



Welcome to Heartland
Girls Ranch!

Resident Handbook

*Keep this book handy because it will help you to
know the rules and what goes on here.
If you have questions about things in here, just
ask a staff person and they will help you.*

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This Handbook
Belongs to:

Heartland Girls Ranch Resident Handbook

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So you are brand new here.... What do you need to know right away?

There are a lot of rules here, but these are the most important to know right away and follow always:



Follow staff directions: If they ask you to do something, you need to do it and without them having to ask you a lot.

Respect Others: Respect the staff, the residents, yourself, the people in the community and everyone else. Show your respect through your words, your behaviors and your thoughts.

Chores: You will be expected to do chores, and keep your room and yourself clean.

There is a time for everything: That is true in most places, but especially here. There is a specific time for dinner, there is a specific time to do chores, there is a specific time to be spending time with other residents. There is a bedtime and a wake-up time too.

There is a place for everything: There are places that you need to ask permission to go to (kitchen, exercise room, outside, etc.), places that you have to be under staff supervision (barn, phone room), and some places you are never allowed (other residents' rooms, the front staff office, etc). We make it easy for you in the beginning. *For the first two weeks*, you need to be in staff supervision. While we are getting to know you and laying a basic foundation of trust, we need to know where you are at all times. It's your responsibility to stay in staff sight, so make sure that staff know where you are.

Chill! If there is a problem that staff need to deal with, just chill! They may ask you to go to your room, or leave the area. It's really important for you to follow these directions. This is a big safety issue for yourself, the other residents and staff. If there is an emergency, just chill until the situation has been handled.



Each new resident is assigned a mentor, another girl that has been here a while and knows the routine and rules. She is going to teach you about the program, about the schedule and about the rules. It's her job to make sure you know what you are supposed to be doing, so ask questions!

Heartland Girls Ranch Mission Statement: “Healing youth, building lives through success”

**“You can’t
make me
change!”**

You are absolutely right; the only person that can make changes to yourself is you.

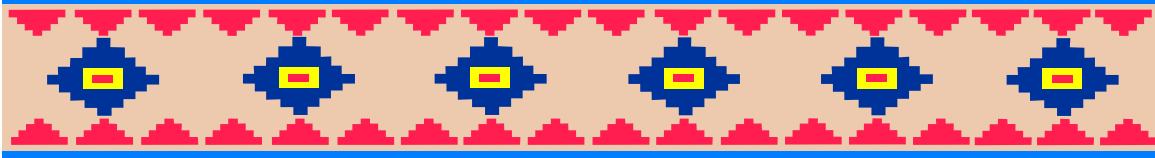
Change isn’t usually easy, if it was easy to change, you would have already done it. For whatever reason, the things you have been doing have worked for you. So why change? Maybe there’s a different way that won’t get you into trouble or hurt yourself as much, or will get you closer to fulfilling your dreams.

We wouldn’t ask you to change if we didn’t think it would make your life better.

...Okay so what does that mean?

Healing youth: it means that the Heartland Girls Ranch works with teenage girls who may have had experiences that were unhealthy, unsafe or harmful. Sometimes these unhealthy experiences can get so big that they become unmanageable and girls end up hurting themselves, their family or others. The hurt can be done physically, emotionally, sexually, spiritually, financially, or a combination of them all. After these harmful experiences, girls work on healing themselves while they are here.

Building lives through success: It’s hard to feel good about yourself if you feel like everything you do is wrong. While you are here, we want you to get good at a lot of things like riding horse, keeping your stuff tidy, learning to crochet, talking to others, writing your poetry, and lots of other things. When you feel like there are a lot of things that you do well, the things that you need to improve on don’t seem to be so impossible to do.



Program description:

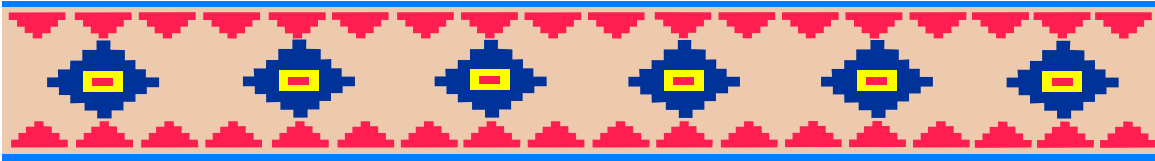
The Heartland Ranch program provides a supportive, structured environment in which girls' ages 12 to 21 learn to make responsible choices and become mature young women.

**Structured:
Organized,
arranged**

The main program operates on a five-level system. There are specific assignments and privileges to match levels. To be on a higher level implies that a resident has been working on her issues and has displayed appropriate behavior for an ample amount of time.

A specialized treatment plan is created with a specific plan for each resident. The primary counselor works with the case manager to decide an outline for goals. These goals cover a wide range of topics including education, behavior, attitudes, family and personal issues, health, recreation, social skills, future plans and employment.

A high standard of behavior is expected at all times. Residents are graded in several areas, especially with regard to respect of others. Among other things, this grading decides whether the resident has passed or failed their day. Passed and failed days are recorded on a resident's grade sheet. Residents must complete specific program work in a given number of days to advance to a higher level. Graduation is earned when the girl passes the five levels and has completed required level work.



