



# Student Handbook

*The mission of Salem4youth states: "Salem4Youth Ranch is to provide a safe and nurturing, Christ-centered, environment where young men between the ages of 12-17 can learn life skills that will better prepare them to function successfully in society. We minister to them on the physical, emotional, intellectual and spiritual level, with emphasis on the spiritual."*

Welcome to Salem4Youth Ranch. Salem is a Christian boarding school that works with your family to provide classroom schooling, vocational training, formal counseling, and a residential setting that helps build relationships with adults and other students. This handbook has been created in order to help you understand the general framework and guidelines of life here at Salem and to give you the information you need in order to be your most successful while at Salem. In order to use this handbook most effectively it is important to understand that this is a guide, not a contract. *This handbook will set you on the path to success, but Salem staff always have the final word. This handbook will not contain every possible expectation about every possible aspect of life here at Salem, but it will be a good reference, educational resource, and corrective tool, as the need arises. Simply remember to treat the staff with respect and follow their lead and you will be on the road to success.*

Salem4Youth staff play many different roles, but they all have a few things in common. They have all answered God's call to come and dedicate this time in their lives to helping you and your family through a challenging time. No matter what their title, they all have gifts and wisdom that can help you. They should all be given respect, courtesy, and obedience. The Salem staff are your greatest resource and, while sometimes their decisions may be hard to accept, they are here for the sole purpose of helping you to be a mature and successful young man that has a healthy relationship with his family.

The Salem4Youth program is built around Life-Guides, Phases, and Daily Levels. Your advancement through Salem will be dependent on your success in these areas. "Life-Guides" are assignments given to you during your regular counseling sessions. They are written for Salem and are intended to help you work through various subjects and issues in your life from a mature and healthy perspective. A certain number of Life-Guides are required to be successfully completed at each Phase of the program. There are 4 Phases that make up the Salem program. Each higher phase brings with it greater privileges, freedoms, responsibilities, and expectations. In addition to the assigned Life-Guides, your progress through the phases will also be determined by your daily scores and levels. Each student's attitude, effort, and cooperation are graded each day by staff members. These are recorded on your daily point sheet and the scores are totaled each night to determine your daily level for the next day. There are 3 main levels, Gold, Silver, and Bronze. Gold level carries the most privilege and freedom while Bronze

carries the least. These daily points are continually adding up and will be credited towards your next Phase. It is important to remember that your positive cooperation with staff, courtesy and respect towards other students, and willingness to work with your family and counselor are what drives these 3 categories. If you focus on doing those things, the points, levels, and phases will come about naturally.

### Program Basics

#### Daily Points

Once you finish your Orientation Phase your regular daily scoring will begin. The day is broken up into 5 different scoring segments:

10pm – 8:30am – Overnight, wake up, morning chores, breakfast, and breakfast clean up

8:30am – 12pm -school or vocational class and lunchtime

12pm – 3:30pm -lunch clean up, school or vocational class time

3:30pm – 7pm -after school through dinner clean up

7pm – 10pm -evening responsibility time until lights out

You will be scored in the following five areas:

**Obedience:** Follow instructions & direction without more than one prompt, including verbal & written directions.

**Effort:** Demonstrates energy, initiative, and an intention to complete the assigned task.

**Social Interaction:** Uses appropriate social skills. Listens to others, does not argue, interrupt, push, or intimidate. Speaks kindly, respectfully, & puts others first rather than selfishly focusing on oneself.

**Language:** Speaks kindly, truthfully, and positively. Uses appropriate volume dependent on situation. Does not argue, complain, curse, threaten, or react in anger towards others.

**Treatment Goal:** Is making noticeable effort and progress in reaching the goal set by him by the Treatment Team.

The points you earn on your point sheet will be a reflection of your behavior in each of these areas. Those points will be added up to determine your level for the next day.

#### Daily Levels

*Gold* – Earning 70 – 85 points will put you on Gold level for the next day. Students that are on Gold level:

Earn 3 points towards the Rewards Store

Sit at the gold table for meals and are the first students served. They are eligible for 2nds, when available

Eligible for dessert, when available

May receive mail

Eligible for weekly phone call

Participate in Rec Time and Free Time (by level)

Are eligible for video game time (by level, when available)  
Shop first at the Rewards Store  
Are given first opportunity for privileges and activities when opportunities arise

*Silver* – Earning 58 – 68 points will put you on Silver level for the next day. Students that are on Silver level:

