

Falcon Ridge Ranch

PARENT MANUAL

2-2003

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WELCOME PARENTS

There are a number of things for Your daughter to experience here on the Ranch such as animal husbandry, horseback riding (late in the program), soccer, volleyball, hiking, and just plain relaxing. We have horses, three wonderful dogs, ducks and even homing pigeons.

There are a number of rules here that are outlined in this manual that every resident is expected to follow. The rules are simple if one thing is kept in mind, *respect*. The privileges are based on the resident's level within the program.

Many things have brought your daughter to this point in her life and it is possible, very possible that she is not happy with the outcome. Being placed somewhere far from home, family and friends is not easy.

This manual will only briefly discuss the points of the program here at the Ranch. It is important that you understand the expectations of the program. It is not easy nor was it intended to be. Many actions or events led your daughter to being here with us. Those are the main issues that she must deal with during her stay.

It has been said, "If you always do what you always do, you'll always get what you always get". Our goal is to help your daughter to do new and better things so she can receive in kind from the world. You see, specific actions and decisions on her part have led to her being placed here for help. In order for her to complete the Program and leave here she will need to first recognize these things, take appropriate responsibility for them and then move on with her life in a more healthy and appropriate direction.

THE PROGRAM

Philosophy

We believe that most of the time, negative behavior is a manifestation of an underlying problem. At Falcon Ridge Ranch, our goal is to treat the cause, not the symptom. More than behavior management and drug intervention is needed. We believe that in most troubled teens, there is turmoil on the inside that is causing the turmoil on the outside. These inside issues must be faced and put to rest in order for a permanent, positive attitudinal and emotional change to take place.

In order to effect this change, distractions must be minimized and the child's entire environment should be focused on the healing process. A very big distraction for teenage girls is teenage boys. Therefore, we only serve female adolescents. Our therapists are well versed in the specific issues of teenage girls. Our nutritional guidelines, our recreation programs, our therapeutic programs and our residential activities are all focused on our specific population of girls from 12 through 17 years old. All these advantages, as well as this impressive home setting, makes Falcon Ridge Ranch an exceptional facility for the specific population we seek to serve.

Treatment and Programming

The main elements in the treatment paradigm at Falcon Ridge Ranch are Empowerment, Accountability and Service. These elements are realized through the program elements of life skills, academics and therapy.

Empowerment

- * Learning Life Skills
- * Gaining confidence and self-confidence
- * Understanding herself and her actions
- * Learning to control herself and to determine appropriate actions
- * Learning to recognize her strengths and identify her needs
- * Learning appropriate ways of dealing with conflicts, downfalls, disappointments and tragedies

Accountability

- Understanding actions and their consequences
- Understanding behavioral choices
- Taking responsibility for her choices and accepting the consequences of her own actions

Service – to self, to peers, to community, to family

- Understanding that being part of a group or society carries with it obligations to that group or society
- Understanding that all actions have an impact on the community.
- Service to self will involve proper hygiene, self-respectful talk, taking pride in and caring for her immediate environment.
- Service to peers will involve respectful talk, respect for others' views, strengths and needs, interacting in the group setting and therapies.
- Service to the community will involve volunteering in a community setting. Providing a real service to the community reinforces self-confidence and builds self-respect and self-value.

Life Skills

- Setting and accomplishing goals
- Learning to work in a team environment
- Learning concrete life skills
 - Money management
 - First aid/cpr (certification)
 - HIV-AIDS awareness (certification)
 - Nutrition and food preparation
 - Vocational training thru volunteering

Academics

- Individualized and flexible schooling
- Ability to improve weak areas
- Ability to accelerate academic status
- Accredited through the State of Utah
- Accredited through the Northwestern Association of Schools Colleges and Universities
- New books and computer lab
- Strong physical education component

Therapy

- Weekly individual therapy
- Group therapy 10 hours per week
- Frequent family therapy
- Daily recreational therapy

Though we have separated these elements, in actuality they all work together. The environment as a whole is a therapeutic, educational milieu and will equip your daughter with the strengths she needs to set and achieve goals, overcome challenges and successfully transition to her home and community when she completes our program.

Orientation

“Orientation” takes place in the first 4-5 days. During this time, intake procedures are completed and the new resident is oriented to the facility. An Independent education plan will be developed after academic achievement testing. The resident will also receive a complete physical exam by our physician. This is also the time when the resident becomes familiar with the program rules, rights, level system and consequences. New residents will be assigned a “peer buddy” who will assist them in understanding the expectations of our program at Falcon Ridge Ranch. Inappropriate behavior will extend the time necessary to complete the orientation.

