

**Oakley Youth Development Center  
Orientation Acknowledgment Form  
Attachment XIII.1.E**

Youth's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age \_\_\_\_\_

Community Counselor: \_\_\_\_\_ County: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Youth shall initial next to each statement to verify the Orientation Services have been rendered.

\_\_\_\_\_ A staff member has read and/or fully explained the rules and regulations.

\_\_\_\_\_ I have read and understand information about the following topics:

- a. How to access medical and mental health care
- b. Visitation
- c. Mail
- d. Telephone Usage
- e. How to file a Grievance
- f. Access to an Attorney
- g. Letter Writing

\_\_\_\_\_ I have received a Student Handbook that contains information about the facility's rules and my rights. I understand it's content and what I have read (Verbal Explanation) and have had an opportunity to ask questions about those items I did not understand.

\_\_\_\_\_ I understand that if a member abuses me, I have the right to report this abuse to any staff member. If I am uncomfortable or frightened about reporting this information, I may complete a Grievance Form and place it in a Grievance Box, which is located in all common and housing areas on campus.

\_\_\_\_\_ I understand that if I disobey the rules of the facility, I may be subject to disciplinary actions. I also, understand that serious violations of the facility's rules and regulations can result in additional charges and/or time added to my commitment.

\_\_\_\_\_ I am aware of the activities available to youth residing on campus.

I have completed the Orientation Process and I understand all information that has been given to me. I understand my rights and what is expected of me during my stay at the MDHS/DYS Oakley Youth Development Center

**Orientation Completed**

\_\_\_\_\_  
Youth's Signature

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date and Time