Earn 2 points towards the Rewards Store  
Sit at the Silver table and are the second students to be served. Eligible for 2nds, when available.  
Eligible for dessert, when available  
May receive mail  
Eligible for weekly phone call  
Participate in Rec Time and Free Time (by level)  
Shop second at the Rewards Store

*Bronze* – Earning 0 – 57 points will put you Bronze level for the next day. Students that are Bronze level:

Earn one point towards the Rewards Store  
Sit at the Bronze table for meals and are the 3<sup>rd</sup> group of students served  
Not eligible for seconds or dessert  
Eligible for ½ of Rec Time and limited personal time based on behavior, attitude, and staff discretion\*  
Ineligible for off-campus activities  
Ineligible for weekly phone call  
Does not receive mail  
Last to shop at Rewards Store

\* In the event that a staff member deems it beneficial for a Bronze student to have earned leisure time, it should be “constructive leisure time.” Meaning there should be some positive or useful activity being accomplished – letter writing, journaling, reading the Bible, etc.

***Multiple days on Bronze level will also trigger a review and possible further disciplinary restrictions***

### **Phases**

The Salem program is divided up into 4 Phases. Each subsequent phase carries more privilege and responsibility than the phase previous to it. Phase promotion is earned through demonstration of forward progress through the program in a variety of areas.

#### **Orientation Phase (OP):**

Each student is placed on Orientation Phase as soon as he arrives at Salem. Orientation phase is meant to be a learning time and a “buffer” time as you transition to your life at Salem. While on Orientation your points will not counted for or against you, but you will be coached through the process. You will have an Orientation Packet assigned to you rather than a life guide. It will be your responsibility to study the handbook and complete the Orientation Packet as completely as you can. Once your packet is completed you will have a phone call home scheduled to take place with your counselor. This typically takes places after about a week, depending on behavior and attitude. Orientation phase typically lasts about 2 weeks, but can be shortened on a case by case basis.

### **Phase 1:**

During Phase One you will be encouraged to explore the reasons you are at Salem, learn and follow the Salem guidelines and expectations, learn and practice the assigned Social Skills, and begin to form relationships with staff members.

Phase One students will live by the following guidelines:

Directly supervised by staff at all times

No TV or music privileges (Exception for movie night in the cottage)

Phase One dress code:

5 pairs of jeans or shorts, 8 shirts, one winter coat, one light jacket, one pair of shoes, one pair of sandals, and one pair of boots.

Complete a minimum of 6 Life Guides (possibly more at the discretion of the Treatment Team)

Will participate in short family visits that coincide with family counseling

Eligible to participate in sports, but will not be eligible for away games

Work with teacher and vocational staff for proper academic placement

Weekly calls home will begin based on successful completion of Life-Guides or as assigned by the Treatment Team

No off campus privileges (Exception for monthly visit to Salem Church for service and lunch.)

Mail to/from immediate family

Begin daily grades (gold, silver, bronze)

### **Phase 2:**

During Phase 2 you will be expected to apply the lessons learned during Phase 1. A Phase 2 student should be choosing relationships with positive students and staff. He should be focusing on learning to live successfully within the rules and guidelines and working well with his counselor.

Phase 2 students will live by the following guidelines:

Must supervised at all times, greater distance from staff members may be allowed at staff discretion

Complete a minimum of 8 Life Guides (possibly more at the discretion of the Treatment Team)

Some game room privileges (Determined by available game room hours at staff discretion)

Supervised weekly family phone calls (15 minutes)

Family visits to coincide with family counseling

May send and receive mail from approved contacts

Eligible to participate in sports – may play in both home and away games

Phase 2 dress code:

May add 3 shirts and two pairs of pants or shorts from home to dress code, may add another pair of shoes.

Eligible to participate in off campus Salem-sponsored events

No personal music privileges (CD player)

Phase 2 students may have personal musical instruments to play during free time. (See musical instrument policy for specific details)

### **Phase 3:**

A successful Phase 3 student should have nearly mastered living within the Salem guidelines and expectations. He should be an example to other students by consistently making positive choices and

discouraging negative behavior. He should then be able and willing to focus counseling and family issues without neglecting the daily responsibilities of Salem life.

A Phase 3 student will live by the following guidelines:

Relaxed supervision based on earned trust, should be able to run short, timed errands independently

Phase 3 students will typically be considered before Phase 1 and 2 students for privileges

Complete a minimum of 8 Life Guides (possibly more at the discretion of the Treatment Team)

Eligible to use cottage personal CD players. (See music policy under "Cottage Life" section)

Eligible to attend church or youth group occasionally off campus with a mentor as opportunities arise

Supervised weekly family phone calls (15 minutes)

Phase 3 dress code:

Student determined with only restriction being modesty and all clothing with written messages must be approved before being included in wardrobe. Clothes will be stored neatly and in organized fashion. If the student is told he has too many clothes, he will follow staff directions without complaint.

