



Re-Creation Retreat
"Recreating lives one girl at a time..."

Re-Creation Retreat *Handbook*

Randy & Toni Soderquist, Owner/Operators

STUDENT STRUCTURE - POLICIES AND PROCEDURES

Re-Creation Retreat is a uniquely designed program to help you steer your life in a more positive direction. During the course of your stay you will learn about yourself and relationships. We understand during this process you may have difficulties, but you will learn your strengths and weaknesses and gain knowledge and skills that will help you overcome these difficulties. You will have a series of challenging levels that build on one another. This whole process will allow you to leave your comfort zone and move into the growth zone.

The following agreements identify the minimum behavioral expectations while at Re-Creation Retreat. You may not like it here or like the rules/structure, but you are expected to follow them. Remember it is possible to accomplish all things.... it just depends on how bad you want it.

I AGREE TO THE FOLLOWING:

1. I agree to:
 - Participate in all activities including individual and group therapy sessions, and educational opportunities.
 - Do what is asked of me and do my share of the work.
 - Willingly accept rewards for positive behavior.
 - Willingly accept the consequences of negative behavior.
 - Avoid contact with persons outside this program unless on your approved contact list.
2. I accept full responsibility for my actions under all conditions. I also agree to aid other members of the group in behaving responsibly.
3. I acknowledge that the supplies I have received are mine during the program and it is my responsibility to take care of them. If something is lost, discarded, or stolen, I will be charged to replace it or I will learn to live without it.
4. I agree to assist in designing my personal goals and to work on the goals I have chosen.
5. I agree to cooperate and show respect for the other participants and staff, and for their personal equipment and facility equipment.
6. I agree to abide by the standards of the program. This means high standards of honor, integrity, morality, and abstinence from alcohol, tobacco, drugs of any kind, and foul or abusive language.

7. I agree to maintain good hygiene. I will be responsible for washing my clothes, body and cooking utensils to avoid health problems and not to be offensive to other participants.
8. I agree that personal information shared by others and by me during my stay at RCR is confidential and I will not disclose that information to anyone.
9. I understand that I have a right to be treated with dignity. There is to be no demeaning or humiliating treatment. No corporal punishment is to be used. Physical intervention may be used by the staff if someone presents a danger to themselves or to others.
10. I understand that I have the right to refuse to take medications. Refusal will be logged in the staff medical journal.
11. My personal items that are not allowed in the program are to be inventoried and placed in contraband or returned to my parent or guardian.
12. I will adhere to all polices of the program, including the dress code.
13. If I am disciplined I know and understand there is a grievance process that I can follow.
14. I will treat the staff and residents with dignity and respect.

I have read the above rules and acknowledge they outline my rights and responsibilities as a resident of Re-Creation Retreat. Failure to follow these rules could result in extended time at RCR, or consequences as determined by the staff. I have had all my questions answered concerning these rights and responsibilities.

I AGREE TO THE ABOVE CONTRACT:

Resident Signature _____ Date _____

RCR Signature _____ Date _____

STRUCTURES AND RULES

All beds must be made when students are not sleeping. No wrinkles or objects are to be under the comforter, unless it's a pillow. Students are only allowed one pillow and one comforter per bed.

Small decorations may be hung in the room by appropriate measures (tacky clay). Decorations must be tasteful and appropriate for the rehabilitation of students. Pictures of family members and others on the approved contact list and pets are also allowed on level two or above as long as they do not contain alcohol, drugs, sexuality, revealing clothing, graffiti, or anything not suitable for the program. Everything must be approved by the Program Director or Staff.

Student's names are to be on all of their possessions at all times. There are no exceptions. If the name wears off, ask for a pen to re-label the belongings.

Nothing is to be left in the bathroom/shower at any time. Every morning before students leave the room it should be completely clear of debris on floor and inside of shower. Each student will be supplied one bath towel.

Shoes will be kept in the med-room and will be given to students when needed for on or off campus activities. At no time are shoes allowed to be stored anywhere else in the school...it is considered run plans. Students on levels five and six can pick their shoes up in the morning and return them to the med-room in the evening.