More Stuff about HGR

Location: Heartland Girls Ranch is located in Benson, MN; about two and a half hours west of the Twin Cities. The Ranch is located on 160 acres one half mile north of Benson on Highway 9. The Ranch house can accommodate 24 girls. We're also a home to 25 horses. A barn and indoor arena are located a couple hundred yards from the main house. Our location is close to town but provides miles of trails for riding. Also located on site is a Ranch Community Center which houses administrative offices, case manager offices, group meeting areas and recreational opportunities. The Heartland Ranch school is located in the lower level of the Benson Junior-Senior High School.

Program Philosophy: Heartland Girls Ranch (HGR) was founded in June 1992 to provide a service to at-risk female juveniles. It was developed with the commitment to provide an effective and unique approach to working with these girls. HGR is a working ranch that uses horses as tools to bring positive change. We believe that individuals are responsible for their own choices, consequences and ultimately their own well-being. Heartland's goal is to provide a supportive, structured environment where girls learn to make responsible choices and become mature young women.

Heartland Girls Ranch is a place where girls can experience success and where that success can lead to self worth. Opportunities for positive experiences are given to the girls through challenges, relationship development and encouragement. Girls are not punished for poor choices, but rather they are given the opportunity to be responsible for the choices they make. They receive natural consequences and instructions for learning to make better choices. While a girl is at HGR, staff will provide the security and support needed for the years ahead. Our program strives to meet the needs of a whole person; this includes physical, emotional, spiritual, social and educational health.

What are you good at? What do you like to do?

Those things are called *strengths*. Strengths can help us get better at the things we don't like doing.

We try to build on the things that you are good at to deal with things that might need improving.

That's called: "Strength-based".

"GROUP HOME" LIFE:

HGR can have up to 24 residents at a time. The house is split up into 2 wings, your wing is determined when you arrive and stays the same throughout your stay. Each bedroom has room for two residents; you can expect to have a roommate. You might have to change rooms from time to time too. There are staff at the house 24 hours a day, but no staff "lives" at the house. There are about 30 staff who work here, all in different ways.

**The staff
and girls
are looking
forward to
meeting you!**

Some work at the house overnight, some work in the office, and some work at the house. With all these people, staff and residents, it's hard for everyone to be on the same page at times. There are a lot of rules, but we also try to keep it feeling as much like a home as possible.

"GROUP HOME" STRUCTURE:

The daily schedule and house rules regulate the day to day living routine. It probably seems like there are lots of rules (because there are). These rules are designed to provide a consistent structure and safety for you and to teach individual and group responsibility. Residents are expected to follow the rules and routines.

We believe that rules and daily routines provide the structure and consistency that we all need in order to develop healthy daily living routines, incorporation and acceptance of limitation, and a self-initiated level of responsibility. Our goal is to ultimately teach residents that not only should you do something because it's a rule and you might get in trouble, but because it's the right thing to do.

Consistency:
Holding
firmly
together;
reliable.

The primary needs of residents that the Heartland Girls Ranch will provide:

Residents will:

- . Feel cared for.
- . Have opportunities for play and recreation.
- . Be served healthy well-balanced meals and snacks.
- . Feel that staff understands their needs and have the knowledge and skills to help.
- . Feel safe with staff and respected by staff.
- . See progress in meeting their goals and be satisfied by how things turn out because of being here.
- . Be prepared for the challenges that will happen after discharge from the program.
- . Have help with their schoolwork and educational needs.
- . Receive the necessary medical, dental and mental health services.
- . Feel safe with peers.
- . Feel that staff understand their cultural and ethnic needs.
- . Feel that their family has been encouraged to be involved in planning and services.
- . Have adequate and appropriate rules for family contact and visits.

There may be times in this program that you feel like you can't do anything right.

You might think that staff are expecting too much, but this program is designed to push you.

We will push you out of what's comfortable to try:

- new things
- new ways of dealing with people
- new ways of seeing the world.

Program Services

Case Management: when you first arrive, you will be assigned to a case manager. This person is in charge of coordinating your care here. The case manager works with your workers (probation officer, social worker, tribal worker, etc.) and family and keeps them updated on your progress. Even though you might not see them every day, they are usually talking to staff to see how you are doing and thinking about ways to help you.

Treatment Plan: A treatment plan describes what areas you will work on while you are at HGR and the ways you will work on them. Your abilities and needs make you a unique person. Therefore a treatment plan is created just for you. The treatment plan will also have plans for academic and vocational (job skills) progress, social skills and physical health. As time goes on, the treatment plan will also include information about your progress in the program and on the specific areas you are working on.

Family: Your family is an important part of planning process. They are the people who will be there for you when you leave HGR. We encourage families to be active in making decisions about your stay here. Each family is given a plan for visits and communication. Residents are able to receive letters and phone calls from approved family members. Visits are coordinated through the case manager and are meant to be an extension of the program. Visits are a time for residents to practice the behaviors and attitudes that they've begun to cultivate and to strengthen bonds to their support system.

At HGR, we think plans are important. Plans help us prepare you as best we can. You, your family and everyone else involved in your program will have input on these plans.