Family visits to coincide with family counseling

One home visit will take place sometime during Phase Three as determined by Treatment Team and the student's parents.

#### **Phase 4:**

Phase 4 is the time to put into practice the positive skills, attitudes, and behaviors learned in the previous Phases. Phase 4 students should be a consistent, positive influence on the cottage as a whole. Phase 4 is the time to be working with your parents and counselor on a plan for your successful return home. This is also a time for cultivating those staff relationships that will help in the weeks and months after you leave Salem.

A Phase 4 student will live by the following guidelines:

Relaxed supervision based on earned trust at staff discretion

Modified Phase 4 grade sheet

Complete a minimum of 6 Life Guides (possibly more at the discretion of the Treatment Team)

Eligible to attend church or youth group occasionally off campus with a mentor

30 minute parent phone calls per schedule

Later bedtime

Family visits to coincide with family counseling

May plan an approved Sunday afternoon activity, activity must be approved by Cottage Staff

Will be considered for special privileges and opportunities as they arise

Extended home visit to be scheduled by your parents and the Treatment Team

## Phase Advancement

The criteria used to evaluate whether a student is eligible to advance to the next phase in the Salem program are easily separated into 3 main areas:

**Counseling** – Is the student cooperative, honest, and open minded during his regular counseling appointment? Has he completed the Life-guides appropriate to the phase for which he is participating? Are his interactions with his family positive and appropriate?

**Residential** – Does the student know and follow his social skills? What type of relationship does the student have with Salem staff? Does he treat his peers with kindness and respect? Is he familiar with, and does he follow the Salem Student handbook? Can he demonstrate noticeable progress on the goals assigned to him by the Treatment Team?

**Educational/Vocational/Sports** – Does the student follow his weekly lesson plans? Is he putting forth an honest effort in school and vocational classes to better himself? Does he treat his instructors with courtesy and respect? Does he demonstrate good sportsmanship and dependability? Is he a good teammate?

In order to demonstrate progress in the above areas, each student will need to accomplish the following before being eligible to petition the Treatment Team for a favorable recommendation:

*Phase 1 to Phase 2* – Complete 6 Life-guides, Accumulate at least 2,678 daily points in a maximum of 10 weeks previous to petitioning, Maintain an average daily point total of at least 60 points per day for the previous two weeks, Have been off of any disciplinary restriction for at least 7 days before petitioning.

*Phase 2 to Phase 3* – Complete 8 Life-guides, Accumulate at least 3,665 daily points during the 9 weeks previous to petitioning, Maintain an average daily point total of at least 65 points per day for the previous two weeks, Have been off of any disciplinary restriction for at least 10 days before petitioning.

*Phase 3 to Phase 4*– Complete 8 Life-guides, Accumulate at least 3,177 daily points during the 8 weeks previous to petitioning, Maintain an average daily point total of at least 70 points per day for the previous two weeks, Have been off of any disciplinary restriction for at least 14 days before petitioning.

All Phase promotion petitions will be heard on Wednesdays. Any student wishing to petition for a phase promotion on a particular Wednesday should request a petition request form by the previous Friday at 3:30pm. He needs to turn in the completed petition request form to the main office by no later than 12:30pm on Monday of that week. This should be done every time a student wishes to petition. This petition request will be reviewed by members of the Treatment Team and a response will be given to the student in writing by Tuesday at 3:30pm at the latest. That response will either contain an appointment time for the petition meeting, or a brief statement explaining why the student's request has been denied or deferred.

Students should treat this process as they would a job interview or similar formal meeting. They should be ready at the scheduled time, dressed appropriately, and ready with their student handbook containing their social skills, life-guides, and other pertinent paperwork. Students should be prepared to intelligently discuss their Treatment Team goals, social skills, relationships with staff and other students, counseling and family issues, and educational and vocational progress.

## **General Campus Expectations**

Phase 1 and 2 students must be supervised at all times. Phase 3 and 4 students may (with permission) briefly be out of staff sight with prior permission such as chores, retrieving someone or something, etc.

No student is to be off campus without being accompanied by a staff member or parent/guardian.

Students will be respectful of staff at all times – listening when spoken to, verbally responding to staff direction, not arguing with staff, etc. Students should follow the proper social skills when interacting with staff members and with one another.

All information about other students shall be confidential, students are not to post pictures or other information to social networking websites.

