STUDENT MANUAL

I. **FACILITIES**: Sorenson's Ranch School is a small boarding school in the center of Utah where nature's schoolyard is available.

II. **OBJECTIVES**: Students here work on goals such as better communication with parents, gaining self-control, finding alternatives to "normal" school failure, and gaining healthy attitudes for success in life.

III. **STUDENT INVOLVEMENT**: Staff and students will work together to obtain the following objectives:

A. Gain responsibility by:

i. Knowing behavior belongs to him/her.
ii. Knowing the consequences of behavior.
iii. Understanding the consequences are determined by standards, being part of the system makes them responsible.

B. Set his/her own goals with counselor and monitor progress.

C. Take the opportunity to learn and practice taking responsibility for life's challenges:

iv. Plan short-term goals*
v. Plan long-term goals**
vi. Plan the processes to obtain goals
vii. Maintain self-motivation
viii. Develop a realistic, positive attitude toward self and life.

*Short-term Goals (those at the school) include:

1. Behavior/Attitude
2. School Work
3. Expectations of self

**Long-term Goals (those in next 5-10 years):

1. Career
2. Residence
3. Relationships
4. Education
5. Recreation

DAILY TIME SCHEDULE

MONDAY - FRIDAY:

7:00-8:00	Breakfast and Morning chores
8:00	Checking chores
8:30	First period
9:20	End of first period
9:25	Second period
10:15	End of second period
10:20	Third period
11:10	End of third period
11:15	Fourth period
12:05	End of fourth period
12:05-12:30	Lunch break
12:35	Fifth period
1:25	End of fifth period
1:30	Sixth period
2:20	End of sixth period
2:25	Seventh period
3:10	End of seventh period
3:10-4:00	In assigned cabins cleaning, chores completed & checked off
4:00-5:00	Assigned activities
5:00-5:45	Supper
5:45-6:30	Preparing for evening activity
6:30	Evening activity or classes
9:30	Bed call & Meds dispensation
10:15	Lights out

SATURDAY:

8:00-9:00	Breakfast
9:00-10:00	Cabin cleaning
10:00	Room and chore inspection
10:00-12:00	Activities, work on incompletes or free time
12:00	Lunch and dishes
1:00-3:00	Activities
3:00-4:00	Cabin cleaning and activity
5:00	Supper and dishes
8-10:00	Level 1 and 2 activities with bed call at 10:00
8-10:30	Level 3 or level 4 activities with bed call at end of activity and 30 minutes until lights out.

SUNDAY:

Same as Saturday

CAMPOUTS (3 or 4 days) an average of once a month

IV. SCHOOL -- Competency-based credits which allow for individualization and acceleration of one's education.

A. Available classes include: Math, English, Social Studies, Sciences, Reading, Business, Industrial Arts, Health, Spanish, Art, Fitness, Computer, Keyboarding, Weight Lifting. All courses required for graduation are available.
B. Classes offered at various times include Music, Animal Science, Home Economics, Foods, Sewing, Life Management, Advanced Math, and Leatherwork, etc.
C. Other classes may be taken during elective time and earn credit also: Animal Raising, Gardening, Cooking, Ecology, Construction, Crafts, Horsemanship, etc. A student and a teacher may organize almost any module desired.
D. College classes are offered through home study.

V. CAMPOUTS -- Activities on campouts may earn school credit. Campouts are held weekly during the summer. Fall and winter months may have exceptions. 5 campouts = 1 elective credit, 3 campouts=1/2 elective credit.

VI. BEHAVIOR MODIFICATION -- Constructive activities that aid the community or the school in beautification or up-keep. They are required and have a definite purpose or goal. They are in addition to chores that maintain rooms, grounds, and facilities in daily order. Projects that qualify for service hours: Cleaning trails, cleaning park campsites and areas, cleaning ditches, cleaning the cemetery outside the fences, road cleaning, cleaning up around Koosharem Town Hall, Care Center, Food Bank, Chamber of Commerce, making items for the Crisis Center.

VII. DRUG TESTING – A drug test will 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 result may require a urine or hair sample to be sent to a laboratory for confirmation at parent's expense.

VIII. RECREATION is earned through good behavior and may include field trips, sports, movies, swimming, miniature golf, etc.

IX. WORSHIP services are available on a rotating schedule only with permission from parents. Going to church services <u>never</u> includes stopping for treats. Students must be Level Three to attend. All students have the right to practice the religion of their choice; however, no specific religious insignias or artifacts are allowed. This is due to the fact that many of these items are gang related and not an expression of religious conviction.

X. PERSONAL GUIDELINES

Points and Level System: This system requires students to take responsibility for themselves and their actions. When they perform within this system of basic expectations with consistency, they earn privileges for themselves. A certain level of trust is gained by constant feedback between staff and

student. Progress is attained through active listening and negotiating skills.

A. No gang related activities.
B. No boys and girls <u>together alone</u>.
C. No "running away" or leaving campus or designated camping areas without permission.
D. No breaking of laws, including substance abuse drugs, inhalants, vandalism, shoplifting, stealing, etc. *This includes the distribution of substances of abuse – smokes, chew, alcohol, or drugs of any kind.
E. No destruction of property or personal abuse.
F. Level 1girls are not allowed to wear make-up or jewelry.

XI. POINT SYSTEM

A. Students start each day with 100 points.
B. Teachers may take points if students are in violation of school or SRS rules.
C. **After 24 hrs** points cannot be changed. (i.e. Monday's points cannot be changed after Tuesday.)
D. If, for any reason, a student loses their level, they must start the level process over.
E. **When a level 4 or level 5 student's behavior does not exemplify their level, the disciplinarian, or case manager, or therapist may drop that student to the appropriate level.**

XII. RANDOM LUGGAGE CHECKS

Students can expect random checks of their luggage when they are leaving for a home visit or discharge in order to prevent letters from other students being smuggled out against policy.