Transition Services/Aftercare Plan: The goal of HGR is to prepare you for your goals and life when you leave here. Therefore, planning for discharge begins when you first arrive. The Transition Services plan and the Aftercare plan describes how you will leave here and go home or elsewhere in the healthiest way possible. These plans will address your needs in the areas of housing, budgeting and transportation, recreation and leisure, education and vocation, health services, and personal safety needs. The big question that these plans try to answer is "how can we make sure that all the improvements you have made here at HGR follow you home?"

Staffings: Staffings are a chance for everyone involved in your case to sit down and discuss progress, goals and plans. It shouldn't be something to get worried about, because usually they are a piece of cake.

The people that usually come from the Ranch include your case manager, your primary counselor, your therapist and a teacher from the school. The other people invited will be your workers from the county. Of course you and your parents or guardians are invited too.

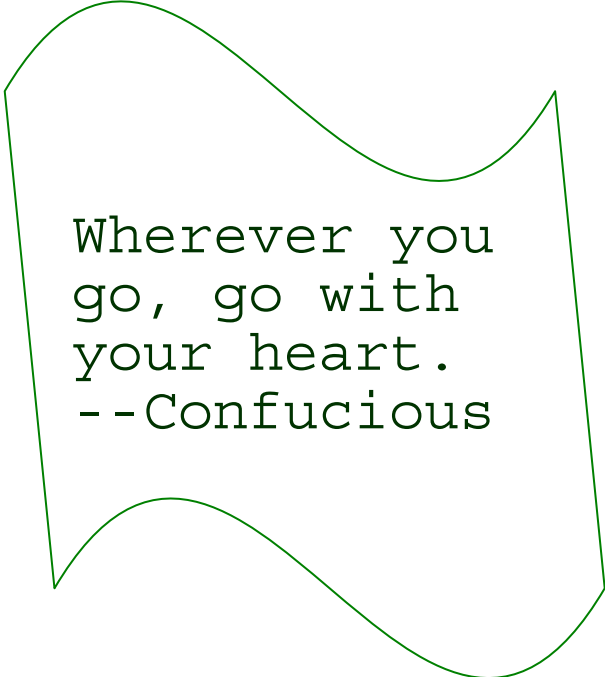
*Every happy time that passes
is never really gone,
if it leaves us a lovely memory
for looking back upon.
-- Robin St. John*

Program Services, Continued

Primary Counseling:

Each resident is assigned a primary counselor or “Primary” for short. This staff works at the house on a regular basis and is in charge of your goals and assignments. Your primary wants to get to know you. Since she works at the house, she is also in charge of your daily care. She needs to make sure you and the rest of the girls are following rules, getting everything you need and are safe. Sometimes it might feel like she is too busy for you, so you’ll need to be patient at times.

One-to-one counseling is provided by all group home counselors. This is done formally in the form of goal work and informally through daily living and interactions. Through daily living the girls learn skills in the areas of peer and authority relationships, responsibility, assertiveness, anger management, communication, empathy and hygiene.



Wherever you
go, go with
your heart.
-- Confucious

Goals:

Goals are assignments that are supposed to help you work on your issues. Your primary writes up your goals every week. For your goal you might have to write a paper, read a book, talk to a staff, do a worksheet, etc. Residents are expected to work on a goal every day. They will be pertaining to the issues that are decided on in your staffing and will also include challenges that you may be having at the house.

Guidelines for acceptable work on goals:

Always:

- Answer all the questions:
- Be prepared to explain some of your work to staff or do more work if staff feels you need to put more effort into it.

Level expectations

Level expectations are things that you are expected to work on every level. Don't worry, it's not the SAME thing every level. Here is a description of them:

- . Life Skills: we have found that many of our residents will either be living on their own at discharge or will be very soon. Even for our younger residents, there are life skills that they can benefit from learning. (Examples: home and money management, personal health, social skills)
- . Cooking: many residents have not had healthy eating and kitchen skills taught to them. By completing their level expectations (help prepare dinner, make a healthy snack, etc.) they are able to earn Home Ec. Credit.
- . Restorative Justice: gives residents the opportunity to make amends for harm they have caused.
- . Horse expectations: residents are expected to ride so many times per level and as well as try new things in the barn.

Placement Paper

- . A tool to have girls discuss, take responsibility or confront the issues that contributed to their placement. Residents are expected to explain what they did, how it affected them, their family and their community, and what they've learned about themselves.
- . Examples of placement paper issues are: Authority, Truancy, Grief and Loss, Anger, Drug Use, Gangs, etc.
- . Writing the placement paper takes a long time. Especially if residents aren't ready to address some of their issues.
- . Eventually the paper is completed and the resident reads it to 2 staff and 3 peers of their choosing. Residents generally dread doing it, but later are glad they did it.
- . The Placement paper is broken up into layers. At first it's more general, then focuses on specific issues, finally it incorporates safety planning.



Therapy: Each resident sees a therapist on a weekly basis. Most of the counseling is done on-site. This is especially beneficial because the therapists understand the ranch program and can work in tandem with treatment goals. Therapy is an expected part of every resident's program.



School: HGR has its own school for residents. There are 2 full-time special education teachers and 2 regular education teachers as well as a school social worker and administrative manager. Class sizes are small, a benefit to meet the need of each individual student. Our school strives to create a place where students, who may have been previously overlooked or have large gaps on their transcripts, can begin to get back on track. Having our own school allows for increased support of each individual's therapeutic goals.