Students are not to be in possession of any mind or mood-altering substances including, but not limited to, alcohol, tobacco, illegal drugs, prescriptions that are not theirs, and highly caffeinated products.

Physical or verbal aggression by the students toward peers or staff will not be tolerated.

Students are expected to participate in all aspects of life at Salem including school, chores, recreation, etc.

Racist language or behaviors will not be tolerated.

Sexual acting out in any way will not be acceptable.

Students are not to sell, trade or loan personal items to peers or staff.

Any music, movies, or video games that present messages contrary to the ministry of Salem4youth/VHS will be regulated by staff. Any movie that is rated higher than “PG” should be approved by administrative staff before being shown in the cottage.

Possession of clothing, advertisements, products, or literature that promotes violence, drugs, alcohol, sex, cults, or anti-authority messages will not be allowed.

Student girlfriends/significant others are not allowed on campus unless permission is given by the administration.

## **Administration Building/Cafeteria Expectations**

Please remember that, in addition to housing the school, the Admin building also houses all the administrative offices for Salem4Youth. All students and staff should be considerate of this fact and remember the following:

Do not wear barn boots or muddy boots into the building.

Keep voices low out of respect for meetings, phone calls, or other work going on.

Students are not to enter or exit the building without the express permission of a staff member

## **Cafeteria**

At meal times the students should enter in a calm and quiet manner and immediately take their seats.

Students will sit at the appropriate level table, no more than 4 students per table. Staff will disburse themselves throughout the tables.

Once you enter the cafeteria and sit down, that is your seat for the meal and the clean-up time afterward. Students are not to save seats for each other or switch back and forth between tables.

There is to be no talking in the cafeteria until the prayer for the meal has been said. At that point quiet conversation can begin. (If you are at the packet table, you will stay quiet unless spoken to by a staff member.)

Students and staff will be called up to the serving line by tables. When you are called you will go through the serving line, through the salad bar, get your drink, and sit back down.

If second helpings are available, you will be called up by tables once more. Do not to go up for seconds unless your table has been called.

Once the meal is finished clean-up will be directed by various staff members. You may be assigned a card with a chore on it. You will complete that chore promptly and then return the card to the staff member in charge and request that he check your chore. Once that staff member tells you that you are finished, you will have a seat back at your original table.

If you are not assigned a job, you will sit at your table and keep quiet so as not to distract the students and staff who are working.

## **Items Not Allowed On Campus**

1. Weapons of any kind
2. Aerosol cans
3. Cologne and aftershave
4. Alcohol or drugs
5. Chewing gum or sunflower seeds
6. Food items not dispensed by cafeteria
7. Personal video game players
8. Personal music players (ipods, cd players, etc)
9. Earrings or other body rings
10. Students are not permitted to have money in their possession
11. Bandanas and dew rags
12. Personal jewelry
13. Students will not have pens outside of the classroom

## School, Vocational Class, and Sports

### **Valor High School**

Upon enrolling at Salem4Youth Ranch you will be immediately enrolled in Valor High School/Junior High. Valor is Salem's on-campus school. This is your opportunity to catch up on missing credits, keep current with your school back home, or even earn a high school diploma. VHS operates year round and holds classes for 3 hours per student each day, Monday – Friday. During your Orientation Phase you will work with your classroom teacher to be placed at the appropriate grade and class level that will best meet you and your family's educational goals. You will periodically meet with a teacher and work together to set a daily and weekly lesson plan to help achieve these goals. The expectations for success at VHS are simple:

*The classroom teacher, teacher's aides, and tutors are at Salem because they have the knowledge, experience, and desire to help you to be successful in the classroom. They are to be treated with respect and courtesy at all times.*

Once your lesson plan is set, it is to be followed strictly and without exception – exceptions will be made by the Classroom Teacher only.

The classroom computers are valuable resources that have been purchased or sponsored specifically for Valor High School and are maintained by Salem staff. They are to be used ONLY as directed by your teachers. Alterations, changes, or unauthorized use of the computers will not be tolerated.

The dress code for school is fairly relaxed and consists of the following guidelines:

Well maintained jeans, khakis, or cargo pants – sagging pants will not be allowed

Clean and neat short sleeve or long sleeve shirts – no undershirts

Shirts are to be tucked in

Clean shoes or boots – boots worn for barn work are not to be worn in school

Shorts may be worn during warm weather in the summer months (June/July/August). Only khaki or cargo shorts will be permitted – no jean shorts or cut-off shorts.

Jackets and coats are not to be worn in the classroom

Other specific classroom rules/procedures will be issued by your teacher and are to be followed at all times.