LEVEL 1:

When a student refuses to work on negative behavior patterns, thus earning low percentage points (lower than 76%) or breaks any of the bottom-line rules, he/she needs to focus on self-control. Student is immediately on a "natural consequences" program and is assigned work hours or other appropriate consequences. If weekly points are 76% or above and all work hours are complete, then the student may advance to Level Two. If a student is on Level Two and gets dropped to Level Two, he/she automatically gets ten work hours that go with Level One. Girls in Level One may not wear make-up.

Privileges:

- No privileges other than required activities.
- No jewelry and girls may not wear make-up.
- No visits
- No packages or mail received. Letters to parents will be sent by case manager.

LEVEL 2:

All new students come in on Level Two and remain on this Level for three weeks while maintaining Level Three points, and can move to Level Three after a successful phone call. Eighty percent must be maintained for three weeks to move to Level Three. Level Guideline form must also be completed.

Privileges:

- May watch videos on campus one night a week.
- May receive mail from parents, but no packages.
- May receive one phone call bi-monthly.
- May participate in organized activities such as crafts, cooking, or athletics.

LEVEL 3:

At this point students should be gaining more self-control, understanding the program expectations, becoming aware and able to execute positive behavior towards attaining their goals, and working on showing consistency with behavior. Level Three's must maintain 80% on their weekly point average to stay Level Three. If they maintain 86% for 6 weeks and complete 6 service hours, they go to Level Four. Level Guideline form must be completed.

Privileges:

- All Level 2 privileges plus:
- May attend (with staff) bowling, sports
- May go off-campus with staff
- May receive mail and packages from parents.
- May receive or make phone calls every other week.
- May work out in weight room.
- May go on group campouts or field trips and allowance activities.

LEVEL 4:

Once students have maintained an 86% or higher consistently, they have started a build-up of positive behavior patterns. Staff expects to hear feedback on a mature level. Staff and students set goals that recognize and work on negative behavior patterns. Level Four's should be strongly hooked into self-initiated goals, and be making progress toward those goals. Level Guideline and 8 services hours must be completed through Positive Peer Modeling with lower level students.

Privileges:

- All Level 3 privileges plus:
- May work off-campus
- May phone parents every week with permission, also grandparents and other family members that parents have approved.

LEVEL 5:

If a student maintains 90% or higher for ten weeks after reaching Level Four, he/she may choose to go on Level Five. Level Five is a self-initiated, self-motivated, and highly responsible level. The student must fill out a proposal stating why they have earned Level Five; have teachers, case manager, counselor, and disciplinarian. Sign the Guideline; complete 10 service hours; and have staff sign Level Five Proposal. The staff then discusses the proposal and negotiates terms. Negative behaviors negate the proposal and the student will drop back to Level Four. The main objective of this level is to give students practice being responsible for all of life's challenges. This prepares the student to move back into society with self-control. The student is expected to perform as if on high points.

Privileges:

- All Level 4 privileges plus:
- May have personalized privileges
- May arrange alternatives on scheduled activities
- May schedule a special Level 5 activity
- Monthly activity planned by Level 5's
- First choice to PPM on trips & at school
- May participate in student council
- May check in at 4pm for roll call and then go to cabins until dinner. Must find out what time dinner will be and are responsible to be there on time.
- May use fork

XII. LEVEL GUIDELINES:

GUIDELINE FOR LEVEL THREE

NAME:_____DATE:_____
CASE MANAGER:

1.	Is a positive influence to peers.....	1 2 3 4 5
2.	Has no major conflicts with peers that he/she is not willing to work through.....	1 2 3 4 5
3.	Does well in current cabin/ living situation.....	1 2 3 4 5
4.	Consistently writes weekly letters to parents.....	1 2 3 4 5
5.	Works on issues with parents and accepts feedback.....	1 2 3 4 5
6.	Engages with case manager.....	1 2 3 4 5
7.	Good attitude with all staff.....	1 2 3 4 5
8.	Has good phone calls with family, is respectful.....	1 2 3 4 5

Comments: _____
_____

SCHOOL:

1.	Is not disruptive in class.....	1 2 3 4 5
2.	Appropriate interactions with peers ……	1 2 3 4 5
3.	Follows classroom rules.....	1 2 3 4 5
4.	Respectful to teachers.....	1 2 3 4 5
5.	Student is on task daily ……	1 2 3 4 5
6.	Student is prepared and on time……..	1 2 3 4 5

Comments: _____
_____

THERAPY:

1.	Participates in individual therapy.....	1 2 3 4 5
2.	Participates in group therapy.....	1 2 3 4 5
3.	Engaging with therapist.....	1 2 3 4 5
4.	Making commitments towards treatment plan.....	1 2 3 4 5

Comments: _____
_____

DISCIPLINE:

1.	Hours completed.....	1 2 3 4 5
2.	Points maintained to 80% for 1 week.....	1 2 3 4 5
3.	Review date passed.....	1 2 3 4 5
4.	Any new documentation.....	1 2 3 4 5
5.	Cooperative with disciplinarian.....	1 2 3 4 5

Comments: _____
_____ TOTAL:_____
Must Total: 92

Case Manager Signature:_____ *Date Approved:*_____
*Disciplinarian Signature:*_____ *Date Approved:*_____
*Therapist Signature:*_____ *Date Approved:*_____

*Date Changed:*_____ *Initial:*_____

GUIDELINE FOR LEVEL FOUR

NAME:_____ DATE:_____

CASE MANAGER:

1.	Is a positive influence to peers.....	1 2 3 4 5
2.	Has no major conflicts with peers that he/she is not willing to work through.....	1 2 3 4 5
3.	Does good in current cabin/living situation.....	1 2 3 4 5
4.	Consistently writes weekly letters to parents.....	1 2 3 4 5
5.	Works on issues with parents and accepts feedback.....	1 2 3 4 5
9.	Engages with case manager.....	1 2 3 4 5
10.	Good attitude with all staff.....	1 2 3 4 5
11.	Has good phone calls with family, is respectful.....	1 2 3 4 5
12.	Makes commitments towards staying sober.....	1 2 3 4 5

Comments: _____
_____

SCHOOL:

1.	Is not disruptive in class.....	1 2 3 4 5
2.	Appropriate interactions with peers ……	1 2 3 4 5
3.	Follows classroom rules.....	1 2 3 4 5
4.	Respectful to teachers.....	1 2 3 4 5
5.	Student is on task daily ……	1 2 3 4 5
6.	Student is prepared and on time……..	1 2 3 4 5

