

PARENT MANUAL

PHILOSOPHY OF SORENSON'S RANCH SCHOOL

We believe there is no such thing as an inherently bad youth and that if one is headed the wrong direction, he/she needs to be given a chance to see another way of life and an opportunity to learn constructive attitudes.

We provide a place to heal from impacts of a big-city influence in a more "back-to-nature" situation. Our school believes that learning takes place not only in a formal classroom, but in all activities a young person participates in. Sorenson's Ranch School provides numerous and varied activities for its students in order to promote such learning.

GOALS

Our goal is to help youth fit back into society through the use of Individual Treatment Plans designed to fill as many needs as possible--social, emotional, academic, physical, etc.

We work with the goals of the parent and the goals of the student to plan for each student. We are like the points of a triangle and need communication all directions. In some cases until the students are willing to evaluate themselves and their actions and work with the program instead of against it, their goals may have to be decided by counselors. These goals will be based upon the information given by parents and the observations of counselors.

However, it is vital to achieve a level where there exists common communication, support, understanding and goals between all three parties. Often a new student feels that a parent will pull him/her from the program if negative things are told to the parent. In these cases, parents should ask for references from a parent who has been through this kind of program.

Once students really decide that they must take the responsibility for their own actions and accept control of their own lives, true change can begin. This usually occurs around the six-month point. As trust develops, the individualized program will be able to increase in its efficiency.

Short-term objectives are steppingstones to the future and may be reset and re-evaluated as often as daily. Long-term objectives may include a diploma, a grade caught up, placement in a junior or technical college, or return home.

Please keep in mind there may be years of anger, fear, guilt, insecurity, anxiety, etc. that has been hidden behind walls that the child has built. These need to be recognized and dealt with. There are no "magic wands" or instant "cure-alls". All we can promise is that the child will be dealt with on an individual basis. A year's commitment is usually required to give the student time to see and deal with the behaviors, feelings and habits that have hindered his/her potential. It is not wise to give the child a date that parents will pull him/her out unless it is the agreed plan, because that student then quits dealing constructively--it doesn't matter anymore.

Parent support is not always easy because of frustration, guilt, money problems, divorce, or other such things, but if parents recognize and face what is really happening to the student, things will work out with time.

After students have been with us for a month or so (even up to several months) they decide it is not all fun and games. Work, school, restrictions, and loss of privileges are part of the program. Consequently, we begin a process of changing the student or giving them a "bottom line" to get them

to choose to work with the system.

At this point some students try to manipulate their parents into pulling them out of the program. Whenever this has worked it has been disastrous to the student. Be firm and talk to a parent who has been through this experience.

Sometimes destruction of windows, walls, etc. is a way of acting out for the student during this "choosing" time. Our policy is to bill the parent. The school can usually provide a job that will pay according to their level. The work will be farm work, or construction on the school, etc. When a student loses privileges and has to earn money to repay the problem usually stops.

Just remember that things usually get better and the student will learn to conform. Some take longer than others to realize that the program lies within them. Please persevere...we will.

CHARACTERISTICS OF YOUTH SERVED

The profile of students served at the ranch may include:

1. Behind in school or dropouts
2. Afraid of the closed-in classroom
3. Lack of control during group discussions
4. Lack of creativity
5. Academic lack in reading, writing, and/or comprehension
6. Into drugs or alcohol
7. Runaways
8. Minor brushes with the law
9. Out-of-control of parents
10. NOT severe mental problems or handicapped

MONETARY POLICIES

Tuition: A non-refundable entrance fee of $2,500.00 along with the first month's tuition will be required upon entrance. Monthly tuition is due on the fifteenth of each month. Credit card payments will be processed on the 25th of the preceding month. We do not have scholarships available. If student is on home visit (usually the 9th through the 14th months of care) full fees are still required. Tuition includes basic academic curriculum, vocational education, work-study program, and physical education. You will be billed for purchases such as clothing, equipment, lab, and craft supplies, wood shop and home economics projects, lost or damaged items, doctor visits, medicine, trips, and transportation such as to doctor or dentist.