## **Vocational Classes**

Each student at Salem will spend the other 3 hours of each school day in an assigned vocational class. These classes may vary by season and opportunity and will include horsemanship, welding, and carpentry, with opportunities for beekeeping, gardening, grounds and equipment maintenance, as well as various other individual opportunities. Students will earn high school credits for these classes provided they observe a few simple guidelines and participate with a good effort and attitude.

Be ready for class on time and be dressed appropriately for your given class – appropriate attire will be determined by your instructor.

Follow the direction of your instructor at all times. While these classes can be fun, they can also be dangerous if proper directions are not followed.

Follow all safety expectations given to you by your instructor.

Students failing to follow safety, or other, directions from the instructor will be assigned work projects instead of class time and will fail to receive credit for their class.

### *Horse Barn Expectations*

You will be trained on proper horse barn behavior more fully by your instructor. Basic rules are as follows:

A student may never be in the barn alone.

Students are not permitted in the barn office.

Students will keep all personal items in the cottage unless needed for school the am.

Alley ways and walk ways should be kept clear from clutter and swept.

Students will treat the animals with respect at all times.

Students are expected to conduct themselves in a quiet manner so as not to spook the horses.

Students are not permitted to stray from the expected dress code just because they are in the barn.

Students are expected to wear weather appropriate clothing at all times, including but not limited to hats, coats, and gloves in the winter.

Only barn boots (personal or Salem owned) will be worn in the barn. Do not wear the same shoes/boots for barn work and in other buildings.

Aisles will be swept and raked before chores are allowed to be checked back on.

No horseplay or wrestling or pranks while in the horse barn.

Keep all water hoses kink-free and wrapped nicely around the holders.

People who are watering should automatically check all the buckets on a daily basis, no matter the season.

## Sports

Salem's sports program is a member of the Illinois Inter-Agency Athletic Association or IIAA. The IIAA sends a strong message that sportsmanship is the most important part of this league. The team and coaches are graded on sportsmanship each and every game by both coaches and officials. At the end of the year you must score 94% or higher to qualify for the state tournament. The IIAA is broken up in four divisions; we are in the Central division. The top four teams in each division get an automatic bid for state as long as they have 94% or higher sportsmanship rating. Then the next best four records are allowed to go to state to compete in an eight team state tournament.

*What sports do we play at Salem?* Basketball, dodge ball, track, volleyball, soccer, bowling, weight lifting, swimming, and softball. For people more interested in writing and art we also get involved in writing and art shows.

*Who is eligible to play sports at Salem?* Every student is allowed to play sports at Salem. However you do have to meet certain requirements to play in the games.

Phase 1 students: May play all home games. If necessary, and with the recommendation of his coach, a phase 1 student may be cleared by treatment team to leave campus for away games on a case-by-case basis. This decision will be based on the student's cooperation with the Salem program rules and guidelines as well as his general attitude and demeanor with staff and peers.

Phase 2-4 students: Are allowed to play both home and away games as long as they maintain their program eligibility.

*Program Eligibility: (The treatment team and coaching staff always have the final say regarding player eligibility, a student may be asked to not play in a particular game for a variety of reasons, the following are the minimum requirements needed to be eligible.)*

- In order to play in games a student must be on "gold" or "silver" the day of any game (having earned gold/silver level points the day before the game).
- Players will not be on disciplinary restriction at any time during the day of a game, any disciplinary action must be completed the day before a game at a minimum.
- Players must be passing in school and not on academic probation.
- Players not eligible to participate in games may still practice with the team at the discretion of the coach and administrative staff.
- Players on ground zero/level 2 restriction will not practice or play in games.

When you join a sports team you have one week to determine if you like it. After that week you may choose not to participate without consequence. After that week, if you decide to stay on the team you have now committed to the team for the rest of the season. Consequences will be handed out for students who quit after the first week.

Students who play sports will learn a lot of valuable skills such as hard work, sportsmanship, ability to deal with failure and success, trust, teamwork, motor skills, and dedication all while staying fit with exercise.

## Residential Life

### **Cottage Expectations and Daily Schedule**

Upon arrival at Salem4Youth Ranch you will be assigned a room in one of our residential cottages. The cottage will be your home while you are at Salem. In order to have the most successful experience at Salem, you will need to remember and abide by the following guidelines and expectations.

#### **General Expectations:**

The cottages and furnishings should be treated with respect.

The cottage should be treated as a home. Noise levels and activity levels should be kept to calm and mature degrees.

Students are NOT to be in the cottage office for any reason.