Spirituality:

There are various religious groups in the Benson area, and residents may attend religious services with staff. ALPHA, a Christian Bible study program, is held on-site weekly and is open to all residents. Please ask staff for assistance if you desire to attend church or would like to get in contact with a clergy for support or spiritual counseling.



Cultural Awareness and Involvement:

HGR prides itself on having staff with diverse temperaments, life experiences, and cultural beliefs. These differences help enrich the ways we work with girls and allow residents to create healthy, supportive bonds.

Our residents come from a diverse set of circumstances, racial, and ethnic groups. When girls are new to a rural area like Benson, it might feel weird. Girls might have beliefs or have heard stereotypes about the kind of people that live in rural areas. As staff we understand that, and try to make the transition as comfortable as possible.

While we have experience with lots of cultures, that doesn't mean we know exactly about you. We want to get to know you and we certainly don't want to disrespect you or your culture.

Groups

Heartland Ranch provides a variety of groups to meet the Treatment Plan goal areas of our residents. Educational groups are run in two semester sessions during the school year. Each group is one evening a week and lasts for about an hour. We generally keep the group size at 3-6 girls.

Rules for Groups:

- . Attendance is mandatory
- . Respect others
 - Actively listen to others
 - Try to understand others' opinions
 - Follow ground rules
 - Don't dominate the discussion, change the subject
- . Maintain Confidentiality
- . Be honest about your experiences
- . Be assertive
 - Freely express your opinions
 - Ask questions
 - Raise issues
 - Be positive and upbeat during the session
- . Come prepared

Educational Groups at Heartland change with the needs of the residents each semester and generally last 10-12 weeks. They are designed to be educational, supportive and a safe place for discussion. Groups that have been included are: Chemical dependency, Children of addiction, Sexuality, Prostitution, Family Issues, Wellness, Self-Esteem/Body Image, Social Skills and New Girls Group (varied topics from survival skills to social skills).

Girls Circle - Is an established curriculum that provides a strength-based program designed to meet girls where they are and address a variety of issues through discussion and creative activities. Some of the topics included are: Friendship, Being a Girl, Body Image, Honoring our Diversity, and Mind/Body/Spirit. All of the residents at Heartland participate in this group with their "wing" peers one evening a week.

Positive Peer Culture - Is a group that encourages peers to work on communication, relationships issues, problem solving and placement issues in a supportive atmosphere with their "wing" peers along with staff guidance. PPC group occurs at the end of each day. Girls are expected to each share positives of their day and struggles of their day. Peers are then asked to give each other feedback of both a positive and critical nature. It is a time for girls to give each other recognition for positive steps and also a time to hold them accountable for inappropriate choices. Girls may give suggestions of better choices or ways they can support their peer in the changes needed. Each PPC group is followed by 2 minutes of Strong Sitting. Strong sitting has been found to help the mind work in sync with the body, as it reduces stress. PPC happens every evening.

Horses

Winston Churchill said, "There is something about the outside of a horse that is good for the inside of a man." The horse program at the Heartland Girls' Ranch focuses not just on learning about horses, but also on what horses can teach us about ourselves.

Heartland is a working ranch that uses horses as a catalyst to bring about positive change. The horse manager will pair you with a horse whose personality will best benefit you. You will be taught the basics of horse care, which includes feeding, grooming, barn and stall maintenance. You will get the opportunity to have riding lessons about twice a week. The skills you learn in lessons can then be shown off at horse shows. Horse shows are special times especially when families, county workers and ranch staff attend to cheer you on. In the summer the girls are involved in the local saddle club and participate in horseshows in the community.

Catalyst: a thing, event or person that starts change.

Things that girls get to do with the horses:

- . grooming
- . taking lessons
- . participating in horse shows
- . riding in parades with drill team
- . helping with community riding lessons
- . trail rides
- . horse camping
- . EAGALA

EAGALA- Equine Assisted Growth and Learning Association is an organization that is dedicated to improving the mental health of individuals, groups and families. The ranch has staff trained in EAGALA and uses these skills as a form of "therapy" to address various issues with the girls as individuals and in groups.



Horse and Barn Rules:

- . Parents or guardians must sign a release before the resident may ride.
- . Residents may not be in the pasture alone with the horses.
- . Residents cannot come into direct contact with a horse without permission from staff.
- . Any treats to be given to the horses must be approved by the Horse Manager.
- . Residents may not bring any grain or treats into the pasture with them.
- . All treats must be put in the horses feed bucket.
- . Residents must wear boots, long pants and helmets when riding, except for vaulting.
- . Sandals may not be worn in the barn.
- . Residents must have lead ropes at all times when in the barn and the pasture.
- . Trained horse instructors provide horse rules and procedures.
- . Residents must follow all barn rules.
- . Residents must follow directives of staff while in the barn.

Although horses are well-trained, working with large animals always includes risks. As a result, the rules regarding the horses are extremely important.





House and Grounds

Wings: The house is split up into two wings - east and west. For a lot of things girls are split up by wings. You are not allowed in the other wing and can't be hanging out in the doorway. There might be specific reasons that you can go on to the other wing, but you always need staff permission. On your own wing, you can spend time with staff and peers in the living room. The bathroom area and the hallway are not places to hang. Girls are not allowed to be in each other's rooms or stand in the doorways of rooms that aren't their own.