Comments:_____
_____

THERAPY:

1.	Actively participates in individual therapy.....	1 2 3 4 5
2.	Actively participates in group therapy.....	1 2 3 4 5
5.	Engaging with therapist.....	1 2 3 4 5
6.	Making commitments towards treatment plan.....	1 2 3 4 5
7.	Reaching treatment goals.....	1 2 3 4 5

Comments:_____
_____

DISCIPLINE:

6.	Hours completed.....	1 2 3 4 5
7.	Points maintained to a 86% for 6 weeks.....	1 2 3 4 5
8.	Review date passed.....	1 2 3 4 5
9.	Any new documentation.....	1 2 3 4 5
10.	Cooperative with disciplinarian.....	1 2 3 4 5
11.	Honest with disciplinarian.....	1 2 3 4 5

Comments :_____
_____ TOTAL:_____
Must Total 108

Case Manager Signature:_____ *Date Approved:*_____
*Disciplinarian Signature:*_____ *Date Approved:*_____
*Therapist Signature:*_____ *Date Approved:*_____

*Date Changed:*_____ *Initial:*_____

GUIDELINE FOR LEVEL FIVE

NAME:_____ DATE:_____

CASE MANAGER:

1.	Is a positive influence to peers.....	1 2 3 4 5
2.	Has no major conflicts with peers.....	1 2 3 4 5
3.	Does well living off campus.....	1 2 3 4 5
4.	Consistently writes weekly letters to parents.....	1 2 3 4 5
5.	Works on issues with parents and accepts feedback.....	1 2 3 4 5
6.	Engages with case manager.....	1 2 3 4 5
7.	Good attitude with all staff.....	1 2 3 4 5
8.	Has good phone calls with family, is respectful.....	1 2 3 4 5
9.	Makes commitments towards staying sober.....	1 2 3 4 5
10.	Willingly helps staff and PPM.....	1 2 3 4 5

Comments:_____
_____

SCHOOL:

1.	Is not disruptive in class.....	1 2 3 4 5
2.	Appropriate interactions with peers ……	1 2 3 4 5
3.	Follows classroom rules.....	1 2 3 4 5
4.	Respectful to teachers.....	1 2 3 4 5
5.	Student is on task daily ……	1 2 3 4 5
6.	Student is prepared and on time……..	1 2 3 4 5

Comments_____
_____

THERAPY:

1.	Actively participates in individual therapy.....	1 2 3 4 5
2.	Actively participates in group therapy.....	1 2 3 4 5
3.	Engaging with therapist.....	1 2 3 4 5
4.	Making commitments towards treatment plan.....	1 2 3 4 5
5.	Reaching treatment goals.....	1 2 3 4 5
6.	Maintaining treatment goals.....	1 2 3 4 5

Comments:__ _____
_____

DISCIPLINE:

1.	Has not had hours or a review date in the last 10 weeks.....	1 2 3 4 5
2.	Points maintained to a 90% for 10 weeks.....	1 2 3 4 5
3.	Any new documentation.....	1 2 3 4 5
4.	Cooperative with disciplinarian.....	1 2 3 4 5
5.	Honest with disciplinarian.....	1 2 3 4 5

Comments:_____

TOTAL:_____
Must Total 112

Case Manager Signature:_____ *Date Approved:*_____
*Disciplinarian Signature:*_____ *Date Approved:*_____
*Therapist Signature:*_____ *Date Approved:*_____

*Date Changed:*_____ *Initial:*_____

XIII. OTHER GUIDELINES:

Not following these codes, rules, and policies might result in loss of points or levels.

A. PERSONAL LODGING AREAS

Each student is expected to clean and maintain their assigned lodging area and give any other necessary effort to keeping lodging areas clean, sanitary and in proper order and appearance. Each student is also assigned specific chores both in- room and around campus that are also expected to be worked on daily. Sunday afternoon a deep cleaning and sanitization will be done to assure proper health codes are being met.

Room changes will only happen on the first of each month.

Points will be taken individually from students who are not meeting these expectations and students who are continually having problems in this area will be put work detail or work out.

B. HEALTH CODE

1. Maintain personal cleanliness.
2. Maintain neat and clean cabin area.
3. Maintain clean clothing.
4. No animals in cabin areas.
5. Report any sickness OR accident immediately to staff or medical coordinator-- no matter how small.

C. SAFETY CODE

1. No toasters, coffee pots, popcorn poppers, rice cookers, refrigerators, microwaves, stereos, or other appliances in cabins.
2. All electrical plugs, outlets, smoke alarms, fire extinguishers, and switch boxes are not to be touched unless so instructed and assisted by staff.
3. No incense, candles, matches, or open flame fires allowed in any buildings.
4. Never throw or push anyone into the canal.
5. Activities requiring safety precautions such as riding a horse require safety instructions.

D. VEHICLE RULES

1. May not ride in the back of trucks.
2. Staff is never to allow a student to drive personal car or company vehicles.
3. Students are not allowed to drive ATV's.
4. Students are not allowed to drive golf carts.
5. Must wear seat belts at all times in vehicle.

E. GROUP THERAPY SESSIONS

Excused absences: Field trips, sick days, visits, doctor appointments, 4-H
Unexcused absences: Activities, PPMing, work.
If you are being recruited for an activity, it is your responsibility to tell those staff members that you have group. If you are PPMing, it is your responsibility to tell the supervisor that you have group and are no longer able to PPM.

F. WORKING FOR PAY- Beginning at Level 3, some work for pay may be available with off-campus sources. Good work habits must be maintained to retain job. Level 3 and above students may work off campus if they follow guidelines and have staff approval. All pay would come from off-campus

work from other person's (farmers), and will be put in students' accounts. Students working off-campus may be taken to lunch and receive treats from person they are working for, if agreed upon by said person.

All slips for working must be turned in within seven days or they will be void and no credit for work done will be given to students. The students should not receive cash for working. The staff member or other employer should write the hours and amount to be paid on a slip to be turned into Student Account Manager. If paying by a check the person paying the student should make a check out to Sorenson's and have it deposited in the student's personal account.