CLOTHING ALLOWED INSIDE THE BEDROOM

8 Shirts (no white-no logos)
2 Sweats (only for activities and daily wear) No logos or words on bottoms
3 Pants
2 Shorts
8 Underwear
8 Socks
4 Bras
5 Undershirts (no white)
2 Sweat Shirts (no hoodies)
2 Pajamas
1 one-piece Swimsuit
1 pair of flip flops or slippers
(NO cleavage allowed at bust or in back at bottom. Shirts should be able to be tucked in.)

ITEMS NOT ALLOWED INSIDE OF BEDROOMS

- Shoes and/or Coats
- Products (shampoo, face wash, or other personal products) with alcohol in the ingredients list. (If these items are sent by parents, they will be stored in contraband until the student finishes the program.)
- Food and/or Medications

NIGHT STAND CONTENTS

- Scriptures
- Books (refer to book privileges guide)
- Program Binder
- Stationery/letters from home
- Journal
- Family pictures

STUDENTS MUST

- Follow all rules
- Keep rooms and facility cleaned daily; weekly deep clean.
- Keep clothes laundered.
- Replace lost, ripped, stolen, etc. clothing from contraband or request more from home.
- No sagging, extra tight pants, pant legs rolled up or waist rolled down, etc.

HOUSE RULES AND STRUCTURE

The following is the basic list of rules and structure:

- Always be positive and encouraging, accept feedback and intervention.
- No swearing, foul or abusive language towards peers or staff.
- No running or horse playing.
- Do not borrow or lend personal items.
- Do not steal.
- No buying, selling, or trading of any items.
- No fighting or physical violence, destruction of property.
- No gang expressing (talk, dress, etc.) of any kind.
- Be respectful to everyone, peers and staff.
- Be on time and follow the schedule.
- Follow the dress code; do not destroy or abuse clothing.
- Do not conspire with or against others.
- Do not manipulate or staff shop.
- We only talk about appropriate topics (no war stories, gossiping, etc)
- We do not talk in our bedrooms
- Keep eye contact while talking.
- We do not lie.
- We never use racist slurs.
- We do not go into peer's room without permission.
- We do not go into the staff offices without permission.
- We see personal hygiene as a must.

- We don't yell inside.
- We don't talk in slang.
- We never touch fire equipment or fire alarms.
- We do not tolerate graffiti.
- We use no nick-names.
- We do not wear jewelry until the approved level.
- We keep our shirt and collars down.
- We don't watch TV or listen to music without permission.
- We don't wear hats inside.
- We complete our chores on time.
- We only use the telephone with permission.
- We do not lie on the sofas.
- We don't throw anything in the van or in buildings.
- We keep our rooms clean and neat.
- We always keep our beds made.
- We don't change beds without permission.
- We report damage or needed maintenance to staff.
- Any other rules and guidance as staff deems appropriate and necessary.

ACADEMICS

Park City Independent (<http://www.parkcityindependent.com/>) is our virtual high school at Re-Creation Retreat. Please go to the website given and familiarize yourself with the benefits. Our students attend school four hours a day. We have great success with our students and they can complete their high school curriculum many times faster than in a traditional high school.

We have five courses available for our students to earn as high school credit on our campus. Also, we require our students to achieve service hours to advance through our program and towards their high school graduation. These “On-Campus Courses” are:

- Physical Fitness (PE)
- Personal Development
- Cooking
- Life Skills
- Fine Arts (Art & Music)

If during your daughter’s stay at RCR you would like her to participate in taking one or more of the College Board preparatory tests for college (ACT and/or SAT), we are happy to assist you. We have two testing sites: Kanab High School in Kanab, Utah and Dixie State College Testing Center in St. George, Utah. Registration and payment for these tests is the responsibility of the parents. Transportation and preparatory courses for these tests will be provided by RCR.

Classroom Technology Needs

Each girl will need to have a set of headphones to be used with the school computer. The headphones will be labeled and stored in each student’s personal classroom storage unit.

- We all share in creating a positive learning environment.
- We always maintain a positive attitude and behavior.
- We raise our hand and wait for permission before speaking.
- We pay the highest regard and respect to staff and peers.
- We do not make fun of anyone.
- We respect and protect school property.
- We do not change the settings on our computer.
- We do not visit unauthorized websites.
- We always complete assignments to the best of our ability.
- We do not leave our seat without permission.
- We never use profanity or inappropriate language.
- We don't put our heads on our desk.
- We keep our feet on the floor and our eyes on our work.
- We do not write in our books.
- We are dressed appropriately for school.
- We do not sleep in class.
- We always participate when asked.