Dining Room: This is where all the meals are eaten. The dining room can get really loud so we ask that everyone use quiet voices in there.

Yard: Residents are encouraged to play outside, but must first ask for permission to be outside and be where staff can see you. Any time you leave the house, be sure to sign out!

Office House: Residents must be supervised at the office house and must have permission to go over there. If you would like to speak to an office staff, they have to give permission for you to come over.

Kitchen:

- . Residents must ask permission to enter the kitchen, refrigerator and cupboards.
- . Only three residents may be in the kitchen at a time.
- . Personal servings of pop or water are not allowed in the kitchen area once it has been opened.

The pessimist looks for the difficulty in every opportunity. The optimist looks for the opportunity in every difficulty.



Bedrooms

- Your bedroom will have two beds that are either bunked or separate. Usually you will have a roommate. Room changes happen on a regular basis depending on the dynamics of the girls on the wing.
- Windows are to remain shut at all times.
- Dresser/Closet: you will get your own dresser, but you will have to share the closet with your roommate.
- Items not allowed in rooms: money, food, stamps, calling card, I.D., items made from glass, hygiene products (except deodorant, hairbrush, toothbrush and toothpaste), nail polish, permanent markers, notes between peers.
- Items not allowed at all, especially in rooms: weapons, cell phones, drugs or cigarettes.
- Extra/Off-Season Clothes Bins: the remainder of a girls' clothing go into bins that are stored in the basement of the office house. Residents can switch out stuff with their primary.
- The door to your room is to be kept open at all times. The door may only be shut briefly to change or to look in your closet. Please say "changing" or "closet" so staff know why the door is shut.

Room Expectations

1. Rooms are expected to be tidy at all times.
2. You and your roommate share the responsibility of keeping your room clean. Your room is expected to be clean before you are allowed your daily privileges (CD's, pop, etc.) or to go on activities.
3. Rooms will be checked daily for cleanliness and occasionally rooms will be searched for contraband. You will be notified after your room has been searched.
4. Pictures on walls - pictures are only allowed on the cork board in the rooms. Attaching things to the bed frames, closet doors or walls is not allowed.
5. Fire hazards: Beds must be three feet away from the window
6. Rooms are to be clean and tidy everyday.
7. Hang items only from the bar in the closet. Nothing should be hanging from the light, curtain rod, door, etc.

Move out of your comfort zone. You can only grow if you are willing to feel awkward & uncomfortable when you try something new. –Brian Tracy





Visits with Family

Home Visits

- In order to be eligible for a Home visit, residents must:
 - o Have been at the Ranch for at least 30 days.
 - o Have a place to stay that has been approved by treatment team (county workers, Heartland staff, family, etc.)
 - o No safety concerns (No risk of running, or harming self or others)
- 2 Types of home visits:
 - o Planned visits and level-up visits. Each type will be offered once a month, so residents have the chance for 2 home visits a month. A visit calendar will be set for up to six months in advance.
- Planned Visits:
 - o Who gets it? Everyone is eligible, if they meet the general rules (above)
- Level-up Visits:
 - o Who gets it? Residents who have moved up to the next program level in the last month.
 - o What else? You cannot get another Level-up visit if you are moving up levels due to a level drop.
- Transportation to a general drop off spot in the Twin Cities is scheduled twice a month.

Site Visits: Families come to the house occasionally for visits.

Rules for site visits:

- Site visits are usually two hours.
- The first site visit is supervised by HGR staff (staff need to be within listening distance).
- After a successful supervised visit, visits can be unsupervised and eventually off grounds.
- Sundays from 1pm-4pm are specifically set aside for visits.
- Visits are supposed to be about family, other residents should not be tagging along.
- All visitors must be approved by the county workers, family and HGR staff.
- Visits **MUST** be scheduled ahead of time with HGR case managers by 3 p.m. on Thursdays.
- If visits become unsafe, or unruly they will be stopped immediately.

We make a living by what we get, but we make a life by what we give. --Norman MacEswan

Phone Calls

- Phone call times: M-F 3:30-8:00 p.m., Sat 12pm-8pm, Sun 9am-8pm
- Each wing gets two weekdays that they are allowed to use the phone; anyone is allowed to make calls on the weekends.
- Your first week (orientation) you will receive one 10 minute phone call
- You can have up to two calls a day (one incoming and one outgoing)
- Incoming calls are limited to 10 minutes
- Approved Contacts: Residents are allowed to have family members on their phone list who have been approved as appropriate and supportive by their guardians, county workers and HGR staff.
- If you would like to make a call to a worker, you can request to have them contacted by your case manager in the morning. Your worker will be advised to call you when you will be at the house.
- Level 4 and 5 exceptions: Residents on level 4 and 5 have some extra privileges when it comes to calling.
 - o Incoming calls can be 15 min instead of 10 minutes
 - o Up to two approved friends on your calling list (these calls will still be supervised)
- Girls are not allowed to: dial the phone or write in the phone log
- All calls must be supervised by staff, and be with the intended caller
- Staff Monitored calls: Staff will get on the phone line if a resident has abused phone rules in the past, if there seems to be suspicious or inappropriate conversation. Staff may pick up the phone at any time if there is a safety concern. Staff will get on the phone line at times
- Staff will end a call if: The conversation escalates in an abusive or inappropriate way and redirection does not work, time limit has been reached or there is an Emergency and need an open phone line.
- NO: Three way calls or collect calls