Early withdrawal: A thirty-day notice must be given to the finance department as well as the therapist and case manager of any student being withdrawn from Sorenson's Ranch School regardless of reason. If the student is withdrawn without notice or without fault or breach on the part of SRS, following such termination all monies paid for the next thirty days shall be forfeited. The parties recognize that the payment of said amount is reasonable in light of the reliance that SRS places upon this contract, and the time is treated as if the student were still on campus since the space is held for student. Runaway time or home visit time is treated as if the student were still on campus since the space cannot be filled immediately.

Refunds of first payment will be made only if emergency circumstances prevent entrance to the school. Refunds will be processed 90 days after discharge.

Medical Billings: SRS shall be responsible to arrange for all necessary and reasonable health care services for student. The cost of health care services and travel expenses to and from any health care provider shall be assumed and satisfied in full by client, and client shall hold SRS fully harmless therefrom. Client shall reimburse SRS for any health care expenses advanced on behalf of student within 30 days after receiving written notice thereof.

Student Money: Students are not allowed to have money.

Other Travel Expenses: All other travel expenses incurred by student or incurred by SRS on behalf of the student, for schooling, home visits, and transportation to medical appointments or Sunday religious services if requested shall be paid and satisfied in full by client, and client shall hold SRS fully harmless therefrom. If SRS incurs or advances any travel expenses on behalf of student, client shall reimburse SRS within 30 days after receiving notice thereof. Trips and "pick up" rates are flat fees:

Richfield	$59.00
Salina	$74.00
Gunnison	$91.00
Provo	$251.00
Salt Lake City	$334.00
Las Vegas	$538.00
St. George	$314.00
Bicknell	$51.00

Insurance and Income Tax information must be asked of your own insurance company and accountant. We will be willing to work with your insurance contact person if you find coverage is possible.

SORENSON'S RANCH SCHOOL EDUCATIONAL PROGRAM

We are accredited by the AvancED. Our school is coed and operates year-round. We admit students from 12-17 years of age. Our unique rural setting allows us to have a healthy mix of academics, work experience and recreation.

We believe in youth. We know that learning styles and rates differ from student to student. Our program is based on the Utah State Core Curriculum and allows students to earn credit as fast as they master the course requirements.

Our grading consists of a B for 80%-89% mastery, and an A for 90%-100% mastery, and an "I" for incomplete. The incomplete means the student has not mastered enough of the course material to earn a grade. Any student who is not on schedule for earning credit in ALL classes will not be able to rise higher than a level 2.

Credit is awarded when students master the course objectives--regardless of the amount of time it takes to master. Many students make up for previously lost credits when they buy into our mastery system.

We also award up to three units of credit for students who complete licensed survival programs.

Our Curriculum

English - 4 Credits
English 9, English 10, English 11, English 12,

Math - 3 Credits
General Math, Consumer Math, Pre-Algebra, Algebra I, Algebra II, Geometry, Trigonometry

Science - 3 Credits
Earth Science, Biology, Geology, Chemistry, Physics

Social Science - 3 Credits
World Geography, World Civilizations, American History, American Government

Physical Education - 1.5 Credits
PE,

Health - .50 Credits

Financial Literacy - .5 credit

Computers - .50 Credits
Keyboarding, Computers I, Computers II, Word Processing

Spanish - 2 Credits for College Prep
Spanish I, Spanish II, Spanish III

Art – 1.5 Credit

Contemporary Living - Electives

Woods, Leatherworking, Horsemanship - Electives

Out Camping - Elective Credit
More than 300 hours for one credit includes the following areas: Outdoor cooking, Horsemanship, Survival, Swimming, First Aid, Geology, Botany

DRUG TESTING POLICY

1. Student testing: A drug test may be conducted for students when the following conditions exist:
   - **a.** Students returning on campus from a visit off campus.
   - **b.** When a physical exam is completed.
   - **c.** If there is reasonable suspicion that the student may have had access to drugs or alcohol.
   - **d.** In-house drug/alcohol testing will only be used as part of the treatment plan and/or to formulate a treatment plan. A positive test may require a urine sample to be sent to a laboratory for confirmation.