G. MONEY

1. Program does not handle any major personal business affairs of students without written request by student or legal representative.

H. MUSIC GUIDELINES - Clock radios or am/fm radios are the only acceptable music allowed on campus. Tape players, boom boxes, Ipods, any form of digital media, and satellite radios are not allowed.

I. TELEPHONE

1. All calls will be monitored and logged by a case manager.
2. Level two may RECEIVE one phone call every other week.
3. Level three may PLACE or RECEIVE one 15-min. phone call every other week.
4. Students on Levels 4 may make or receive one 20-minute phone call from/to parents weekly. Other calls may be made with case manager or therapist if it is stated in the treatment plan.
5. Level five may PLACE or RECEIVE one 30 min. phone calls per week
6. All phone calls must have prior approval from case manager.
7. If language becomes abusive or conversation becomes detrimental or inappropriate, case manager will terminate the call.
8. No phone calls to or from former students.
9. No phone calls during school hours unless there are time constraints from case manager or therapist.

J. <u>NO SALES OR BORROWING BETWEEN STAFF AND STUDENTS</u>! --No trading or selling of any articles of clothing at all. This includes between staff and student, or student and student. All items should be clearly marked as to ownership. No item may be lent or borrowed. Students may not purchase gifts for other students.

K. ILLNESS

1. The school nurse will determine how serious the illness is.
2. When the student is to stay in bed, they will stay in a sick bay in the Infirmary.
3. When Infirmary is unavailable and a student gets up during the day and leaves his/her cabin without staff permission student will receive 50% for the day on the point sheet.

L. BOY/GIRL RELATIONSHIPS

1. No being alone with someone of the opposite sex.
2. No physical contact between boys and girls, girls and girls, or boys and boys.
3. No sitting together on the same sofa, no sitting on the same side of the lunch table.
4. No students of the opposite sex in the same van.

5. No warnings will be issued. It is up to the students to not put themselves in a questionable position.

M. MAIL

1. Mail – to and from parents and immediate family only. All mail will be opened in the presence of a case manager and contents removed.
2. Home address required on all incoming (return address) and outgoing mail.
3. Level One students are not permitted to receive any mail, but they can send.
4. Level Two students receive letters, but no packages.
5. Level Three and above may receive all approved mail. (No mail from friends)
6. Students must be Level Three or higher to receive packages.
7. No mail from former students to current students is allowed or vice versa.

N. LAUNDRY

1. Be sure all your items, including laundry bag are marked.
2. Laundry will be done only by the laundry personnel and according to their schedule.
3. Be sure everything is in your bag and ready for washing. Everything should be out of the pockets.

O. VISITS

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. All students must be back on campus by 8:30 p.m. No overnights are permitted.

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 three to five 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. It is recommended that parents purchase refundable airline tickets in case their student has a level drop before the scheduled visit. Individual therapy sessions will be arranged by the therapist at their discretion.

NINE-MONTH VISIT - Level 3 and above will be allowed to return home for a 5 to 7 day visit.

P. PURCHASING POLICY

1. All desired purchases should be submitted with item and approximate cost to Maxine who must okay every purchase by checking with office, prime case manager, and parents. No student will be allowed to go shopping at Richfield unless on right level and with SRS purchasing agent. Student can make a list and give to staff if on wrong level, or parents may send the necessary items
2. Expensive things are here at your own risk. SRS is not responsible for lost or stolen items.
3. Dr. visits are never to include shopping.
4. Staff that are in charge of haircuts, perms, medical visits, shopping, etc., will make arrangements for those.
5. Necessary personal items are provided by house keeping.
6. Case Managers are not to take students shopping unless the Housekeeping Manager has asked them to go for her.

Q. THE POLICY FOR MONEY IS AS FOLLOWS:

1. Any money made from outside sources, i.e., hauling hay, loading wood, will be sent home.
2. Students may have money debited from their account when they wish to purchase personal non-food items. They must get approval from their case manager and parents. The approval must be in writing. This note can then be given to the Housekeeping Manager. If money in the account is sufficient, the Housekeeping Manager will set up a time to take that student shopping. The receipt will be given to the Students' Account Manager.

R. CLOTHING POLICY

1. Black/red/navy blue clothing are not allowed, except for coats.
2. Small logos are okay.
3. School will provide six tee shirts (white, gray, or green for boys and any color but black, red royal blue or white for girls, five pairs of jeans, sweatshirts, one light jacket, ten pair of underwear, ten pair of socks, two to three bras, one pair pajamas/sweatpants and shirt for sleeping, one swimsuit, one set of twin size sheets with pillowcase, one blanket/quilt or comforter, two towels, two wash cloths.
4. Students MAY have one heavy coat, one pair of tennis shoes, one pair of sandals for summer (no heels higher than one inch), one pair of hiking boots, and two pair of shorts.
5. Students are NOT allowed to have jewelry, church or Sunday clothes, khakis, sweatpants (outside of their cabins unless for workout or participating in activity), house shoes, oversized tee shirts or pants, wife beater shirts, or spaghetti strap shirts.
6. Students are NOT allowed to modify clothing. No cutting sleeves or pants. No cut, frayed, or holey jeans.
7. Parents may send clothing from home, but they must comply with clothing policy.

S. HAIR AND GROOMING POLICY

This hair cutting and grooming policy for all students is necessary so that students will work on their treatment program at Sorenson's. Students are to maintain a respectable haircut.

GIRLS

1. Girls' hair must be kept clean and well groomed. Girls may not have dreadlocks, matted hair, cornrows, or spiked. Hair that is to the extreme is not allowed
2. Girls may not let hair cover their eyes. Hair must be kept out of the face at all times. If a girl wants bangs, they may not come below their eyebrows.
3. Girls may not have dreadlocks, matted hair, Mohawk or shaved sides of the head
4. A girl may not shave any part of her head at any time. Any shaving of the back or sides of head will result in getting hair cut in a suitable style.
5. A girl may not have unacceptable hair color or colors.
6. If a girl comes to the school with hairstyle or color/s of hair that is unacceptable according to SRS policy, the girl will have these changed to meet the hair and grooming policy as soon as possible. This will be the responsibility of the hair technician of SRS.
7. Styling aids for all hair types including Afro-Americans are kept in the housekeeping office.