School

The schooling portion of Falcon Ridge Ranch is accredited through the Northwestern Association of Schools Colleges and Universities. Teachers employed by Falcon Ridge Ranch are certified by the State of Utah. School is held Monday through Friday. All residents will attend school a minimum of 5 hours per day, in addition to daily study hall. All credits earned at Falcon Ridge Ranch can be applied towards high school graduation. Residents will be in school promptly with their books and other supplies that are needed during school. All school rules must be obeyed. If a resident is removed from school because of inappropriate behavior, she will be pulled out and sent to write an essay related to her behavior. She will also lose points in conjunction with the consequence system. Non-school staff will be available, if needed, to assist the teachers by maintaining classroom discipline, and monitoring residents. Residents have the opportunity to do their homework during their free time and study hall.

Free Time

When the resident is not involved in life skills projects, school, or group sessions, she may have free time. Homework and letters may be done at this time. When all responsibilities are taken care of, the resident may participate in staff approved supervised activities.

Mealtime Rules

Residents are not allowed in the kitchen, with the exception of upper level girls who are participating in the culinary facet of their life skills curriculum.

Residents are expected to consume a properly balanced meal.

Proper manners are to be used at all mealtimes.

Residents with special dietary needs must have permission from the doctor and her parents.

Shut Down

Shut down occurs at lights out. All residents are expected to be completely ready for bed at shut down. Preparation for bed is done during the time given before lights out. After lights out, shut down rules are applied. Students may speak only with staff after lights out. If the student needs to get out of bed to use the restroom or any other reason, she needs to inform staff BEFORE going into the bathroom.

Physical Boundaries

Before going outside, staff will define the physical boundary for any activity. Failure to stay within the defined border will result in an out of area consequence.

Personal Boundaries

All residents must respect the personal boundaries of others. Failure will result in an appropriate consequence.

Medication Rule

All medication will be taken according to the directions either found on the package or as prescribed by a physician. Refusal to take medication as prescribed by the doctor will result in a refusal consequence. Students who feel they want to change medication regiments, will have the opportunity to fill in a medication change request form that will be relayed to the doctor in a timely manner. It is unsafe to change or stop medications without the advice of a physician.

Group Participation

All residents are expected to follow the set schedule and participate in all groups and activities unless approved by the director or his designee or clinically directed by the therapist. Failure to participate in scheduled activities and groups will result in the resident receiving a refusal consequence.

Illness

In order for any resident to be excused from participating in activities due to illness she must have one or more of the following:

- Fever
- Vomiting
- Diarrhea
- Doctor's note

If residents are ill they must remain in their bed a minimum of 24 hours and until the above listed actions are no longer present.

Laundry

All residents are expected to keep their uniforms clean and orderly. Residents are given two scheduled laundry times per week in order to have clean clothing. Linen exchange will take place on Sundays.

Uniforms

Residents are issued uniforms for use while they are here at the ranch. Residents are expected to wear the appropriate uniform for each activity. All shirts are required to be tucked-in. Pants are expected to be worn with waistlines above the hips. If uniforms are worn inappropriately the resident will receive a uniform violation.

The resident's therapist may waive and/or alter any of the Facility rules on an individual basis and only on a clinically advisable basis after first conferring with the treatment team.

RESIDENT RIGHTS

1. The resident has the right of her records being kept confidential. Any information gained by Falcon Ridge Ranch will only be shown to those whom the Director or Assistant Director deems it necessary for the resident's treatment. After the resident's release, her records will be handled in accordance with Utah State Law.
2. The resident has the right to be given notification when she is involuntarily terminated from Falcon Ridge Ranch as well as any criteria for being readmitted to the program.
3. The resident has the right to freedom from potential harm or acts of violence from other residents, staff or others.
4. The resident has the right and responsibility to know of the expectations, rules and consequences of Falcon Ridge Ranch. This information is available to the resident in the Student Manual.
5. The resident and the parent/contractor have the right to be informed of the service fees and other costs associated with the programs of Falcon Ridge Ranch.
6. The resident has the right to file a grievance form when she has any complaint.
7. The resident has the right to be free from any discrimination.
8. The resident has the right to be treated with dignity.
9. The resident has the right to communicate by telephone or in writing with an attorney, physician, clergyman, counselor, family, or case managers, according to Falcon Ridge Ranch Policy and Procedures, except when otherwise directed by professional personnel.
10. The resident has the right to see the list of any people whose visitation rights have been restricted through courts.
11. The resident has the right to send and receive mail, according to Falcon Ridge Ranch Policy and Procedures, providing that security, general health and safety requirements are met.
12. The resident has the right to clean air, defined by the Utah Clean Air Act and enforced by Falcon Ridge Ranch Policy and Procedure.
13. The resident has the right and obligation to read through and sign the student rules and possible consequences for infractions found in her Student Manual.
14. The resident has the right to an interpreter, or to appropriate resources as necessary to communicate if her primary language is not English.