ART

Re-Creation Retreat believes that students should be allowed to express themselves appropriately. High school credit in Art can be achieved at RCR. RCR students will have regular art projects. Students may be given special projects regarding art as assigned by their therapist. The following guidelines are followed with all art projects:

- No toxic markers, glues, etc.
- No sharp scissors, knives, etc. Safety scissors only.
- Watch students for inappropriate items.
- No glorifying of drugs, alcohol, gangs, sex, violence, or other items as deemed inappropriate.

MUSIC

Re-Creation Retreat understands that music has an inherent therapeutic value. High school credit in music can be achieved at RCR. The following policy and procedures should be followed in regards to music and its use at RCR:

- All music and musical instruments must be approved by Program Director.
- Staff may bring in appropriate music and/or instruments with the approval from Program Director.
- All music played or listened to must be appropriate, i.e. no glorifying of drugs, alcohol, sex, violence or other things deemed inappropriate.
- No listening to radio stations unless approved by the clinical director.
- CD players are allowed, but no Ipods due to the volume of music they can hold.
- All CDs must be original, edited or radio versions; no burned CDs are allowed.

Students may play instruments during the following times:

- As part of an approved group.
- Free time when approved by staff.

Students may listen to music when:

- Part of appropriate class or group.
- When appropriate as deemed by staff.
- RCR, its employees, and students peers are not responsible for lost, broken, stolen, or misuse of personal music items.
- Music is a privilege, not a right.

PHYSICAL FITNESS AND RECREATION

Physical fitness and recreation are important components of the programs of RCR. High school credit in P.E. can be achieved at RCR. All residents are highly encouraged to participate in physical fitness activities. Several different types of recreational opportunities will be made available to the youth of RCR. Activities will range from team and individual activities, to stretching, yoga and aerobic exercise, active and passive games, and other activities that promote both physical and emotional health.

- Students will be dressed appropriately for activity.
- Students are to stay in designated areas.
- The field will be completely cleaned up before students move to next activity.
- If a student does not have shoe privilege, he will wear flip flops or stay inside.
- Students are always under supervision. If a student needs to use the restroom or go inside they must be accompanied by staff.

BASIC DAILY SCHEDULE

7:00AM	Wake Up, Showers, Medications
8:00AM	Breakfast
8:30AM	Exercise
9:00-12:30AM	Leadership/Substance Abuse Education Groups (Team 1) Park City Independent (Team 2)
1:00PM	Lunch
1:30-5:00PM	Leadership/Substance Abuse Education Groups (Team 2) Park City Independent (Team1)
6:00PM	Dinner
7:00PM	Fine Arts/Recreation/Educational Video Groups
8:00PM	Reflection Groups
8:30PM	Quiet Time in Room
9:15PM	Showers, Medications
9:30PM	Reading, Writing or Drawing in Room
10:00PM	Lights Out

MEALS AND FOOD

- Students on level two and above are responsible for preparing and fixing all meals and snacks. This is done under the supervision of the kitchen leader and staff.
- Students must always be under staff supervision.
- Students will be responsible for cleaning up the dining area and kitchen as part of their chores.
- Students are responsible for notifying student leaders or staff when we are getting low or have run out of needed items in the kitchen
- Food and supplies will be brought into RCR twice a week or as necessary.
- Trash and rubbish will be taken to our trash facilities daily.

KITCHEN / MEALS / EATING

The kitchen and dining area will be cleaned after each meal. Students will use cooking and cleaning checklist. The following is expected behavior during meals:

- We talk quietly while at the dining table when given permission.
- We do not get out of our seat without getting permission.
- We do not talk with our mouth full.
- We sit up straight in our chairs.
- We do not touch other people's food.
- We do not play with our food.
- We clean up only after being excused by staff.
- We are required to take at least one bite of all meal items
- We are required to eat at least 50% of each meal.
- We do not share our food.
- We understand that some items are portion controlled.
- We clean up our spills when they happen.
- We walk in the dining room, not run.

LINE BEHAVIOR

At any time students are moving from one building to the other and there are three or more students, line behavior will be followed. Students are to stand in a straight line without talking, maintain an arm's length between students and look straight ahead until they have reached their destination and are instructed otherwise by staff. Students are to keep their hands to themselves. There is no talking or any other form of communication. When asked, students are to do a head count before moving.