Letters

- Outgoing- all resident outgoing mail must be scanned by a staff.
 - o Resident's should present their correspondence to their Primary who will scan the letter for appropriateness.
 - o Not allowed: Swearing, threatening, discussion about sex, gangs, drugs and alcohol, running away, abusive behaviors, etc.
 - o When a letter is appropriate, staff will seal the letter in front of the resident and sign their initials across the envelope's seal.
 - o All letters will be mailed through the HGR office.
 - Residents are not allowed to mail letters elsewhere.
 - Residents may buy stamps with their allowance.
 - Stamps are kept locked in the phone room.
- Incoming-
 - o Incoming mail is picked up by office staff. Staff will make note in the Mail log of all incoming items.
 - o The resident will open the letter in the presence of staff and allow them to scan the letter.
 - o The stamp will be ripped off the envelope and discarded by staff.





What's this about levels?

This program has five levels. To graduate the program, you have to pass all five levels. In order to pass a level, you have to have good behavior and be working on your issues, finish a number of assignments and pass 24 days. As you move up in levels, you get more privileges.

Grading - what's all that about?

Grade sheets are used to offer residents feedback for positive and negative behavior choices. This is our main way of giving consequences and rewards.

General:

- Every day is a new day, residents accumulate passed days.
- Heck, every time of day is a new chance to turn your behavior around. Why? Because you get points throughout the day. Have a bad morning? You can turn it around and still pass your day.
- You earn points throughout the day for appropriate and responsible behavior.
- All residents are expected to meet behavior requirements no matter how long they have been here.
- You will earn points by showing appropriate behavior.

Mandatory Daily Activities:

- Exercise, chores and Goal work will not count toward overall points, but are mandatory to pass the day.
- If you refuse a job, you will be charged \$1.50 and most likely fail your day. If you complete an extra job that was refused by someone else you will earn \$1.50.

Other Parts of the Grade Sheet:

Buttons - You can earn "buttons" for exceptional behavior. Buttons can be used to earn special treats.

Goals - your primary will write in goals for you to do for the whole week. When you have completed a goal, have the supervising staff sign it off in the grade book.

Allowance, work projects and fines - Girls earn allowance for each day they pass. They can also do work projects to earn extra money. If you have restitution, a portion of this money will go to pay your restitution.

Grading, Continued.

Consequences for inappropriate behavior:

Girls may earn the following if they have inappropriate behavior:

- A. Mandatory Goal - an assignment that has to do with the inappropriate behavior.
 - B. Limitation - you are not allowed to do something because of your behavior. Example: stealing food from the kitchen may result in you not being allowed in the kitchen. You will also be given assignments to complete.
 - C. Restriction Level (RL): RL means that you have to sit at the table, without privileges, unable to do group activities, and are unable to interact with your peers. You will be given assignments to complete. After your assignments are complete, you can work on program work, read, write or draw.
 - D. Level Drop - you will lose weeks or an entire level that you have passed. You also lose privileges associated with that level.
-

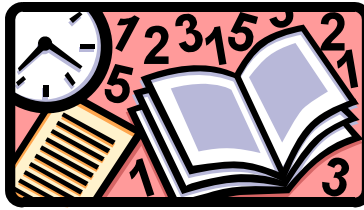
Special Grading Situations: Sick Policy and Restriction Level

- Sick Policy: will be excused from certain expectations (exercise, school, peer culture, activities) but will still be expected to have appropriate behavior based on sick policy rules (i.e. Appropriate interactions with peers= NOT talk to them). You won't get allowance that day, it's kinda like a job, if you don't do the work, you can't get paid for it.
 - Restriction Level (RL): will not get credit for the day, but must pass the day in order to get off RL. You will not earn an allowance this day.
-

See the rocks in your path not as obstacles, but as opportunities to climb higher.

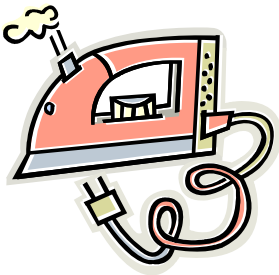
-Eleanor Wiley





Bedtime

- In-rooms - residents are expected to be in their rooms, talking quietly to their roommate or writing in their journals, preparing for bed.
- Lights-out - Girls are expected to have their main light off (there is a night light that stays on for a while until girls are asleep). Girls don't have to be asleep, but they have to be in their beds. Flashlights or personal lamps are not allowed due to fire code.
- Girls on level 4 & 5 who have had a good day can earn an extra 30 minutes before in-rooms/lights out.



Clothing

Appropriate dress: No boobs, No Butts, No Bellies, No Backs.

No: Drugs, Alcohol or Cigarette advertising; no racist, sexist or otherwise derogatory language, gang affiliate dress or colors.

Swimsuits: Conservative One-pieces or Tankinis (no bikinis allowed, even if you wear a t-shirt over it.)

Laundry: You will have to do your own laundry once a week. You will be able to do up to three loads. You will have an assigned time that

stays the same every week.

