



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. We believe, in fact, that some youngsters--especially dropouts, learn more outside the classroom.

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 is \$5,500.00 per month. 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 ninth through the fourteenth months of care) full fees are still required. Tuition includes room and board, counseling, basic academic curriculum, vocational education, work-study program, physical education, routine first aid, supplies. 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 mileage 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, 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.

SORENSEN'S RANCH SCHOOL EDUCATIONAL PROGRAM

We are accredited by the Northwest Association of Accredited Schools. Our school is coed and operates year-round. We admit students from 13-17 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.

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, Literature

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, Economics, Psychology, Sociology

Physical Education - 1.5 Credits

PE, Weightlifting, Horsemanship

Health - .50 Credits

Financial Literacy - 1 credit

Computers - .50 Credits

Keyboarding, Computers I, Computers II, Word Processing

Spanish - 2 Credits for College Prep

Spanish I, Spanish II, Spanish III, Spanish IV

Art - 1 Credit

Foods & Nutrition, Sewing, Life Management - Electives

Welding, Auto, Woods, Leather - 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

Agricultural Related Work Experience - Elective Credit

STUDENT POINTS

NAME: _____ DATE: _____ LEVEL: _____

WEEK'S PERCENTAGE: _____ OFF ACTIVITIES UNTIL: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
-7 Room A.M.								
-7 Chore A.M								
-7 Not up on time								Incomplete
-6 Period 1								1-
-6 Period 2								2-
-6 Period 3								3-
-6 Period 4								4-
-6 Period 5								5-
-6 Period 6								6-
-6 Period 7								7-
A.M. Bonus +3								
-23 Group participation/attitude								
-25 Meds Room Policy								
-25 Grooming/Jewelry/Make-up								
-25 Clothing Policy								
-25 Restriction Violation								
-25 Borrowing/Lending								
-25 Wrong Area								
-50 Wrong Cabin								
-7 Room P.M.								
-7 Chore P.M.								
-7 Language								
-7 Attitude/Cooperation								
-7 Staff Relations								
-7 Peer Relations								
-10 Excessive Misbehavior								
-7 Not following instructions								
-7 Evening Activity								
-6 Not in bed on time								
Letter	-10							
Other								
Other								
PM Bonus points (+3)								

WEEK'S COMMENTS (Daily comments on back of sheet):

Reason for Level Change: _____ Date: _____

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 employees 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. The contractor may come on campus to perform tests, or employee or perspective employee may be required to visit the laboratory for the test.

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 both 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

Basic clothing requirements for students are as follows: six tee shirts (no solid black, red, or blue), five pairs of jeans, sweatshirts, one light jacket, ten pair of underwear, ten pair of socks, two to three bras, one pair of pajamas/sweatpants and shirt for sleeping, one swimsuit (modest one-piece, not white), one pair of sunglasses. 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 (no more than 3 inches above the knee). Parents may send these clothing items with student when admitting. If a student is still found in need of any of these basic items after three months, 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 dark blue
- No polo or collared
- No “wife beaters” or tank tops
- No cap sleeves
- No belly shirts
- All shirts must fit correctly
- Shirts can be either short-sleeved or long-sleeved, collars or no collars

Pants:

Only blue jean material is allowed. No black or other colors. No wearing belts to the side.

Coats and Jackets:

- No solid black color
- 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:

- Must be no more than 3 inches above the knee
- Capri pants are okay
- Boys can not wear shorts lower than the middle of the calf

Swimsuits:

- One-piece for girls
- 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 by Octavia or Linda 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/ Oxipads (with alcohol)

Aerosol Cans of any kind (including AXE)/ Listerine or Scope, Etc.

Anything with Alcohol

Hot Sauce/Spices

Magnets/Pokemon & Yugioh cards

Medicines

All Medicines go to Nursing Department!!

Aspirins

Tylenol

Inhalers

Vitamins

Natural Herbs

Miscellaneous

Tapes/Tape Players

CD's

DVD's

Ipods

Cell phones

Video games

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 whiteout, Permanent Markers, or pens

No Jewelry

No religious emblems

MAIL POLICY

The mail privilege is based on the level system, which says: Level 1 – no mail privileges; Level 2 – letters 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. Mileage and counselor hours are charged for church excursions of substantial length. There is a small church in the local town that is only four blocks away. Written parental permission must be received, however.

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 or leaves without his/her belongings, 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.

VISITATIONS

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, Dexatrim, 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.

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 Counselor first, then talking to the Service Planner, 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.

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 school/s 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 maybe 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 PSYCHIATRIST

Gina Stubbs, M.D. is the SRS contracted Psychiatrist. 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, Dr. Stubbs' 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 Linn'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 Linn'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.