Students must be fully dressed when outside of the bathroom or their bedroom. (A bathrobe should be worn when going to and from the shower.)

Students are not to enter their rooms, bathroom, or hallway without permission.

Students of any Phase should not enter or exit the cottage without permission.

Students are not to be in each other's rooms.

There should be no reading, talking or listening to music after lights out.

Any items brought or sent from home after enrollment in Salem are to go through the main office and be approved by the Residential Director or Biblical Counselor. (This includes all books, music, clothes, etc)

The cottage staff are individuals who have chosen to serve God by getting to know you, building lasting relationships with you, holding you accountable to the standards of good behavior, and guiding you to learn the steps that can help to be successful at Salem, at home, and for the rest of your life. As such, they deserve your respect and cooperation. It is the expectation that all students will treat their cottage staff with courtesy, and follow the proper social skills when interacting with staff.

Each student, their living area, and their personal belongings may be searched and/or drug tested at any time based upon the discretion of the Salem4Youth Ranch staff.

#### **Student Room Standards:**

Rooms are to be cleaned in accordance with inspection checklist every day. Random inspections will be performed by the Lead Cottage staff or a representative with whole cottage or individual consequences possible for failed inspections.

Only the following items are to be allowed in the student's room:

- Approved clothing (see level restrictions)
- Approved hygiene products (no razors, aerosol, or items containing alcohol.)
- 1 photo album or frame (photo frame provided by Salem)

- Pencils (No pens)
- Approved recreational reading material (3 books maximum – in addition to Bible, journal, and school books as needed for homework)
- Up to four approved CD's (Phase 3 and above)
- One approved box/basket/etc for mail from home, personal items, etc.

Clothes and other items will be stored on hangars or in the provided baskets/containers only. If clothes or other items are too numerous to comply with this expectation the student will be asked to store the extra items in their locked storage area regardless of phase.

Laundry will be cleaned, dried, folded, and put away per the laundry schedule. Clean laundry is not to be stored in the dirty laundry hamper.

Any recreational items not listed above (sports equipment, musical instruments, extra books, etc) are to be stored in the student's assigned storage area or staff office, not in the student's bedroom.

### **Hygiene and Dress Code Expectations**

All students are expected to maintain good personal hygiene habits. Daily showers, teeth brushing, use of deodorant, etc will be the expected normal routine of everyone.

Students are to be respectful of one another and use healthy boundaries when taking showers and using the bathrooms in the cottage. Each student's privacy is to be respected, harassment of any kind will not be tolerated.

Showers should be kept brief; 5-8 minutes as a general rule; time limits may be implemented if necessary

Clothing with writing or images on them must contain no swearing, sexual or drug reference, degrading remarks, skulls, or gang-related references.

Clothing associated with individuals or groups who support items listed above will not be allowed.

Concert shirts and band shirts will not be approved.

Under-shirts will not be worn in lieu of street clothes.

Tank tops are allowed to be worn only in the cottage.

Shirt, shoes, and pants are required whenever a student is not in the cottage, or whenever a female is present.

Hats are only to be worn outdoors. Hats must always be worn either straight to the front or back.

Bandanas are not allowed at any time.

Pants must be of appropriate size. Pants must be pulled up at all times—no sagging allowed and no underwear will be seen. Alternatively, jeans will not be excessively tight.

Clothes shall be modest and not sexually suggestive.

Personal jewelry is not to be on campus.

Earrings/body piercings and self-inflicted body art/tattoos will not be allowed.

Razors are to be kept in the student's locker.

All personal cleaning and laundry supplies will be kept in student's locker.

### **Recorded Music**

Phase 3 students and above may use the cottage personal CD players with up to four approved CD's. These CD players will be stored in the cottage office and must be checked out via cottage staff and returned when requested in order to maintain music privileges. The CD's may be stored neatly in the student's room.

- Music is to be listened to on earphones/earbuds only.

- Music is to be listened to at appropriate times and for limited amounts of time. If a student is asked to not listen to their music at a particular time they will comply without complaint or risk losing the privilege.

CD players will stay at the Cottage and may not be brought to school or the cafeteria

CD players will be returned to Cottage Staff for storage before lights out

*At the discretion of the staff, music may be listened to by the group. This will be for set amounts of time and/or for a specific activity only. Music listened to by the group will be limited to Christian music or instrumental/classical.*

### **Musical Instruments**

Once a student has reached Phase Two he may be eligible to have a musical instrument on campus. All musical instruments will be subject to the following rules and guidelines:

Instruments are not to be stored in the student's room. Instruments will be stored in a locked storage area and requested at approved times.