BOYS

8. Boys' hair must be clean and well groomed.
9. Boys' hair must be clean cut. Boy facial hair---NO BEARDS, SIDEBURNS BELOW EAR, NO MUSTACHES, GOATEES, SCRUFF, ETC. Housekeeping Manager will have a razor in her room. If you refuse, discipline measures will be taken. THIS IS YOUR RESPONSIBILITY, JUST AS YOUR ROOM & CHORE IS.
10. Boys may not have dreadlocks, matted hair, Mohawks, jock hawks, or spiked. Hair that is slicked-back to the extreme is not allowed.
11. Students are not allowed to cut their own hair. This will be done by staff.
12. A boy may not color or dye his hair. This includes any part or all of the hair.
13. If a boy comes to the school with hair length and/or color of hair that is unacceptable to SRS policy, the boy will get a hair cut to acceptable length and style and/or color of hair will be put back to its original hair color.
14. When a boy enters the school, he will conform to the hair and grooming policy as soon as possible.
15. Styling aids for all hair types including Afro-Americans are kept in the housekeeping office. Any member of the staff can get these items for a student.

T. CLASSROOM EXPECTATIONS

School attendance is a goal area, so loss of goal points and classroom points is possible.

Points may also be taken off for these things:

1. Food or drink in classroom.
2. Having any gum on campus.
3. Tardiness.
4. Leaving class for any reason.
5. Feet on anything they shouldn't be on.
6. Dress that calls attention to a student.
7. Forgotten materials.
8. Forgetting to wear shoes and socks. (Flip-flops are not allowed)
9. Writing on anything that shouldn't be.
10. Leaving materials at desk when class is over.
11. Damaging materials, including pencils or pens. (Student will pay for out of held allowance).
12. Using poor or bad manners.
13. Individual teacher's rules infractions.
14. Classroom not clean before leaving class.
15. All paper off floor
16. Desks organized
17. Room clean
18. PPM'rs go to class with the student being PPM'd, except when not enrolled in school.

U. RULES FOR ATTENDING GROUP

1. Students need to be on time. They will lose points if they are not.
2. No absences will be excused expect for sick day; being at the doctor's; working off-campus with Dan, Bill, or Chris, or being on a home visit. Notes from case managers to be excused from group will not be accepted.
3. Students who miss group, except for the above excused reasons, will be put on the No Show list during the weekend. One workout is required per missed group.
4. Talking to case manager or therapist during group time should be discouraged at all times.
5. Parent phone calls should be scheduled at times other than when groups are held.
6. Students who leave campus to work for pay need to be encouraged to be at group. If there is a continued problem with group attendance, they will be a No Show.
7. Students who are sent from group to hike will have to do a workout on the weekend.
8. Students should not be called out of group to clean their rooms or to do chores.
9. Snacks need to be eaten before they come to group.
10. After groups are over students need to be in their assigned areas.
11. There will be no staff monitoring the halls, and so there will be no restroom breaks allowed.

V. INCOMPLETE POLICY

1. All students on incomplete will be required to attend incomplete room on Monday and Tuesday evening from 6:15 PM to 9:00 PM.
2. If a student completes the required work to get off incomplete in the Monday incomplete room they will be required to finish the activity in that room working. They will not be required to attend the incomplete room on Tuesday evening if they have given a release note to Norm before he leaves at 2:00 PM that day.
3. All level twos are required to go swimming on Thursday night. It is a mandatory activity, regardless of incomplete status.
4. Incomplete students will not be allowed to attend activities. If a student gets off of incomplete and has their release note to Norm before Wednesday at 2:00 PM, they will be allowed to participate in the weekend activities.
5. Students on Incomplete will be required to participate in the incomplete workout, unless they have given their release not to Norm before 2:00 PM on Wednesday.

W. GRIEVANCE/DISCRIMINATION POLICY

Sorenson's Ranch School's procedure for any students who have a grievance, either real or perceived, is as follows:

1. Contact Phyllis Bagley, Ombudsman. New students review, on intake with Phyllis, Sorenson's Ranch School's procedures and policies. Students' rights are signed and kept in individual binders. Students are informed of their right to contact Phyllis at any time if they have a grievance. At any point in the process, Phyllis Bagley, Ombudsman, can be involved to investigate, report and mediate.
2. After a student is assigned a Case Manager, the student is encouraged to discuss problems or grievances with their Case Manager first.
3. If a student isn't satisfied with the handling of the complaint or grievance, the

next step is to go to their Therapist.

4. If the student is not satisfied, he/she can go to the Shift Supervisor. The Shift Supervisor will either resolve the grievance to the satisfaction of the parties involved or will take the problem to Shane Sorenson, Director, or Jill Sorenson, Facilities Administrator.
5. Unfounded grievance will result in a level one plus 10 hours as a judicial harassment.

DEFINITIONS

Grievance: Any actions from staff or other students that make the student feel uncomfortable or threatened.

Discrimination: To make a difference in treatment or favor based on a basis other than individual merit.

Sorenson's Ranch School has zero tolerance for any kind of discrimination. This encompasses all students and all staff. If you believe you have been treated in a prejudiced manner due to your race, religion, ethnic background or gender, the same policy as delineated for grievance is to be followed.

X. POLICY ON OUT-OF-CONTROL BEHAVIOR BY STUDENTS:

1. Definition of out-of-control is: yelling, calling staff or other students names, unacceptable language, or physical confrontation
2. Action staff will take is to ask the student to go to their room or MPR area and remain there until staff feels the student is back in control.
3. Student proceeds to room on own volition or is taken by the hand or arm and escorted to room until they are in sufficient control of their behavior.