RESIDENT RULES

1. The resident will maintain proper hygiene and grooming standards. Daily showers and deodorant use as well as twice daily brushing of teeth and washing of face are expected. Falcon Ridge Ranch will supply personal hygiene products (with the exception of electric razors).
2. The resident will wear the appropriate ranch attire. The daily uniform will be worn for all regularly scheduled activities including ranch and academic activities. Physical education uniforms will be worn for the daily physical education or recreation. The classic uniform will be used for any off ground (non-physical) activity.
3. Clothing must be clean. Each resident will be scheduled for laundry twice a week. Bath towels and any soiled cleaning rags must be taken to the laundry area each evening.
4. The resident's bedroom must be kept clean at all times. The dressers, tables and laundry baskets are to be kept in assigned areas. The resident is allowed to have religious items in her room. Staff may inspect the bedroom at any time.
5. The ranch home's cleanliness will be the shared responsibility of all residents. Chores will be assigned and rotated by staff. The individual assigned must complete her chore(s) in a timely manner.
6. The resident MUST adhere to the program schedule. Excusable illnesses are defined by fever, vomiting, doctor's note or diarrhea and must be verified by the staff.
7. The resident must respond immediately to staff directions. Staff includes all Falcon Ridge Ranch employees.
8. The resident must be given permission to enter and exit ALL areas.
9. When in a vehicle, the resident must be seated and wear a seatbelt. Seatbelts will only be removed with the permission of staff. Seats will be assigned and cannot be traded. All riders in the vehicle must be considerate of the safety of all and not disrupt the driver. If disruption occurs, consequences will be delivered.
10. The resident may only possess and use her own belongings. Trading, selling, loaning or giving away of personal property is not allowed.
11. Language will be respectful and appropriate at all times. Racist, sexist, derogatory or gang language/statements will not be tolerated. Verbal threats will not be tolerated. Residents will address staff and peers by their first names only, unless otherwise approved by staff.
12. Behaviors will be appropriate and respectful to self and others. Gang talk, sagging (wearing pants hung low), colors and signing, as well as any tagging (graffiti and similar markings) will not be tolerated. Horseplay is not allowed. Physical intimidation and/or unwelcome contact of any kind will not be tolerated.
13. Phone, e-mail and mail contact will only be with persons on the resident's approved contact list. If court ordered, the therapist or the director may scan all incoming and outgoing mail to check for contraband or inappropriate material. Phone calls are allowed after the completion of level 1 and 21 days in the program. Visitation from court officers, clergy or social workers is allowed at any time. Immediate family may visit according to the level structure and clinical direction. Any other visits must be approved in advance and in writing by the Director.

Daily Schedule

	Monday - Friday		Saturday		Sunday	
6:45 AM	Wake-up/Hygiene		6:45 AM	Wake-up/Hygiene	6:45 AM	Wake-up/Hygiene
7:15 AM	Rec/Scrapbooking		7:15 AM	Arts & Crafts	7:15 AM	Arts & Crafts
8:15 AM	Chores		8:15 AM	Chores	8:15 AM	Current Events
9:00 AM	Breakfast		9:00 AM	Breakfast	9:00 AM	Breakfast
9:30 AM	Group/ Study Hall		9:30 AM	Life Skills	9:30 AM	Deep Clean
11:00 AM	School		11:00 AM	Recreation		
					11:30	Reading
					12:00	Ed Video
1:00 PM	Lunch		1:00 PM	Lunch	1:00 PM	Lunch
1:30 PM	School		1:30 PM	Free Time	1:30 PM	Free Time
			2:00 PM	Reading	2:00 PM	Recreation
			2:30 PM	Service		
3:30 PM	P.E.					
					4:00 PM	Shower/Shave
4:30 PM	Shower		4:30 PM	Shower		
5:00 PM	Dinner		5:00 PM	Dinner	5:00 PM	Dinner
5:30 PM	Free Time		5:30 PM	Free Time	5:30 PM	Free Time
6:00 PM	Tools		6:00 PM	Music	6:00 PM	Board Games
7:00 PM	Study Hall/Movie		7:00 PM	Study Hall/Movie	7:00 PM	Study Hall/Movie
9:00 PM	Reflections		9:00 PM	Reflections	9:00 PM	Reflections
9:30 PM	In Rooms		9:30 PM	In Rooms	9:30 PM	In Rooms
10:00 PM	Lights Out		10:00 PM	Lights Out	10:00 PM	Lights Out

One point will be awarded for each of the following program activities:

Monday - Friday: Physical Education, Group, Morning School, Afternoon School, Tools

Saturday: Arts & Crafts, Life Skills, Recreation, Service, Music

Sunday: Arts & Crafts, Current Events, Deep Clean, Ed Video, Recreation

Bolded items are optional for Level 5 & 6.