Clothing List: there is a specific amount of clothing each resident is allowed to have at the house at any time.

Extra/Off-Season Clothes Bins: the remainder of girls' clothing go into bins that are stored in the basement of the office house. Residents can switch out stuff with their primary. If there are clothes that you don't want or don't fit, they will go into your bin until you leave HGR.

Sharing/Borrowing/Giving Away of Clothes: there is to sharing, borrowing or giving away of clothes that you no longer want or no longer fit you. If you do share, borrow or give away clothing they will be confiscated and not returned to you until you leave the ranch and there might be further consequences for your actions.

Love people and use things.
Do not love things and use people.

Integrity is doing the right thing even when nobody is watching.

Hygiene

- Each girl is expected to shower, brush teeth, and put on clean clothes daily.
- Girls are not allowed to get new piercings or tattoos while in the program. This includes while on a visit with parents or guardians. If a certain piercing becomes infected, it will have to be removed. Re-opening a piercing is also not allowed.
- Nail Extensions: Residents may get nail extensions while on a visit with family, but the ranch takes no responsibility for the upkeep.

Hair:

- . Residents must request in writing to have their hair cut or trimmed.
- . Residents can have up to one inch cut by staff, or pay to have it done in Benson or on a home visit. Peers are not allowed to cut each other's hair.
- . Residents are not allowed to shave their heads.
- . Hair Dye: Residents may dye their hair while on home visits or in the community. Residents cannot dye their hair at the Ranch due to health concerns and damage to Ranch property and/or the septic system.
- . Perms: Relaxers may be given at the ranch with written approval and staff assistance or while on home visit or in the community. Relaxers can only be applied following the manufacturers recommendations (i.e. Must wait 6 weeks between perms). General perm solution is available through the ranch, if you want a specific brand, you may use your own money to buy it.

Hygiene products:

Basic hygiene products are provided by HGR. When you need a new product, you may hand in the empty container for a new one. If you would prefer a different brand of one of the products, you may buy it or have your family send you the preferred product instead. We expect that residents will not be wasteful or hoard hygiene products. Hygiene products must be kept in the hygiene closet. The only exceptions are hairbrush, deodorant, toothpaste and toothbrush; these items may be kept in your bedroom.

Health

Medication Administration/Monitoring - For your safety and the safety of others, all prescription and non-prescription medications are kept locked in the staff office. They cannot be kept in your room. It is your responsibility to come to the office and receive the medication at the prescribed times.

- . Medications are to be taken or applied in front of staff unless privacy would be violated.
 - . Residents will be asked for a mouth check after taking oral medications; pretending to take your medications and hiding them (cheeking) is very dangerous and is considered a serious offense.
 - . Residents will be called for medications, however the resident is responsible for taking their medications at the scheduled times.
 - . Residents are not allowed to touch the medication bottle or packet or reach into the medication cart or cabinets.
-

Doctor's Appointments

- . Requests for medical needs will be handled by the Ranch nurse on school day mornings. Most things can be handled at home, but if there is a need, the nurse will make a doctor's appointment.
- . Depending on the resident and their level, staff will need to escort residents into the exam room for doctor/dental appointments. If staff have not accompanied the resident, they may do a pat search (out of public eye) for contraband.



Sick Policy: If a resident is sick so that they are not able to go to school or do her chores, etc. they will be put on sick policy.

While on sick policy you will:

- Eat only soup and crackers and drink only water, milk or juice. Other food or snacks will not be allowed.
- REST. You should be getting some sleep so you can feel better soon. The other things you can do on sick policy is: Read, Write and Draw.
- Stay away: no interacting with peers, you have to stay in your bedroom so others don't get sick too.
- You can still pass your day if you follow the sick policy and general expectation rules.

Chores

There are three general kinds of chores that are done each day:

- ✓ Horse - general care for the horses (feeding) and the barn (sweeping)
- ✓ Kitchen - Done after every meal to clean up
- ✓ House - 2 times a day includes cleaning the common areas



Jobs are assigned every week by the house manager. The house manager also appoints a job monitor who is a resident who checks the all the jobs to make sure they are completed properly. The monitor is responsible for making sure all the chores get done and pass inspection.

Other job rules:

- . Job Descriptions are hanging in the wings.
- . All jobs must be completed on time and in a satisfactory manner.
- . Before leaving for a home visit or activity your job must be completed, including super clean. If you are gone for more than 8 hours your regular chores are excused (does not include super clean).
- . Refusing a job will result in losing your allowance (\$1.50) and possibly failing your day.
- . It is your responsibility to find someone to switch jobs if you are going to be unavailable due to work, visits or community service.

Super Cleans:

- . On Fridays, each girl is responsible for doing a thorough job of cleaning her room, including dusting and vacuuming.
- . On Saturdays, each resident is assigned a super clean job either in the house or the barn.

Be like a postage stamp; stick to one thing until you get there.



Money- Residents earn allowance for every day they pass (\$1.50 a day). With this money you can buy a phone card, stamps, pop, have spending money at the weekly trip to the movies, or you can save up your money in a bank account. You can also get money from family or earn more by doing extra work around the ranch.