Y. MISCELLANEOUS

1. Sorenson's Ranch School staff holds the right to search and seizure whenever there is reasonable cause to suspect that any student's health or safety may be in jeopardy, or that protective rules are being violated. This policy applies to visitors on campus.
2. In order to go on an activity, a student must have work, room, chores, school, etc., finished and in good order.
3. All rooms must be clean before loading into vans for any trip.
4. Before leaving the campus for any reason, students must check out with staff.
5. There will be no painting or decorating walls, etc., without permission from staff.
6. Soda pop cans and bottles may be banned from campus at any time if they become a problem, i.e., not picked up.
7. Personal items are brought to campus at your own risk. The school will not be responsible for your belongings. If you leave campus without staff withdrawal, you may forfeit personal belongings. If you move into another cabin, any personal property left behind is your responsibility. Your personal items are your responsibility. If you are discharged or moved, any personal property belonging to you is your responsibility.
8. Penalties for damages to property of others will be assessed and work hours to pay value will be assigned at the rate of $5.00 per hour. Parents will also be billed.

Z. THE ENVIRONMENT

We are privileged to live in an environment where people are here to help us and where nature can be beautiful and healing. Here we live much of the time in the outdoors and it is up to us to keep our

environment in the best shape we possibly can. Here we have a better chance to learn and to feel good if things are neat and clean and orderly. Our lives need good habits for the future.

1. Take care of things around you.
2. Do not disturb nature.
3. Make cleanliness part of your training and help others learn it, too
4. Think of the future and the best way to leave things for the future--maybe your loved ones.

AA. THE FOLLOWING GUIDELINES ARE TO AID IN UNDERSTANDING THE PURPOSE AND PROCEDURE OF CONTROLLING STUDENTS:

1. A student should be controlled when he/she is threatening the well being of other students or staff, or is dangerous to him or herself and when communication fails.
2. The first step of a control is to ask the student to stop what they are doing wrong. The purpose of this is to stop the danger, de-escalate the situation, and bring him/her under control. The problem can now be talked out with the appropriate staff member.
3. If the student is still a danger to himself/herself or others positive control is applied. A control should only last until the student regains control and agrees to follow rules.
4. At any time the student directs his/her physical aggression towards a staff member, the staff can defend themselves in the most defensive mode.
5. Any time a student is carrying a weapon (knives, sticks, glass, etc.) and refuses to release it, the staff will use necessary measures to create a safe environment and bring the situation under control.
6. Each student will be asked to sign that he has read and does understand the above.

BB. ITEMS STUDENTS CANNOT HAVE:

<u>No Food Items</u>

<u>Personal items</u>

Hair color (Sun In, Touch of Sun, etc.)
Razors -- Checked out by Maxine or Lisa only for use
Mousse -- This item is kept in the housekeeping office and may be used in the presence of a staff member.
Gel -- This item is kept in the housekeeping office and may be used in the presence of a staff member.
Hair Spray -- This item is kept in the housekeeping office and may be used in the presence of a staff member.
Fingernail Polish
Fingernail Polish Remover
Shaving Cream or Gel
Knives
Perfume or Cologne (may have small spray bottle kept in Maxine's room)
Face Cleaners
Listerine or Scope, Etc.
Aerosol Cans of any kind
Anything with Alcohol
Hot Sauce
Spices
No AXE brand in any form

Medicines

All Medicines go to Nursing Department!!

Aspirins
Tylenol
Inhalers
Vitamins
Natural Herbs

Miscellaneous

Tapes
Tape Players
CD's
DVD's
Video Games
Ipods
MP3 players
Laptops
Walkman
No "R" rated movies
No magazines
Sheet Music with bad lyrics
No Bright Lipsticks or Black or Brown
No excessive make-up/No black eyeliner
No boys and girls riding in the same vehicle
No hats in the buildings
No whiteout, Permanent Markers, or pens
No throwing snow balls
Sweats to be worn only in gym
No Jewelry
No religious emblems

CC. SORENSONS RANCH SCHOOL POLICY ON SEARCHING STUDENTS

1. This search must be conducted in a private room with two staff members of the same sex as the student present.
2. Low-Risk searches may be conducted at any time at the discretion of the shift supervisor.
3. A search is done on a new student upon request.
4. 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.

DD. EMERGENCY PROCEDURES

1. When we have a fire drill, the meeting spot is in the parking lot. Stay with staff.
    a. If we need to evacuate the campus, you will follow instructions from staff. You may be driven off campus to a predetermined meeting place, or you may have to walk to a predetermined meeting place.
    b. Remain with staff and other students. Follow staff instructions.
    c. When there is an earthquake drill, use the "duck and cover" method to protect yourself. Do not leave the building until the earth has stopped shaking. Do not go back in the buildings until you are

instructed to do so by staff. Follow the guideline as for a fire drill.

EE. CLOTHING POLICY

Shirts – **NO** rock groups, music, skulls, message shirts, drug or alcohol references, solid black, wife-beaters, tank-tops, polo, collared, belly, white for girls.
All shirts must fit correctly, not too small or too large.
Short or long sleeves okay, no cap sleeves.

Pants – Blue jean only.
NO black or other colors.

Jackets – **NO** solid black, skulls, gothic, music related, messages, drug or alcohol references.

Hats – NO black, skull, flat bill, price tags/tag under bill.
Must be worn straight on head, not crooked backwards.

Shorts – Not higher than 3" above the knee.
Capris okay.
No middle of calf for boys.

Swimsuit – One piece. NO see-through. NO white.
Must be modest.

FF. MAKEUP POLICY

No black makeup
No glitter
No heavy makeup
No makeup when level one, including foundation or cover-up.

GG. JEWELRY POLICY

Girls may wear one pair of stud earrings
No other jewelry is allowed
Boys are not allowed to wear earrings
No hair ties worn around wrist

HH. HAIR POLICY

No dying hair unless approved by Octavia and it is back to its original color
Bangs will not hang in the eyes
Hair will not be spiked

II. COMPUTER POLICY

No using the internet to check email or go on MySpace or other such sites.
School computers are for doing schoolwork only.
NO accessing internet while on a home visit.