2. Substances tested:

Students will be tested for their use of alcohol (ethyl alcohol), and for their use of commonly-abused controlled substances, which (at the present time) include: Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene, and chemical derivatives of these substances. Common street or brand names of these substances include: speed/uppers; downers; tranquilizers, such as Valium; sleeping pills; pain killers, such as Demoral; morphine; heroin; marijuana/grass; angel dust; Quaaludes; coke; and opium. Because the listing of all possible drugs of abuse is quite lengthy, and changes from time to time, at the time of the test, interested parents should request a listing of all substances to be tested from the testing laboratory.

3. Testing Methods:

All testing will be conducted by a licensed, independent contractor.

SORENSONS RANCH SCHOOL POLICY ON SEARCHING STUDENTS

This search must be conducted in a private room with two staff members of the same sex as the student present. Low-Risk searches may be conducted at any time at the discretion of the shift supervisor. A search must be conducted on every student upon admission to this program. Students returning from any type of a visit must also be searched. The search is necessary to determine if the youth has weapons or contraband concealed under their clothing or attached to their body.

BORROWING/LENDING

In order to establish a value of respect for personal property, Sorenson's Residential Treatment Center has a policy that discourages borrowing personal property from another student. This policy:

1. Establishes appropriate and healthy boundaries for students who may have difficulty establishing their own boundaries.
2. Protects the rights of less assertive students who may not be able to tell a stronger student he/she cannot borrow an item.
3. Discourages boundary violations on the part of more aggressive students.
4. Eliminates the argument of whether an item has been stolen or borrowed.

All items should be clearly marked as to ownership. No item may be loaned or borrowed. Any exchange of personal property will be viewed as if it has been stolen. The non-owner who borrows the item will be treated the same as if he has stolen it. The consequence for theft will be imposed on <u>both</u> parties involved. The consequence for theft is Level One. PARENTS, PLEASE MARK ALL CLOTHING! SORENSON'S RANCH SCHOOL CANNOT BE RESPONSIBLE FOR ANY UNMARKED CLOTHING!!!

CLOTHING POLICY

Please send the following basic clothing requirements with your student upon admission:

7 tee shirts (no solid black, red, or navy blue)
5 pairs of jeans
2 sweatshirts
1 light jacket
1 heavy coat
10 pair of underwear
10 pair of socks
3-4 bras
2 pair of pajamas/sweatpants and shirt for sleeping
1 swimsuit (modest one-piece/tankini, not white)
1-2 pair of tennis shoes
2 Towels and wash cloths
Twin size blanket
Blow Dryer, Curling Iron
Personal Hygiene Items:
- Deodorant
- Toothbrush
- Toothpaste
- Make-up (No mirrors, No mirrors in compacts)
- Brush/Comb

Students may have one pair of sunglasses, one pair of sandals for summer (no shoes can have a heel higher than one inch), one pair of hiking boots, and two pair of shorts (no more than 3 inches above the knee). No clothing brands that promote drug use or the drug culture (Aperture, DGK, Seedless, SRH, Obey, etc.). If a student is still found in need of any of these basic items, SRS will provide them and bill the parents.

Basic rules for clothing items are as follows:

Shirts:
No music, message, skull, gothic, drug, or alcohol related insignias
No solid black, red, or navy blue shirts
No "wife beaters" or tank tops
No cap sleeves
No belly shirts
No V-neck shirts
No wide neck shirts (Girls - must cover bra)
No thin, see-through shirts
No white shirts for girls
All shirts must fit correctly
Shirts can be either short-sleeved or long-sleeved, collars or no collars (no buttoning top button)

Pants:
Only solid blue jean material is allowed. No black or other colors or patterns. No wearing belts to the side. No cargo pants, five pocket only.