VISITATION GUIDELINES

The primary purpose for any visit is to improve relationships and facilitate family reunification. Visits should be used by family members to practice communication and relationship skills learned during the course of the program. It is also a time to become

reacquainted with each other and to talk about expectations and plans for the future. Visits are not a time to just play games, watch videos or to go sightseeing. Visits are very specific, purpose driven, and require a large commitment from both the parents and their children. Below are some basic guidelines about the RCR visit expectations:

1. Please be advised that visits are 100% Parent Supervised (there is no room for manipulation here). No changes involved in the visit structure are to be made unless specifically outlined in the visit contract. Visit contracts and any changes to visit contracts must be approved by the Therapist and Treatment Team.
2. During an off campus visit, the student is never out of the parent's presence.
3. Absolutely no illegal drugs or alcohol use by 'ANYONE AT ANYTIME FOR ANY REASON' during the course of the visit. The RCR resident cannot use tobacco.
4. Visits are approved and coordinated by the parents and therapist. Visits will in most cases follow the visitation guidelines based upon student levels. Any changes from these guidelines require approval from the therapist and treatment team. Both parents and student agree to faithfully work toward reunification, both agree to be free from the practice of any form of abuse (physical, emotional, or mental), free from the use of any kind of illegal drugs or alcohol, and free from any type of manipulation.
5. Upon completion of the visit the parent and student will discuss the details of the visit with their therapist in order to assess progress being made towards the family reunification process.
6. Both the parents and their child agree to immediately terminate the visit when and if the terms and conditions of the visit contract have been violated.

CONTACT AND VISIT GUIDELINES AND SCHEDULE

LEVEL ONE: Students on level one can write letters and receive letters and email from approved immediate family members and approved extended family members. Mail is delivered on Tuesdays and Saturdays. While on level one there are no in person visits or phone calls permitted unless coordinated by the therapist as part of family therapy.

LEVEL TWO: Students on level two can continue to write and receive mail. Students write letters on Sunday and receive mail on Tuesdays and Saturdays. Students can have a weekly phone call with their parents. Phone calls are made on Saturday or Sunday. Parents are to call RCR's main line 928.643.6000 at their assigned time and they can visit with their daughter for up to 25 minutes. It is the student's responsibility to end the phone call before the 25 minute time limit.

LEVEL THREE: The contact guidelines for level one and two still apply. In addition, students on level three are eligible for monthly visits as described below:

- Off campus visits are a **level three** privilege. These visits occur on the second weekend of the month. Visits on other times of the month need to have prior approval of the therapist and treatment team. Parents may pick their daughter up

on Saturday and/or Sunday morning, anytime after 8:00 AM and may spend the entire day with them off campus. Students are expected to return to the school by 8:00 PM.

LEVEL FOUR: On level four, students are now focusing more on transitioning home. In addition to their weekly weekend phone call, they can now have a mid-week call on either Wednesday or Thursday evening. This phone call will follow the same format as the weekend phone call. In addition, level four students can have weekend visits and level four is when the home visit will occur.

Overnight Visits:

- On **level four**, parents can take their student for a weekend visit. They may pick them up on Friday evening or Saturday Morning and bring them back to the school by 8:00 PM on Sunday evening.

Home Visit:

- Home visits will occur when the student reaches **level four**. This will be a two to four week home visit. The purpose of the home visit is to give the student an opportunity to apply the skills and principles that have been learned during their stay at RCR. It will also be used as a time to evaluate the quality of relationships with family members and approved friends. Finally, it will give the student a chance to show how well they are able to discipline themselves in accordance with their home contract and their own set of core values.

LEVEL FIVE: All of the level four privileges continue on level five. This is also the final stage when the student completes the remaining requirements for graduation.

GROUPS

All RCR students are expected to attend and participate in groups. Staff will facilitate and participate in all groups. Groups can be on any subject and include therapy groups, life skills groups and prevention and educational groups.

The following are group guidelines and structure:

- Therapy groups meet in a circle where everyone can see every other person in the group.
- Other groups will meet in a circle or students will sit at their assigned tables.
- Each group member should pay attention and sit up.
- No lying down, and no items should be brought into group other than approved material used for the group such as paper, pens, etc.
- There is no eating allowed during group.
- One group member speaks at a time.
- Raise your hand and wait for the group leader to call on you to share.
- Do not interrupt others as they are sharing.