SORENSON'S RANCH SCHOOL BEHAVIOR GUIDE

All 5 hour offenses that result in level 1 will receive automatic10 hours

*Discipline for incidents reported to staff several months after their occurrence are left to the discretion of the disciplinarians

INCIDENT	CATEGORY	CONSEQUENCES
*Always take points **Reporting to Sheriff is at Director's discretion		**xx Off campus housing hours double**
SUBSTANCE ABUSE		
Huffing or having Huffables	xx	Level 1 + 20 Hours
Bringing in or having cigarettes, tobacco or chew	xx	Level 1 + 10 Hours
Illegal drug use**	xx	Level 1 + 20 Hours
Alcohol use**	xx	Level 1 + 20 Hours
Cheeking meds	xx	Level 1 + 20 Hours
Buying/Selling/Distribution of illegal substances**	xx	Level 1 + 20 Hours
Smoking	1st Offense	Level drop +10 Hours
	2nd Offense in one week	Level 1 + 10 Hours
Requesting contraband through letters or telephone. Glamorizing/Drawing pictures of drugs or drug paraphernalia.	xx	Level drop & -50%
SEXUAL OFFENSES		
Kissing		Level drop + 5 Hours
Petting		Level 1 + 10 Hours
Fornication or aiding in fornication	xx	Level 1 + 20 Hours
Masturbation		Level 1 + 10 Hours
Homosexual Acts		Level 1 + 10 Hours
Bestiality		Level 1 + 10 Hours
Exhibitionism/Voyeurism		Level 1 + 10 Hours
Commercial Vice		Level 1 + 20 Hours
Being alone behind closed doors, Questionable situation		Level 1 + 10 Hours
Sexual Harassment		Level 1 + 10 Hours
Sexually explicit/pornographic letter or note writing. Dirty		Level drop + 10 Hours

books/magazines/videos		
No promotion of sexual material		Level drop + 10 Hours
Holding hands		50%
Hugging		50% + 5 hours
PROPERTY DAMAGE		
Stealing	xx	Level 1 + 10 Hours Must replace items also
Intentional damage or destruction	xx	Level 1 + 10 Hours. Must pay for or fix item
Tampering with window alarms, fire extinguisher, smoke alarms, & exit signs	xx	Take 50% / fix or pay
Picking locks, breaking into any room or lock box	xx	Level 1 + 10 Hours
Accidents		Must be paid for or fixed. No level drop or point loss
Tagging, graffiti	xx	Level drop, clean & repair
Tampering with alarm system		Level drop + 10 hours
SCHOOL OFFENSES		
Late for class		Hike for the rest of the period and –23 points.
Disruptive in class		Same
Not working – Horseplay		Same
Abusive language in class		Same
Across the parking lot		Same
Taking text book out of class		-13 point loss
Taking text book out of school		-50 point loss
Wearing slippers or sandals in school building		-25 point loss
Cheating		Level 1 & Redo all work.
Inappropriate use of computer		-50 point loss
DISRUPTIVE OFFENSES		
Disruptive on activity		Taken off activity/point loss
Food fights		Clean cafeteria / point loss
Excessive horseplay, encouraging bad behavior		Level drop + 10 Hours
Throwing snowballs/rocks		Level 1 + 10 Hours

VIOLENT OFFENSES		
Hazing (Punking)		Level drop + 10 Hours
Cruelty to animals (not mice or bugs!)	xx	Level 1 + 20 Hours/Time out
Gang Violence		Level 1 + 20 Hours min.
Threatening staff or students with physical harm	xx	M.P.R. level drop, -50%
Fighting or making others fight, going bodies, or any physical contact.		Level 1 + 10 Hours min. Work out & M.P.R
PERSONAL OFFENSES		
Clothing, sandals in school, make-up, & grooming policy/jewelry policy	xx	25% point loss
Cutting hair, coloring hair, dyeing hair, bleaching hair	*only on visit xx (must go through Octavia)	Level Drop
Shaving head, tattoo, body piercing, eyebrow shaving, keeping piercing open	xx	Level 1 + 10 Hours
Self-abuse i.e. hitting walls, cutting on self (if safety plan is not followed), ingesting harmful substances, etc.		Level 1 + 10 Hours
Running away		Level 1 + 50 hours MPR
Planning to run away		Level 1 + 10 hours put on run watch
CABIN OFFENSES		
In wrong cabin		50% point loss
Up playing around on a sick day		50% point loss
Boys in Girls' cabin and vice versa	xx	Level 1 + 10 Hours & move to M.P.R.
Cabin Wars	xx	50% point loss, move out of cabin, pay for any damages
No animals in cabins		25% point loss
Out of cabins after bedtime		Level drop, sleep in MPR
Hanging blankets over windows or exit signs		50% point loss
Tampering with Exit light or window alarm		50% points loss

COMMUNICATION OFFENSES		
Unauthorized phone calls		Level drop, no phone use for 4 weeks
Talking outside of group		Level 1 & 10 mile hike
Any breach of confidentiality		Level 1 + 10 Hours
Unapproved sending, receiving mail or email, getting on MySpace or requesting others to get on		Level drop + 10 Hours
PYROMANIA OFFENSES		
Starting or playing with fire (without property damage)	xx	Level 1 + 10 Hours min.
Starting a fire to a building or something else major	xx	Level 1 + 20 Hours min.
Tampering with gas lines		Level 1 + 10 hours
MANIPULATIVE OFFENSES		
Taking or tampering with point sheets	xx	50% level drop. Will receive same change on point sheet or lose double what was tried to get back
Conspiracy to make others Level 1 or helping others in L-1 activity		Level 1 + 10 Hours
Judicial harassment (unfounded grievance)		Level 1 + 10 Hours
Deprivation of character and or slander		Level 1 +10 Hours must give written apology
Staff Manipulation		Level drop + 10 hours
Lying		10 work hours no matter what level. Not a level drop. However, any level 4 or 5 should get a level drop if caught lying
MISCELLANEOUS OFFENSES		
Shoplifting**		Level 1 + 20 Hours, restitution AND apology
Gambling		Level drop
Making or having a weapon in possession		Level 1 + 10 Hours + 50%
Racial Slurs/Religious Bigotry	1st Offense	Level drop + 50%