POINTS

Every day at Falcon Ridge Ranch each resident has the opportunity to earn points toward her level advancement. There will be a total of 5 points available to each resident each day of the week. She will be awarded these points for participation in program activities. Whether or not a resident's participation in any given activity is sufficient to be awarded a point will be determined by the shift supervisor on duty during that activity with input

from the other staff on duty. The decision of the supervisor is final. The points will be updated and posted once per week.

LEVEL SYSTEM

In order for a resident to be considered for release from Falcon Ridge Ranch, she must show that she has achieved the goals established for her by the program. One of the ways to show this is through the level system. The level will determine what privileges each resident is entitled to. The resident's level is partially determined by the points she has earned.

Level	Points Needed (Cumulative)	Time Needed (In Level)	Additional Privileges
1	0-75	30 Days	Follow Program Structure
2	75-175	30 Days	Phone usage, One On-Grounds Activity per week
3	175-275	30 Days	On-Ground Visits, One off Grounds Activity per week
4	275-375	30 Days	Off-Grounds Visits, One more Off Grounds activity per week
5	375-475	30 Days	Home Visits
6	475-525	14 Days	Transition to Home

Level Thesis

In addition to the above level requirements all residents are required to complete a level thesis to advance to the next level.

Level One – “Self Awareness” 3 pages, double spaced, 12 point font

Level Two – “Respect” 5 pages, double spaced, 12 point font

Level Three – “Integrity” 5 pages, double spaced, 12 point font

Level Four – “Responsibility” 5 pages, double spaced, 12 point font

Level Five – “Family” 5 pages, double spaced, 12 point font

Level Six – “Home Contract” 5 pages, double spaced, 12 point font

Level Advancement

Once the resident has completed the above requirements she may apply for level advancement through her Case Manager. The Case Manager will first present the resident to her peers for their input and then present the resident to Treatment Team for advancement consideration.

Consequence Guide

When the rules are not followed, there are consequences. The consequences are structured to be therapeutic, reflective and consistent with the level system used. The consequences fall into certain categories. If federal, state or local law is broken the appropriate agency will be contacted and charges will be filed.

CATEGORY	POINT LOSS	ESSAY REQUIRED
CATEGORY I	1 or 2	NONE
CATEGORY II	5 or 10	500 Word
CATEGORY III	25 or 50	1000 Word
CATEGORY IV	ALL	5000 Word

ESSAYS

Essays are to be completed immediately. If the resident refuses to comply with essay requirements she will receive a refusal and will be placed on one-on-one status. Essays are to be written appropriately and must contain 4 elements:

- What happened?
- What did you do about it and what were the consequences of your actions?
- What could you do differently?
- What will you do in the future?

If the essay is inappropriate or does not address the 4 elements she will be required to write the essay over.

CATEGORY I

101 Disrespect

- To staff
- To peers
- To program
- To others

102 Rude

- To staff
- To peers
- To others
- Bad manners

103 Inappropriate

- Language
- Comments (sexual, derogatory, etc.)
- Gestures

104 Negative Attitude

- To staff
- Toward program

105 Arguing

- With staff
- With peers

- 106 Interfering
 - a. With staff
 - b. With peers
- 107 Inspection Violation
- 108 Failure to Follow Staff Direction
- 109 Manipulation
- 110 Neglect
- 111 Staff Shopping
- 112 Lying (minor)
- 113 Late
- 114 Loud and/or Boisterous
- 115 Uniform Violation
- 116 Shut-Down Violation
- 117 Horseplay

CATEGORY II

- 201 Trend
- 202 Blatant Rule Violation (BRV)
- 203 Major Disrespect
- 204 Borrowing/Lending
- 205 Manipulation (major)
- 206 Lying (major)
- 207 Gang Behavior
- 208 Rescuing

CATEGORY III

- 301 Refusal
- 302 Tattooing (on body or clothing)
- 303 Tagging
- 304 Defacing Property
- 305 Physical Intimidation
- 306 Run-Plans
- 307 Contraband
- 308 Gang Behavior (major)
- 309 Failure to meet Academic Expectations
- 310 Lying (severe)
- 311 Removal
- 312 Out of Area

CATEGORY IV

- 401 Run-Away
- 402 Sexual Misconduct
- 403 Drug, Alcohol, Tobacco or paraphernalia
- 404 Fighting/Assault to staff or peers
- 405 Destruction of Property
- 406 Lying (extreme)
- 407 Self-Inflicted Injury

ONE-ON-ONE STATUS

There may be times in the course of treatment when a child presents a danger to herself or others. In this instance there is a need for increased supervision for the security and safety of herself and those around her. If a child presents this risk she will be placed on One-on-One status. One-on-One status is defined as placing the child in a secured area with a staff member within arms length of the child. Examples of situations requiring One-on-One status are, but are not limited to: danger to self, danger to others, danger to property or failure to comply with set consequences of rule infractions established in this Falcon Ridge Ranch Student Manual.