Coats and Jackets:
No skull or gothic
No music groups or message. No drug or alcohol reference

Hats:
No black, skull, flat bill, price tags/tags under bill
Must be worn correctly, straight on head, not turned to the side or back

Shorts:
Solid blue jeans or khaki. No black, white, red, or blue.
Must be no more than 3 inches above the knee
Blue jean Capri pants are okay for girls
Boys cannot wear shorts lower than the knee
No cargo, five pocket only.

Swimsuits:
One-piece for girls/or tankinis
No see-through
Modest
No white

ITEMS STUDENTS MAY NOT HAVE

No Food Items

Personal items:
Hair color (Sun In, Touch of Sun, etc.)
Razors -- Checked out from staff only for use and then returned.
Mousse
Gel -- This item is kept in the housekeeping office and may be used in the presence of a staff member.
Hair spray
Nail polish and nail polish remover
Shaving cream or gel
Knives
Perfume or cologne
Face cleansers/ Oxipads (with alcohol)
Aerosol cans of any kind (including AXE)/ Listerine or Scope, etc.
Anything with alcohol
Hot sauce/Spices
Magnets/Pokemon & Yugioh cards
Metal spiral-bound notebooks (plastic only)

Medicines:
Prescriptions -- <u>All Medicines go to Nursing Department!!</u>
Aspirin or Tylenol
Inhalers
Vitamins
Natural Herbs

Miscellaneous:
Tapes/Tape players
CDs or DVDs (Any movies sent to students will be automatically donated to school.)
IPods or cell phones
Video games

MP3 players
Laptops
No "R" rated movies
No magazines or books (There are over 5,000 books in our library.)
Sheet music with inappropriate lyrics
No bright lipsticks, or black/ brown
No excessive make-up/No black eyeliner
No whiteout, permanent markers, or pens
No jewelry (Girls may have single stud earrings.)
No religious emblems
No steel-toed boots

**Parents will be emailed regarding items that need to be shipped home, and whether or not they want them shipped -- at their cost. They will be held for 30 days after the email is sent and then given to the local charity thrift store if there is no response from the parents by then.

MAIL POLICY

The mail privilege is based on the level system, which says: Levels 1 and 2– letters and email from parents only, no packages; Levels 3,4, & 5 – all mail approved by parents (includes letters and packages from siblings, relatives, etc.). All outgoing student mail will be sent to their home address for their parents to screen and forward if they desire. All incoming student mail must come from their home address. Any relatives who may wish to write to the student should send their letters to the student's home address for their parents to screen and then forward to the school. All mail forwarded by the student's parents will be given to the student by their assigned case manager if they are on the proper level. Your student's mail will be put in his/her case manager's box and the case manager will be responsible to give it to the student and watch as it is opened. There will be a note put into the case manager's box if the student receives a package. Mail to or from friends is not allowed.
Please discuss the way you want your student's mail handled with the case manager that is assigned to your student. In addition to the SRS policy, the postal inspector may also be monitoring our mail.
No mail from former students to current students is allowed.

OTHER ACTIVITIES

Many possibilities exist on the Ranch for students to try things and learn things. Horseback riding is one of the activities--on campus and off. Other module activities include farming and the raising of animals and produce that go along with ranching. The normal summer camp activities are also available. Extra-curricular activities are held in the evenings. These include leather working, wood shop, boy and girl crafts, swimming, bowling, fishing, cookouts, and Level Four Night Out to the movies and dinner.

MEDICAL FACILITIES

In addition to our own trained First-Aiders and Nurse, a Public Health Nurse lives three blocks from campus. An ambulance with paramedics is stationed in the town where we are located and a modern hospital is 35 miles away in Richfield. We have agreements with a hospital and a contracted doctor and dentist to treat our students.