- The group leader is to monitor appropriateness of the group. If the facilitator asks for someone to stop sharing, that person is to stop and the leader will move on to another group member.
- Groups are not a place for confrontation or to pass judgments on others.
- Share real feelings.
- Inappropriate language will not be tolerated and use may result in being asked to leave the group.
- All information discussed during group is confidential and should not be discussed outside of the group unless it is with your therapist

TELEVISION AND MOVIES

1. Clinical Director must approve all television programs and movies.
2. Staff must move throughout the room during a program or a movie.
3. Television and movies are only used at designated times and as outlined on the schedule.
4. Students should be quiet and respectful so everyone can hear.

VEHICLE

- One staff drives. The other staff should sit to the middle/rear of the vehicle, by the doors.
- Seatbelts must be worn by everyone at any time the vehicle engine is on.
- Only approved drivers are allowed the use of a vehicle for transporting or activities.
- Vehicles are not for personal use. No exceptions.
- Students will be responsible for cleaning vehicles inside and out as assigned as part of their chores.

OUTINGS

Outings are considered any activity off campus. The following are procedures for such:

- All outings and activities must be approved 1 week before activity.
- Safety: Safety procedures are implemented prior to and during outings.
- Staff is familiar with students attending outing.
- Staff is familiar with outing site.
- Staff is responsible for monitoring student behaviors; sets limits as necessary.
- First Aid kit is available at all times.
- An emergency plan is developed prior to each outing; conduct training sessions for staff and students as necessary.
- Behavioral expectations are announced to students prior to outing.
- Students are dressed appropriately for activity and weather conditions.

- The vehicle is checked for safe conditions prior to each trip and gas tank is full upon returning.
- Seat belts are mandatory.
- Check-in with each student during outing to see if they are okay, etc.
- Promote safe and cooperative behaviors

Planning prior to outing:

- Discuss upcoming outings and calendar of events with students.
- Schedule appropriate staff-to-student ratios.
- Schedule appropriate vehicle(s).
- Have proper first aid kit, gear/clothes, and student insurance information.
- Obtain appropriate funding.

During outings:

- Maintain supervision and security. This means doing regular head counts and escorting students to restrooms, etc. If a crisis happens follow appropriate actions as discussed prior to outing and as outlined in the Re-Creation Retreat Policies and Procedures handbook.

After outings:

- Check students, clothing and equipment in.
- Make arrangements to clean vehicle(s) and gear.

PHONE CALLS

- RCR students have weekly phone calls once they have reached level two and have earned the phone call that week. If a student receives more than three “major” consequences during the previous week, they do not earn the call for that week.
- Staff will set up an appropriate time with the parents.
- Students get one 25 minute call per week.
- If a student did not earn phone their phone privilege then the student will quickly take accountability and explain to their parents why the privilege was not earned.
- Parents are responsible for calling RCR at the appointed time for the phone call. The student is responsible for monitoring the time and ending the call at or before 25 minutes.
- Staff will closely monitor all calls for appropriateness and be readily available to intervene if necessary.

PHONE CALL STRUCTURE

- Staff must review with the student before starting phone call.
- The student will speak only with approved people. (those on contact list)
- Conversation on both ends should be kept positive and supportive.

- Read: As a Man Thinketh and write a book report on what it means to you (minimum five pages typed).
- Read one additional self help book from the approved list and write a book report on what it means to you (minimum five pages typed).

Requirements to advance to level three: Act in my self interest and demonstrate an ability to focus on myself (what I can control) rather than on others and what I cannot control. Earn ten service hours and be on level two for a minimum of 30 days and earn 800 points.

Level III: **Scarcity versus Abundance**

Activities:

- Demonstrate in verbal and written word an understanding of living in abundance versus living in scarcity. Give examples from your own life. (minimum of five pages typed).
- Apply the paradigm of abundance in all areas of your life including relationships, academics, responses to others successes and failures etc.
- Read: Acres of Diamonds and write a book report on what it means to you (minimum of three pages typed).
- Read: The Go-Giver and write a book report on what it means to you (minimum five pages typed).
- Read: The Richest Man in Babylon and write a book report on what it means to you (minimum of three pages typed).
- Read one additional self help book from the approved list and write a book report on what it means to you (minimum of five pages typed).