Playing an instrument is a privilege and will be treated as such; students will not play their instruments while on restriction or when other projects need to be accomplished (work hours, homework, etc).

Students will be considerate of others and play at reasonable times and volumes as directed by Cottage Staff.

Students will also be considerate of the setting and play music that is appropriate for Salem. If they are asked to cease playing certain songs they will do so and may request for that song to be approved at a later time.

### **On campus privilege opportunities**

Throughout the year there will be many different opportunities for regular or one-time activities. These will be activities such as photography classes, archery practice, paintball events, or any one of many others. These activities are organized and run by Salem staff or volunteers. Each activity has its own set of expectations and eligibility will be determined by activity. Generally speaking, higher phase students and higher level students will be considered before lower phase or lower level students. Good attitude and

good choices will lead to more opportunity. Expectations for the regular activities will be added to the back of your handbook binder as they become available. As these are privileges, expectations will need to be followed at all times in order to remain eligible to participate.

### **Off-campus privileges**

In addition, there are routinely off-campus privileges. In order to be eligible to go off campus you must be at least Phase 2 and at least Silver level. Off campus privileges will either be in the form of a group event (football game, pool trip, ultimate Frisbee tournament, BBQ, etc) or in the form of an exclusive offer available in the Rewards Store. Generally speaking, higher phase students and higher level students will be considered before lower phase or lower level students. Good attitude and good choices will lead to more opportunity. High standards of behavior on these events will lead to greater eligibility while low standards will lead to less eligibility.

### **Rewards Store/Point Store**

Every Friday students have the opportunity to shop at the Rewards Store. Throughout the previous week you will have been earning points towards the store based on your daily level (Gold = 3, Silver = 2, Bronze = 1). In addition, you can earn extra points at any time by going “above and beyond” in attitude or helpfulness. In the store are a wide range of items from toiletries and school supplies to clothes, candy, and special privileges or events put in by staff members. Items in the store are first come/first serve and shopping is done in Phase/Level order.

### **Church**

Every student at Salem attends church and chapel services. Chapel services are held on Wednesday mornings, before school, in the Salem Chapel. They are about 15-20 minutes long and focus on issues that we all face every day from a Biblical perspective. Church services on campus take place 3 Sundays a month in the Salem Chapel. These services include singing, preaching, and prayer, just as any other church service. Once a month students and staff attend church at Salem Church. All students are eligible to attend that service unless on disciplinary restriction.

No student at Salem is required to be a Christian or to believe the teachings of the Bible. It is expected, however, that each student and staff member will be polite and respectful during these services in consideration of others. Students should always:

Dress neatly for church services and be well groomed.

Sit up and pay polite attention to the speaker.

Interact politely and courteously with the members of Salem Church when attending.

Students are to stay with staff at all times while at Salem Church.

## Counseling and Family

One of the distinctives of Salem4Youth Ranch is our firm commitment to Biblical counseling. From the first week you arrive at Salem, you will be interacting in some manner with the counseling department. It is through your Biblical Counselor that your Life-Guides are assigned, phone calls are initiated, and family interaction is facilitated.

### **Life-Guides and Counseling Sessions**

Starting with the completion of your Orientation Packet, you will meet with your Biblical Counselor at least once a week. The Salem Life-Guides will form the structure around which these meetings will take place. Your job will be to take the Life-Guide that is assigned by your counselor and spend the next week filling it out neatly and thoroughly, thinking about it, and discussing it with your cottage staff so that when you meet with your counselor the next time, you are able to have a reasonable and profitable discussion. Completing these assignments is a significant factor in determining your eligibility to move forward in your Phases. If your counselor feels that you have not given a particular assignment the serious effort that it requires, he will re-assign it for the following week.

From time to time you will be faced with various challenges and issues as you work your way through the Salem program. If the Salem staff recognize a recurring or serious challenge, they will recommend to your counselor that you spend your weekly session discussing that particular challenge instead of covering a life-guide. Also, if you are on disciplinary restriction your counseling session that week will cover the reasons you are on restriction, rather than your assigned life-guide. You are expected to be honest and cooperative with your counselor, treating him with the dignity and respect due to his position, experience, and genuine care for your mental and spiritual health and that of your family.

### **Family Counseling**

From the first day you are enrolled at Salem4Youth, Salem staff and counselors are working separately with your family. Your family recognizes that the effort to make this chapter of life successful is a group effort. They will be coming out once a month to meet with a Biblical counselor. Sometimes you will be asked to participate in those counseling sessions, sometimes it will be only for your family. After every monthly counseling session you will have the opportunity to visit with your family. Students that are cooperating with Salem staff and expectations will have the opportunity to have this visit off-campus, at the discretion of Salem staff and your parents. These visits are meant to give you the opportunity to maintain a healthy relationship with your family and to discuss the issues that have been talked about in counseling. This is not a time to be manipulative or disrespectful towards your family. If necessary, a Salem staff member will be available to monitor and mediate these visits.