	2nd Offense	Level drop + 10 hours
Satanism, Black magic, Ouija board		Level 1 + 10 Hours, M.P.R.
Gang activity, clothing, writing, etc.		Level drop + 50%
Music policy violation		Level drop + 50%
Spitting or wiping body fluids on another student or staff or cabin/lodge walls	1st Offense	50%
	2nd Offense	Level drop +10 hours + 50%
No cameras allowed		Level drop + 50%
Exaggerating a situation		Level drop + 5 hours
Gum, shelled nuts or seeds		25% & clean up any mess
Signing up for an activity, then backing out		5 hours; to be worked off on own time
Not wearing seatbelt		No activities for 2 weeks + 10 hours
Having contraband		Refer to list below
Passing out self or others		Level 1 + 10 hours

List of contraband items resulting in 50% and level drop

Hand sanitizer regular or alcohol free
Any aerosol cans no matter the contents
Razors, regular or electric
Lighters
Matches
Nail polish
Knives
List of contraband items resulting in 50%
Glitter makeup
Nail clippers
Q-tips
Pens
Markers
Food, snacks, or Drink mixes
Black/Onyx eyeliner
Black Clothes
Alcohol free Mouthwash

Pencil sharpeners
Scissors
Mouthwash
Face toner or antiseptic containing alcohol
Electric toothbrushes
Any type of magnet
Money
Tweezers

Clothing with any type of logos
Visine
Cologne or perfume
Hairspray regular
Gel regular or alcohol free
Any type of powder (baby, foot, etc.)
Bags/Suit cases
Gauged body jewelry

Revised Dec. 14, 2007

Damage repair cost for students

HOLES	
Small	$15.00
Cut Out	$35.00
Large	$70.00
RESTROOM DAMAGES	
Sink/Vanity Top	$130.00
Vanity Cabinet	$520.00
Faucets	$100.00
Mirrors	$25.00
Soap Dispenser	$17.00
Hand Towel Dispenser	$64.00
Toilet Paper Dispenser	$30.00
CARPET	
Carpet Damage	$85.00 plus cost of replacement
Tile Damage	$85.00 plus cost of replacement
Heat Registers	$30.00
WINDOWS	
Windows 48X48	$160.00
Blinds	$30.00
Curtains	$40.00

DOOR DAMAGE	
36” Exit Door	$240.00
36” Interior Door	$140.00
Door Knob	$20.00
Casting	$10.00
Exit Sign (repair or replace)	$120.00
SMOKE ALARM	
Smoke Alarm	$30.00
Fire Extinguisher	$20.00
Fire Extinguisher Box	$20.00
LIGHTS	
Light	$70.00
Light Cover	$65.00
Plugs/Switches	$10.00
Plug Covers	$5.00
RUNAWAYS	
Student must pay hourly rate for staff searching: Time and a half and mileage	

STUDENT SIGNATURE--I hereby certify that I have read the rules of the student manual carefully--including the five bottom-line rules and the control/restraint policy.

I have asked a case manager about any items that were not clear so that I now understand all rules in the manual.

Print Name: _____ Sign Name: _____

Date: _____ Intake Coordinator: _____

I consent to being photographed for the Parent Services pages on the SRS website during my stay at Sorenson's Ranch School.

Sign Name: _____ **Date**: _____

I consent to being photographed, interviewed, recorded, or video-recorded for publicity purposes during my stay at Sorenson's Ranch School.

Sign Name:_____ Date:_____

I give consent for members of my treatment team to communicate information about treatment to insurance for authorization of service.

Sign Name:_____ Date: _____

I consent to allow my parents to be informed of any incidents, illnesses, injuries, or appointments with any professionals in the medical field that may involve me. I consent to allow Sorenson's Ranch School personnel to inform my parents/guardians of any medical information that pertains to me. I understand that records of the aforementioned items may be viewed by representatives of licensing, accreditation, law enforcement, or judicial agencies, and hereby give my consent for such.

Sign Name: _____ **Date**: _____

I understand that I may be tested for drugs or alcohol at any time there is reasonable suspicion or when returning from any visit.

Sign Name: _____ **Date**: _____

I understand that the care and maintenance of my personal property is my responsibility. I agree that SRS is not responsible or liable for items left behind on visits, leave, or when I exit SRS. I agree that any expensive or sentimental items that I may bring is at my own risk, and I will not hold SRS responsible for any loss or damage to any of my personal property.

Sign Name: _____ **Date**: _____

STUDENTS' LEGAL & HUMAN RIGHTS

1. You have the right to be treated with dignity and respect, as an individual who has personal needs, feelings, preferences, and requirements.
2. You have the right to privacy in your treatment, in your care, and in the fulfillment of your personal needs.
3. You have the right to be fully informed of all services available to you at this facility.
4. You have the right to be informed of your rights as a student and of all rules and regulations governing your conduct as a student at this facility.
5. You have the right to manage your personal allowance earning it as reward and spending it wisely.
6. You have the right to know about your physical condition unless your physician, for medical reasons, chooses not to inform you.
7. You have the right to receive information necessary to give informed consent prior to the start of any medical treatment unless parent and counselor deem unwise.
8. You have the right to continuity of care. You will not be discharged or transferred except for medical reasons, for your personal welfare, or for the welfare of others.
9. You have the right to voice opinions, recommendations, and grievances in relation to policies and services offered by the facility, and the right to be listened to by counselors.
10. You have the right of privacy during visits by custodial family and clergy.
11. You have the right to be free from physical, chemical, and mental abuse. A physician may only apply medical restraints. Physical restraints may only be applied according to the control policy of the facility.
12. You have the right to confidential treatment of your personal and medical records. Information from these will not be released without consent of custodial family except as required by law such as to other educational facilities.
13. You have the right to medical attention when you are ill.
14. You have the right to reasonable access to a telephone to make and receive communications according to the level you are on.
15. You have the right to receive and send mail.
16. You have the right to learn, study, and progress.
17. You have the right to submit a proposal for a level five program to staff members.
18. You have the right to participate in the development of your treatment plan.
19. You have the right to make suggestions for the upgrading of your wellbeing and/or the upgrading of the total school program.

Student: _____

Date: _____