. You have a right to a copy of your Individualized Service Plan.
9. You have the right to receive and send mail. Outgoing mail shall not be opened or read by staff persons. Incoming mail from federal, state, or county officials or your attorney shall not be opened or read by staff persons. Incoming mail from persons shall not be opened or read by staff persons unless there is a reasonable suspicion that contraband or other information or material that may jeopardize your health or safety may be enclosed. You may open mail in the presence of a staff person.
10. You have the right to visit your parents/guardians at least every other week unless prohibited or restricted by court order.
11. You have the right to have contact with your family.
12. You have the right to have all the contact information for your guardian ad litem, attorney, court-appointed special advocate, and members of your planning team. You have the right to communicate and visit privately with your attorney.
13. You have a right to communicate with others by telephone. This right is based on a reasonable policy and, at times, written instructions from your contracting agency or court, if applicable, regarding circumstances, frequency, time, payment, and privacy. You have the right to be in a place that maintains your culture as reasonably accommodated.
14. You have the right to be in a place that maintains your culture as reasonably accommodated.

15. You have the right to attend school and be able to take part in extracurricular, cultural, and personal enrichment activities.
16. You have the right to have the opportunity to work and develop job skills at an appropriate age level which may be reasonably accommodated.
17. You have the right to get life skills training and independent living services.
18. You have the right to be protected from unreasonable search and seizure. The facility may conduct search and seizure procedures, subject to reasonable facility policy.
19. You have a right to confidentiality and release of information with informed, written consent except as required by legal authority.
20. You have the right to get notices of court hearings from your placing agency or county courthouse for your case and have the ability to attend the hearing.
21. You have the right to practice a religion or faith of your choice, provided it is a bona fide religion, or not to practice any religion or faith. You have the right to communicate and visit with your clergy in private.
22. You have the right to receive the agency's grievance policy and to have your rights, and the grievance policy explained to you in a way that you understand. You have the right to lodge a grievance with the facility for an alleged violation of specific client or civil right(s) or a complaint regarding your behavioral health treatment plan without fear of retaliation.
23. You have the right to exercise parental and decision-making authority for your child (if you are a parent/guardian).
24. Your rights may not be used as a reward or sanction.
25. You have a right not to participate in research projects.

Program services shall be made available to individuals with disabilities through the most procedural and economically feasible methods possible.

Child rights 26 through 32 do not apply to delinquent youth.

While GJR in PA supports the following child rights for dependent and/or dependent/delinquent youth*, they are outside of GJR in PA's jurisdiction to enforce; therefore, you must file a grievance with your placing agency should you believe one or more of these rights has been violated. If you need assistance in completing a grievance form to your placing agency, the GJR in PA therapist or case manager can help you.

26. You have the right to live in the most family-like setting that meets your needs.
27. You have the right to be placed with your kin and relatives, if possible.
28. You have the right to be placed with families who have supported you before, if possible.
29. You have the right to be placed with your siblings or visit with them at least every other week as arranged by your placing agency. GJR in PA will make available to you contacts by phone with your siblings per the placing agency's family service plan or written permission.
30. You have the right to be able to stay in the same school when you change placements.
31. You have the right to a permanency plan that you helped create and that you can review.
32. You have the right to get notice that you can ask to stay in care after you turn 18 years of age.

***This information is provided to and reviewed with each youth upon admission.*

Youth Grievance Procedure

Upon admission, staff will review the Youth Grievance policy with your son. Outlined below are the action steps a youth can take if he believes his rights have been violated. Submitting a grievance will in no way impact the defined treatment goals, plans for youth transfer, discharge, or scheduled youth activities.

1. Once a grievance is identified, youth are encouraged to discuss the grievance issue with the designated staff member. Youth will also have the opportunity to complete a written grievance form immediately.
2. If the youth is not comfortable with this approach, he will be encouraged to speak with another staff person he trusts—this may include a recreation staff member or teacher.
3. If the discussions do not assist in rectifying the issue and the youth has not yet completed a grievance form, he will be encouraged to do so. Grievance drop boxes are located on campus.
4. The campus director is responsible for reviewing and discussing the grievance with the youth.
5. If the youth believes the issue has not been resolved, he will have the opportunity to meet with the Vice President of Treatment Services.
6. If the meeting with the Vice President of Treatment Services does not assist in resolving the issue, a follow-up meeting will be scheduled within ten days. Meeting participants will include the Vice President of Treatment Services, the youth, the campus director, and the placing agency.**

***Youth have the opportunity to include their parent or legal guardian in grievance related meetings and to send the grievance form to the placing agency.*

Family Grievance Procedure

Each child and parent/guardian have the right to lodge grievances without the fear of retaliation. The Family Grievance Procedure at George Junior Republic is as follows:

1. If a problem, question, issue, or situation arises regarding the youth's care or treatment, it should first be handled by the youth's counselor/parents or clinical managers.
2. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's counselor/parents or clinical manager, it should then be discussed with the youth's case manager or treatment team coordinator.
3. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's case manager or treatment team coordinator, it should then be discussed with the youth's campus director. The campus director is an administrative staff person and the direct supervisor of the staff working with your son.
4. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's campus director, it should then be discussed with George Junior Republic's Vice President of Treatment Services. The Vice President of Treatment Services is the immediate supervisor of all campus directors and treatment staff.
5. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with George Junior Republic's Vice President of Treatment Services, it should then be discussed with George Junior Republic's Chief Executive Officer.

Sources of Parent Advocacy/Support

Parental support, advocacy, educational groups, and informational resources are available to you in your local community. Your son's caseworker, juvenile probation officer, or local community mental health case manager can provide you with phone numbers of the groups or informational resources in your area.