Requirements to advance to level four: Demonstrate through word and behavior an ability to make decisions and choices based upon love and abundance rather than fear and scarcity. Earn ten more service hours and be on level three for a minimum of 30 days and earn 1200 points.

Level IV: **Soul Purpose**

Activities:

- Define “Soul Purpose” and identify what your soul purpose is (minimum five pages typed)
- Define “Definite Chief Aim” and Identify your Definite Chief Aim or Aims to accomplish while at RCR (minimum five pages typed)
- Create a plan for accomplishment
- Read: The Prosperity Paradigm and write a book report on what it means to you (minimum five pages typed)
- Read: Lesson two from “The Law of Success” A Definite Chief Aim

- Read one additional self help book from the approved list and write a book report on what it means to you (minimum of five pages typed)
- Clearly write out in detail my goals for three months, six months, one year, five years and ten years from today.

Requirements to advance to level five: Demonstrate through word and behavior an ability to live my life in alignment with my “soul purpose” and ten core values and to course correct when I am out of alignment. Successfully complete home visit. Earn ten more service hours and be on level four for a minimum of 30 days and earn 1600 points

Level V: **Understand and Live by Principles**

Activities:

- Be able to understand and define what a principle is. Write a five page typed paper defining what a principle is and give examples from your own life of when you have lived by principles and when you have not and the outcome of each.
- Demonstrate principle based decision making in your daily activities
- Be able to identify principles in everyday life
- Read two self help books from the approved list and write a book report on each one about what they mean to you (minimum five pages typed for each one)

Requirements to graduate: Live by and be able to teach to others all of the requirements for each level. Earn ten more service hours and be on level five for a minimum of 30 days and earn 2000 points.

LEVEL PRIVILEGES

Level One:

- Attend school if behavior allows it
- Attend groups if behavior allows it
- May have scriptures and one self help book from approved list in their rooms
- May read self help books and classic novels during free time and reading

Level Two:

- All the privileges of the previous level, plus the following:
- Off campus activities and service projects when earned
- May have own clothes
- May have stuffed animals on bed
- May have other knick-knacks
- Weekly phone calls with parents/approved family members at designated time
- May have scriptures and self help books from approved list in their rooms

- May read self help books and classic novels during free time and reading
- May use electric razor on this level
- May have photos of family and pets
- Equine therapy

Level Three:

- All the privileges of the previous levels, plus following:
- Day visit with parents (8:00 AM to 8:00 PM)
- May have scriptures, self help books and/or classic novels from approved list in their rooms
- May have self help books, classic novels and other novels from RCR library during free time and reading
- Make up for approved off campus activities
- Can attend church with staff or with other adults approved by parents

Level Four:

- All privileges of the previous level, plus the following:
- Approved magazines
- May have scriptures, self help books from the approved list, classic novels, and other appropriate novels from RCR library in their rooms
- May have self help books, classic novels and other novels from RCR library during free time and reading
- CD player and approved CDs
- Make up
- Wristwatch
- Jewelry
- Run or walk during exercise period unsupervised on school grounds
- Mid week phone call with parents
- Weekend visit with parents (Friday evening until Sunday evening)
- Home visit (two to four weeks)

Level Five:

Privileges on Level Five:

- All the privileges of the previous level, plus the following:
- Hair products and straightener or curling iron

Go home when the following has been achieved:

- 2000 points
- Completion of personal, academic and treatment plan goals
- Home contract approved by therapist, parents and treatment team

CHALLENGING LEVELS

Students can challenge levels two and three. In order to do so they need to be within 70 points of the needed points. They can challenge the level one time and if they do not make it, they cannot challenge again. Levels four and five cannot be challenged.

DRESS AND HYGIENE CODE

While on level one, students will wear clothes provided by RCR. Once students have reached level two, they will have the privilege of wearing their own clothes. All clothes worn at RCR must be clean and neat. No holes in pants or shirts, no sagging jeans, no tight jeans or shirts. All clothes must be modest including sleepwear. No sleeveless shirts are allowed. Shirts must be tucked in with no cleavage in front or in back on bottom, no bare stomach or back; shorts, skirts and dresses must come to the knee. No pants with logos on butt. No clothes with logos or words connected in any way with drugs, alcohol, sex, gangs or any other inappropriate substance or activity. Socks must be worn at all times.