SORENSEN'S RANCH SCHOOL BEHAVIOR GUIDE		
<u>All 5 hour offenses that result in level 1 will receive automatic 10 hours</u>		
<small>*Discipline for incidents reported to staff several months after their occurrence are left to the discretion of the disciplinarians</small>		
INCIDENT	CATEGORY	CONSEQUENCES
<small>*Always take points **Reporting to Sheriff is at Director's discretion xx Off campus housing hours double</small>		
SUBSTANCE ABUSE		
Huffing or having Huffables	xx	Level 1 + 20 Hours 14 day review date
Bringing in or having cigarettes, tobacco or chew	xx	Level 1 + 10 Hours
Illegal drug use**	xx	Level 1 + 20 Hours 14 day review date
Alcohol use**	xx	Level 1 + 20 Hours
<u>Cheeking meds</u>	xx	Level 1 + 10 Hours 14 day review date
Buying/Selling/Distribution of illegal substances**	xx	Level 1 + 20 Hours 14 day review date
Smoking	1 st Offense	Level drop +10 Hours
	2 nd 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		
<u>Kissing</u>		-50 points + 10 hours
Petting		Level 1 + 10 Hours
Fornication or aiding in fornication	xx	Level 1 + 20 Hours
Masturbation		Level 1 + 10 Hours
Inappropriate sexual behavior		Level 1 + 10 Hours
Exhibitionism/Voyeurism		Level 1 + 10 Hours
Commercial Vice		Level 1 + 20 Hours
Being alone together, Questionable situation		Level 1 + 10 Hours
Sexual Harassment		Level 1 + 10 Hours
Sexually explicit/pornographic letter or note writing. Dirty books/magazines/videos		Level drop + 10 Hours
<u>Violation of designated personal space</u>		-25 points
Holding hands		-15
Hugging		-25 + 5 hours
Failure to inform staff of relationship in		Level drop + 20 hours +

same living quarters		automatic restriction
Failure to inform activity staff of relationship prior to activity		-50 points + Level drop
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	<u>Take -50 / fix or pay</u>
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		
1 st Late of the week		-5 points
2 nd Late of the week		-15 points & hike
Chronically late (3 tardies in 1 week or numerous weeks in a row)		-20 points & 2 hour hike
Talking, minor disruptive behavior		-5 points
Additional talking, disruptive behavior, or not following instructions		-5 points
Horseplay, bullying, intimidating behavior		Fill 2 buckets (seasonal)
Abusive language or behavior when sent on a hike		2 hour hike
Going to cabin with permission		- 15 points
Going to cabin without permission		-25 points & hike
Wearing slippers or sandals in school building		-10 points
Cheating		Level 1 & Redo all work.
Any non-ACP student in possession of textbook outside of school		-25 points
Any combination of point loss equaling 23 points		-23 points & hike
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
Any contraband used for self-harm		Level drop + 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		-25 points
Up playing around on a sick day		-25 points
Boys in Girls' cabin and vice versa	xx	Level 1 + 10 Hours & move to M.P.R.
Cabin Wars	xx	-50 points, move out of cabin, pay for any damages
No animals in cabins		-25 points
Out of cabins after bedtime		Level drop, sleep in MPR
Hanging blankets over windows or exit signs		-50 points
Tampering with Exit light or window alarm		-50 points
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.		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		
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 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
ACTIVITY OFFENSES		
Not wearing seatbelt		No activities for 2 weeks + 10 hours
Wandering off on activity and being out of view from staff		Level drop + no activities for 2 weeks
Signing up for an activity, then backing out		5 hours, to be worked off on own time
Swimming in any water source without a life preserver		Level 1 + 10 hours off + off activities for 2 weeks
MISCELLANEOUS OFFENSES		
Shoplifting**		Level 1 + 20 Hours, restitution AND apology
Gambling		<u>Level drop</u>
Making or having a weapon in possession		<u>Level 1 + 10 Hours and -50 points</u>
Racial Slurs/Religious Bigotry	1 st Offense	Level drop and -25 points
	2 nd Offense	Level drop + 10 hours
Satanism, Voodoo, Black magic, Ouija board		Level 1 + 10 Hours, M.P.R.
Gang activity, clothing, writing, etc.		Level drop and -50 points
Leaving radio on when not in cabin		Radio taken for 2 weeks
Radio on between 10:15pm & 7:00am		-25 points
Spitting or wiping body fluids on another student or staff or cabin/lodge walls	1 st Offense	-25 points
	2 nd Offense	Level drop +10 hours and -50 points
Exaggerating a situation		Level drop + 5 hours
Gum, shelled nuts, or seeds		-25 & clean up any mess
Having contraband		Refer to list below
Passing out (self or others)		Level 1 + 20 hours 2 week review
Having condoms		Level 1 + 10 hours

<p>PPM'ers who are aware of Level 1 offenses taking place while PPMing and not reporting it to staff, or participating in the incident</p>		<p>Level 1 + whatever hours go along with the offense</p>
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List of contraband items resulting in 50% and level drop

- | | |
|---|---|
| Hand sanitizer regular or alcohol free | Pencil sharpeners |
| Any aerosol cans no matter the contents | Scissors |
| Razors, regular or electric | Mouthwash |
| Lighters | Face toner or antiseptic containing alcohol |
| Matches | Electric toothbrushes |
| Nail polish | Any type of magnet |

List of contraband items resulting in 50%

- | | |
|------------------------------|---|
| Tweezers | Glitter makeup |
| Nail clippers | Clothing with any type of logos |
| Qtips | Visine |
| Pens | Cologne or perfume |
| Markers | Hairspray regular |
| Food, snacks, or Drink mixes | Gel regular or alcohol free |
| Black/Onyx eyeliner | Any type of powder i.e., Foot, baby, etc. |
| Black Clothes | Bags/Suit cases |
| Alcohol free Mouthwash | Gauged body jewelry |