RUNAWAYS

Runaways are brought back with parent cooperation. We never give up. If your son/daughter calls you collect after the school notifies you of a run, accept the call by asking for time and charges (to find out where the student is) and tell him/her to call the school. Coming home is not an alternative. Local Police are notified immediately when a run is detected and then parents are called.

RELIGION

Our school is not affiliated with any religious body and does not have any courses in religion available. We do

expect our staff to exemplify high moral values in their conduct regardless of what religion they are.

Because of our isolation in this 7,000 foot mountain valley, we do not have easy access to Sunday Services for the religious denominations of most students. There is a small church in the local town that is only four blocks away. Written parental permission must be received, however. A non-denominational pastor is on campus twice per month to provide services to students with parent permission.

PERSONAL EQUIPMENT

Please do not send expensive equipment. We will not be responsible for lost, stolen, or breakage of any items a student has. If a student runs, leaves without his/her belongings, or is discharged, we cannot be responsible for the items left behind. We have no secure place to store items of this nature.

FOOD POLICY

Do not send snacks or toiletries from home or bring them back from visits. Any items mailed to students or brought from home visits may be discarded.

VISITATION

It is recommended that parents purchase refundable airline tickets in case their student has a level drop before the scheduled visit as students will not be allowed a visit if not on appropriate level.

THREE-MONTH VISIT – Student must have attained Level Three. A one to two day visit allowed. One family therapy session will be offered. Parents will be allowed to take their student off campus to local areas only. Students may stay overnight with their parents.

SIX-MONTH VISIT – If a student has earned the privilege of having a six-month visit and is on Level 3 and above, the visit can be from two to four days and students are allowed to stay over-night with their parents. Recommendation is that parents take their student no further south than St. George, and no further north than Salt Lake City.
Individual therapy sessions will be arranged by the therapist at their discretion.

NINE-MONTH VISIT - Level 4 and above will be allowed to return home for a 5 to 7 day visit. Student must be a Level 4 to receive a home visit.

Items brought back to campus from off-campus or home visits that are not acceptable will be confiscated such as: cell phones, medications, aerosols, nail polish, hair spray, razors, pocket knives, mouthwash, psycho-toxic materials. Expensive items such as video/electronic games, musical instruments, or clock radios are brought at parents' risk. We will not be responsible.

Please send airline tickets for home visits to the office, not the case manager or the student. Mark on the outside, "tickets enclosed, attention Marlene". Electronic ticketing is best, fax itinerary to 435-638-7582. DO NOT SHIP AIR BORN. WHEN YOUR PACKAGE GETS TO SALT LAKE THEY WILL PUT IT IN REGULAR U.S. MAIL, WHICH TAKES UP TO FOUR DAYS TO GET TO KOOSHAREM. UPS picks up and delivers to Sorenson's Ranch School Monday through Friday.

VISITS OF FORMER STUDENTS

1. All visitors must get permission in advance to come on campus. Director or Facilities Director may give permission. Ordinarily, only an hour or so visit is admissible.
2. Management reserves the right to expel from campus those who violate rules.
3. A search policy is in effect at all times, i.e., you or your belongings may be searched at any time upon reasonable suspicion of contraband.
4. Local authorities may be called if laws are broken.
5. The same rules apply as when student attended, i.e. no smoking, no drugs, no alcohol, etc.
6. No overnight parking or camping on premises.

7. Visitor meal charges are to be paid to Director or Cook.
8. There will be no visits of former students within one year from date of discharge.
9. A staff member will accompany visitors at all times.

TELEPHONES

We have problems with our telephone system from time to time and ask for your patience if your call won't go through. Sometimes there are just too many people talking on our nine lines or sometimes the system in this little town shorts out and it sounds like we are not answering the rings. **The 800 number is only for admissions.**

NEW STUDENTS: Students will have to wait an initial three week period before having telephone communication with their families. During this time students are encouraged to write letters.