All students are expected to do the following:

- Shower Daily
- Hygiene Daily (neatly combed hair, use of deodorant, brushing teeth, etc)
- Wash clothes and sheets weekly on assigned laundry day.
- Students are expected to wear proper clothing every day.
- Wash, fold or hang, and care for your clothing and all other personal items.

AMNESTY LETTER

The amnesty paper is a way of coming clean. This is an opportunity to be honest about all the things you have done that were out of alignment with your personal or family values and expectations. Hold nothing back. Understand that as you write this you **WILL** be given feedback from all of the staff and more likely asked to rewrite it several times. There is no page limit for this paper. Do not be redundant. Be clear and to the point.

Treat this paper as though it is your trash can. Use it as an opportunity to throw away the things you have done in your past. There will be plenty of time for the explanations and "I am sorry". This is not the place. Try to avoid any type of justifications. Do not be redundant. Be clear and to the point. Get real, get honest, get open, and go deep. Your RCR Therapist will schedule your amnesty after it has been approved by your Family Staff and RCR Therapist.

RCR CORE VALUES

All behavior and consequences are aligned under one of the RCR Core Values. These core values are:

Accountability
Honesty
Forgiveness
Trust
Respect
Integrity
Acceptance
Service
Fun
Persistence/Commitment

SELF GOVERNMENT

When a student has broken structure, disrespected staff, or has done anything that is out of alignment with the core values, a student can be offered opportunities to self govern. These are the steps to follow when such offenses occur.

1. Process the offense with the student in detail.
2. Help the student understand why their actions/behaviors were out of alignment with their core values.
3. Offer the opportunity to be creative with their self government. This is a way for the student to give back to the community. This should not be taken lightly or taken in a manner in which the student could manipulate any staff member into premature or unwarranted access to privileges.

Guidelines for Self Governing:

- Be creative with the process
- Allow the student to create ideas for their self government.
- If they are struggling, offer several ideas to spur their own thought process (i.e. hold a group (or teach a class) on topic, Write a paper with a predetermined number of words and sources they can explore).
- If the student and staff member are unable to resolve the situation due to interfering conflict between staff and student then a mediator may be present to assist in resolving the issue.

- When a staff member has agreed upon a self-government plan with a student, the student must follow through with only that staff member. In which case the staff member will either reinstate their privileges or have them reassess their self government. The purpose of this exercise is for the student to internalize the value they have disregarded. All assignments and/or consequences should be fully documented on the self government contract for the purpose of reference, if any discrepancies should arise and will offer opportunity to clarify any misunderstandings, misconceptions, or confusion.
- This is a process that **MUST** be followed through from beginning to end in order for the process to be effective and meaningful for the student's progress as well as the ability to problem solve and resolve issues created by their previous negative behavior.
- If the issue is unable to be resolved within that shift then that staff member may assign another staff member on the opposite shift, to follow through. In which case the initial staff member must speak directly to the assigned staff that was not present at the time to explain clearly the process in which the self government should be completed/fulfilled.
- Upon approval by the staff involved the student may have their privilege sign off sheet signed. If the initial staff member or assigned staff member do not approve the self government, or the student is in process of completing the self government then the staff should not sign off for privileges. Privileges, just like assignments/consequences, should be documented clearly and precisely to avoid conflicts.

STAFF: Please take time to listen to the students and offer constructive and positive feedback. "Remember" this is **not** a punishment; use this as an opportunity to teach our students that by exercising the core values, they can help themselves overcome adversities which they will encounter throughout their lives.

PRIVILEGE DESCRIPTION

How do I get my Privileges? All privileges are earned weekly and it is your choice of whether or not you get your privileges. You may earn one of your privileges or more, depending on your behavior. The staff will be monitoring your behaviors and respect levels; they will be looking for whether or not you are out of alignment with the core value system. You will get a new privilege sheet every week when you turn in your completed sheet. You must get all "YES" to get the privilege. If you get a "NO", staff should give feedback on your sheet so you know what you need to work on.

Shoe Privilege - Shoes are a privilege and this privilege can be lost. Having your shoes indicate the level of trust staff has in you. You become eligible to use your shoes for PE ONLY after 2 weeks.