Rules about money:

- . Residents are not allowed to store money in their room or hold onto it. Money will be kept in the staff office in a separate “account” for each girl. Each resident has a money bag that is stored in the front staff office. A maximum of \$20 can be kept at the house in the money bag. The rest will be put into your account at the office house.
- . Only staff can handle the money bags and will keep a log of all transactions.
- . There is no borrowing money between residents or between staff and residents.
- . On outings, resident’s level 2 and higher can carry up to \$5 themselves (If money is needed). Upon return, the rest of the money will be put back in the money bag.
- . Residents can bring \$9 max to dinner and movie night to buy food/snacks.
- . Any items bought need to also have a receipt. Staff will check receipts to make sure that all items were purchased legally.



Going Off-site; Outings:

Rules for outings:

- . Remain with the group
- . Do not initiate conversations with strangers
- . If you see someone you know, it’s okay to say hi, but keep it brief
- . Any inappropriate behavior will result in the outing cut short and consequences applied (community limitation, mandatory goal, etc.)

Before you can go:

- . Girls have to be showing respectful behavior being considered to go off grounds.
- . Only level 2 and higher (in some circumstances, Level 1 is allowed on outings)
- . Are you dressed appropriately?
- . Have you made arrangements for your job (if you will be gone during that time)?
- . Is your room clean?
- . Will you have time to get your physical, goal, shower, etc. done after or should you do it before?

A Poem to Residents

I cared about you before I knew you. And even though you don't believe it's true, I worried that you were in trouble. I didn't know your name or what you'd been through, but I cared for you just the same.

I cared for you before I knew you, even though we aren't blood related. It doesn't mean that I can't share your sorrow, joy and pride. I wasn't there when you were born or know everything that happened to you, but I do hope the best for you and will help you when you want.

I cared for you before I knew you, and now that I know you, that hasn't changed. I'm here to push you and prepare you for what's next, and sometimes that will get you mad. But there isn't anything you can say to me that will make me stop caring about you. Even if you don't pass your days or you leave on not so great terms, it won't change the way I feel. I'll care for you even if you don't want me to, because that's just what I do.

I cared about you before I knew you and I'll care forever still. Our time together will be short, and eventually, you will leave, or I might too. Even then you'll still be in my heart. There will be others in your life to take care of you like I did, if you allow them to.

--Anonymous

HOUSE SCHEDULE - (During School)

Time:	<u>Mon, Tues, Wed, Thur</u>	Time:	<u>Friday</u>
6:30-7:00	Wake/dress/breakfast/meds	6:30-7:00	Wake/dress/breakfast/meds
6:50-7:40	Jobs	6:50-7:40	Jobs
7:40-7:50	Check-in/ board bus	7:40-7:45	Check-in/board bus
8:00-11:45	School	8:00-11:45	School
11:45-12:45	Lunch/exercise	11:45-12:45	Lunch/exercise
12:45-3:00	School	12:45-3:00	School
3:05-3:20	Quiet time & in-rooms	3:05-3:20	Quiet time & in rooms
3:20-3:30	Check-in/snack/appointments	3:20-3:30	Check-in/snack
3:30-5:45	Riding/Library/Rec/ Exercise	3:30-4:45	Room super clean/Program work
5:00-5:45	Horse chores	4:45-5:30	Horse chores
5:45-7:15	Supper & house jobs	5:30-6:30	Supper & house jobs
7:15-8:15	Group/Circle/Program work	6:30-7:00	Free time or Program work
8:15-8:30	Snack/meds (quiet time begins)	7:00-9:00	In-house movie/snack/meds/exercise
8:30-9:00	Positive Peer Culture	9:00-9:30	Positive Peer Culture
9:15-9:30	In Rooms	9:45-10:00	In Rooms
9:30pm	Lights out!!	10:00	Lights out!!
9:30-10:00	Level 4&5 earned quiet time	10:00-10:30	Level 4&5 earned quiet time
10:00	Level 4&5 Lights out!	10:30	Level 4&5 Lights out!
Saturday		Sunday	
8:30-9:00	Wake/dress/meds	8:30-9:00	Wake/dress/meds
9:00-9:30	Breakfast	9:00-9:30	Breakfast
9:30-12:00	Super cleans/Program work	9:30-10:00	Jobs/Horse chores
12:00-1:00	Lunch/clean-up	10:00-12:00	Leisure/program activity
1:00-5:00	Rec/wing challenge/horse riding Program work/exercise (3:00-3:30 In-rooms) (3:30-3:45 Check-in)	12:00-1:00	Lunch/clean-up
5:00-5:30	Horse chores	1:00-5:00	Visits/program work/Rec/exercise
5:30-6:30	Supper/house jobs	5:00-5:30	2 x month shopping
6:30-9:00	Outing/quiet activity Snack/meds	5:30-6:30	2 x month horse therapy
9:00-9:30	Positive Peer Culture	6:30-8:15	Horse chores
9:45-10:00	In Rooms	8:15-8:30	Supper/house jobs
10:00pm	Lights out!	6:30-8:15	Alpha (quiet time begins)
10:00-10:30	Level 4&5 earned quiet time	8:30-9:00	Snack/meds
10:30	Level 4&5 Lights out!	8:30-9:00	Positive Peer Culture
		9:15-9:30	In Rooms
		9:30pm	Lights out!
		9:30-10:00	Level 4&5 earned quiet time
		10:00	Level 4&5 Lights out!