

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Specific Rights

**Chapter:**  
10

**Effective Date:**  
10/25/1999

**Revision Date:**

**Policy Number:**  
10-111-002

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. A child may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
2. A child may not be abused, mistreated, threatened, harassed or subject to corporal punishment.
3. A child has the right to be treated with fairness, dignity and respect.
4. A child has the right to be informed of the rules of Keystone.
5. A child has the right to communicate with others by telephone subject to reasonable Keystone policy and written instructions from the contracting agency or court, if applicable, regarding circumstances, frequency, time, payment and privacy.
6. A child shall have the right to visit with family at least once every 2 weeks, at a time and location convenient for the family, the child and Keystone, unless visits are restricted by court order. This right does not restrict more frequent family visits.
7. A child has the right to receive and send mail.
8. Outgoing mail may not be opened or read by staff persons.
9. Incoming mail from Federal, State or County officials, or from the child's attorney, may not be opened or read by staff persons.
10. Incoming mail from persons other than those specified in paragraph (2), may be opened or read by staff persons unless there is reasonable suspicion that contraband,

or other information or material that may jeopardize the child's health, safety or well-being, may be enclosed. If there is reasonable suspicion that contraband, or other information that may jeopardize the child's health or safety may be enclosed, mail may be opened by the child in the presence of a staff person.

11. A child has the right to communicate and visit privately with his attorney and clergy.
12. A child has the right to be protected from unreasonable search and seizure.
13. Keystone may conduct search and seizure procedures, subject to reasonable Keystone Policy.
14. A child has the right to practice the religion or faith of choice, or not to practice any religion or faith.
15. A child has the right to appropriate medical, behavioral health and dental treatment.
16. A child has the right to rehabilitation and treatment.
17. A child has the right to be free from excessive medication.
18. A child may not be subjected to unusual or extreme methods of discipline which may cause psychological or physical harm to the child.
19. A child has the right to clean; seasonal clothing that is age and gender appropriate.

## **DISCUSSION:**