Phone Call - You become eligible for a weekly phone call once you reach level two. Phone calls are the first contact home and will be a new start, because of this your amnesty paper must be very close to complete and also your understanding of why you are at RCR needs to be very clear. This is earned weekly depending on your behavior. Phone calls are 25 minutes long and can be 2 minutes if you are not in alignment with yourself. If you receive more than three major consequences during the previous week, you will not be eligible for your weekly phone call.

Academics – Staying on task with your school work is an important part of your program. You may not participate in activities if your school work is not caught up. The Academics Coordinator must sign off weekly.

Off Campus - Going off campus is a level two and above privilege and it is your job to earn the privilege to go. You must earn a minimum of 50 points during the previous week and be striving to live the program core values. The staff will be monitoring your level of respect and trust with yourself and with others. They will be looking for whether you are in alignment with the core value system.

Off Campus and Home Visits - Visits are an opportunity to use the tools learned here at Re-Creation Retreat. Visits are a chance to rebuild trust and work on relationships with family members. You will need approval from all staff members, school teacher and therapist before approval for a visit will be granted.

BOOK PRIVILEGES

- Level One: Students on level one may have scriptures and self help books from the approved list in their bedrooms and no other books. Level one students may read self help books and classic novels during free time and reading.
- Level Two: Students on level two may have scriptures and self help books in their rooms from the approved list and no other books. Level two students may read self help books and/or classic novels during free time and reading.
- Level Three: Students on level three may have scriptures, self help books from the approved list or classic novels in their rooms and no other books. Level three students may read self help books, classic novels and other novels from the RCR library during free time and reading.
- Level Four: Students on level four may have scriptures, self help books from the approved list, classic novels and other appropriate novels from the RCR or public library in their rooms. They can read during free time and reading.
- Level Five: Students on level five may have scriptures, self help books from the approved list, classic novels and other appropriate novels from the RCR or public library in their rooms. They may read during free time and reading.

BEDROOM AND SHUTDOWN GUIDELINES

Lights are off and girls in bed at 9:30. If they are out of bed after 9:30 they are given a consequence. From 9:30 to 10:00 PM they can read or write in their beds. At 10:00 PM, books and paper must be put away and students are to go to sleep.

SEMINARS AND WORKSHOPS

Seminars and workshops are based on the Value Development Process. The program consists of eight values to be completed during your stay at RCR. Treatment is open-ended and a student can enter at any time and begin on the value being addressed at the time of admission.

Each RCR Core Value is addressed for one month with a series of assignments and exercises to be accomplished. Group and individual processing will determine the depth and internalization of each value by individual students. Each student will be staffed with the treatment team to determine the accomplishment and completion of the month's value.

During each student's stay at RCR, Turning Leaf Personal Growth Seminars, Level I and Level II, will be participated in by each student. These seminars are an essential part of each student's education and therapy at RCR. An additional charge of \$150.00 is charged for each level and will be invoiced separately from monthly tuition. If parents have questions about these seminars they can access the Turning Leaf website at: <http://tlseminars.webs.com/ourteam.htm>

EQUINE THERAPY

Equine Therapy is an earned privilege for RCR students. This opportunity provides a powerful, effective, interesting, and fun therapeutic and educational alternative. Parents must sign a permission letter and pay a reasonable fee for each session. Equine Therapy is not part of monthly tuition. Each session is conducted by professionals under the guidelines of Eagala Equine Therapy. To learn more about this go to their website: <http://www.eagala.org/>

HOLIDAY AND BIRTHDAYS

On special occasions, birthdays and holidays, please refer to level privileges. Parents are encouraged to not overdue or over indulge their daughters. Please remember anything you ship to your daughter will have to be taken home or shipped home.

DISCHARGE

- Staff will gather all of the student's belongings and will have those things ready to go with the discharge student.
- Student and staff will review and sign inventory sheet.
- The student will be given an envelope of materials that they will need for their trip the night prior to their departure (things that the envelope may include are: identification, itinerary, money, etc.). If there are questions or concerns about a student's discharge, please contact the student's therapist.
- All forms (medical, school transcripts, etc) and medications will be given to parent at time of discharge. These will be listed on the discharge inventory sheet and must be signed for.
- If a student is traveling home alone, all forms and medication will be sent overnight prior to student leaving.

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