LEVEL ONE STUDENT'S: No telephone communication.

LEVEL TWO STUDENT'S: One weekly telephone call, limited to 10 minutes. Monitored by case manager only.

LEVEL THREE STUDENT'S: One weekly telephone call, limited to 15 minutes. Monitored by case manager only.

LEVEL FOUR STUDENT'S: One weekly telephone call, limited to 20 minutes. Monitored by case manager at the discretion of the therapist.

LEVEL FIVE STUDENT'S: One weekly telephone call, limited to 20 minutes. Monitored by case manager at the discretion of the therapist.

If parents are divorced or separated, each parent should have a phone call with the student, unless otherwise noted by the therapist. Students may have private and confidential communication with their parents or IEP team at their request. This must be arranged through the therapist.

CUSTODY

We assume that the person who pays the bill has the custody of the student unless you inform us otherwise and give us instructions concerning who the student may be released to or may visit. No student will be released unless written permission is given by custodial Parent/Guardian.

GRIEVANCE

A student may voice grievances according to our policy of trying to work it out with his/her personal Case Manager first, then their Therapist, then talking to the Ombudsman, then talking to the Principal or Director, and then asking for a Review Board if grievance is not settled to satisfaction of the student.

RESEARCH

Scientific or medical research is not allowed on our students. Educational research may be allowed if approved by unanimous vote of educational staff.

GRATUITIES

Individual staff are prohibited from accepting money or gifts from patrons. Sometimes parents send gift baskets of fruit or candy to be shared among staff, and these types of items are okay.

EARLY DISCHARGE

Discharge of students is made only if they become a threat to themselves or others. This includes being a carrier of a communicable disease. Testing for communicable diseases may be made within a month of entrance unless such medical report is submitted upon entrance. Parents will be billed for this testing.

FORMS AND RECORDS

As a student arrives at school it is necessary to receive copies of the following information where pertinent as before admission:

1. All school transcripts. Parents are to have transcripts sent directly to us unless previous schools require a letter from us before releasing transcripts. Please call us if they require this and be sure release form is signed.
2. Medical, dental, psychological records. Please include any dietary restrictions.
3. Immunization Record (may be on Utah Form or it may be in with the school records)
4. Allergies indicated on admission form.
5. Insurance Information (Parents must provide verification of insurance such as a photocopy of card or booklet cover).
6. Application and release forms (A-I).
7. Goals letter and ICP/IEP Plans. (P-11) Copy of Birth Certificate and Picture may be sent later.
8. Signatures. (P-12)
9. Interstate Compact form to assure that out-of-state children are in licensed facilities.

PRIMARY POLICY CONCERNING APRN

SRS has a contracted APRN. One of their roles is to oversee medication regime for SRS students. They will have consultations with home psychiatrists if requested and available. However, they will be in charge of ordering medications for students. If a debate exists over medicine regime, the doctor's orders will be followed. Parents have the right to refuse medications for their child.

POLICY AND PROCEDURE CONCERNING PHARMACY SELECTION FOR MEDS

Parents who request medications from a pharmacy other than Fresh Market's will be responsible for alerting preferred pharmacy concerning refills on meds. If a student's medication runs out before medications from home or other pharmacies arrive at SRS, we will purchase needed medications at Fresh Market's and parents will be responsible for payment.

TRAVEL ARRANGEMENTS FOR STUDENTS

Travel itineraries for students going home for visits or being discharged should be sent to the Administration Office in care of Marlene. They should not be given to the student, case manager, or therapist. Marlene takes care of distributing the flight information to the proper departments, makes travel arrangements, and makes the student an ID for the airport.

RISK MANAGEMENT/SAFETY PROGRAM

SRS has developed a Risk Management/Safety Program and trains Staff and students in procedures to follow in case of any natural or manmade disaster.