### **Phone Calls**

One of the goals of your time at Salem is to work on forming a healthy relationship with your family. In addition to the monthly visits, you will be talking to your family on the phone almost every week. After your first week and/or upon successful completion of your Orientation Packet, you will have your first phone call home. This will be done with your Biblical counselor. After that first phone call, the phone call frequency on Phase 1 will be dependent on your participation in counseling. If your first couple of life-guides are completed successfully and you continue to be in good standing with your counselor and the Salem program, your phone calls will then continue on a weekly basis. If these calls are not positive,

or you are not participating in counseling and other aspects of the program, these calls will be suspended until you are back in good standing and are able to have positive interactions with you family.

*Phone Call Procedures:*

Any student that is in good standing with the counseling dept. and the program as a whole will be eligible for weekly phone calls with his family starting after the 2<sup>nd</sup> life guide. Student phone calls will comply with the following rules and guidelines:

Calls will be made according to the official phone call schedule only.

Calls will be made only to those individuals listed on the official phone call schedule.

Phone calls will be directly supervised by Salem staff.

A staff member will dial the number, verify the correct person is on the line, and hand the phone to the student.

The staff member will remain in visual and auditory range of the student in order ensure that the student maintains appropriate voice tones and language during the call. Students may be asked to conduct their phone calls on a speaker phone in the presence of a staff member.

The staff member will keep track of the time allotted for the phone call and ensure that the student does not call any unauthorized person during that time.

Once the student has finished his call, it will be recorded on the phone call list that his phone call was completed on schedule.

If there is a problem completing a student's call at the scheduled time, a note will be made on the list as to the nature of the problem and if any specific arrangements have been made for a follow-up call.

If there is a problem between the student and parent during the call staff will (at a minimum) record a brief summary of the problem via an incident report.

The phone call list will be turned in to the Administrative Secretary the following morning in order for any necessary arrangements to be made.

*Salem Staff are to make an effort to call each family during the scheduled time even when the student is NOT eligible for a phone call. The staff member will briefly explain that the student is not eligible to be calling on that evening and why. Any questions should be directed to the counselor or front office.*

*Exceptions:*

Students typically receive a call when they advance to a new phase.

Phone calls due to family emergencies or other exceptional circumstances will be scheduled by the counseling staff and the student's parents.

## **Sending and Receiving Mail**

You may start sending and receiving mail from your first days at Salem. Phase 1 students will be restricted to correspondence with immediate family only, while Phase 2 and above students may correspond with individuals approved by their parents. The guidelines for letter writing are simple and straightforward:

All letters will be read prior to being sent out.

They should be legible.

Letters will only be sent to those on your approved mailing list.

There is to be no profanity or sexual innuendos in the letters.

You are not to ask your parents to pull you from the program or write things to try to manipulate them to do so.

No complaining or manipulation. Excessive complaining will be viewed as manipulation.

Do not ask to do things outside of program guidelines.

Do not talk about your peers in detail. Their privacy is important.

Do not ask those to whom you are writing to give your address to other people without prior approval to do so.

Do not glorify misbehavior or consequences given.

You must be on "Gold" or "Silver" to send or receive mail.

## **Home Visits**

As you progress in the program to Phases 3 and 4 home visits become a reality. These visits are meant to be an opportunity for you and family to put in to practice the things that you have learned during your time at Salem. Home visits will be scheduled by your parents and the counseling dept. Specific home visit expectations will be reviewed by you, your counselor, and your parents as you prepare for these visits.

## Discipline Practices and Procedures

It is our sincere hope and desire here at Salem that each student's motivation to do well will come from a positive desire to earn more privileges, build good relationships, grow in maturity, successfully complete the program, and return home to a healthy family life. Sometimes, however, students choose to test the boundaries by making poor choices with regards to respect, courtesy, and cooperation towards those around them. This damages the student making those choices as well as his family, and the Salem community as a whole. In order to help avoid this damage and maintain a healthy, structured environment there are various tools that the Salem staff may use to discourage these poor decisions.

### **Mark Downs**

In addition to the scores of Bronze (1), Silver (2), or Gold (3) on your daily point sheet, staff have the option of recording "mark downs" throughout a grading period. These are used to record instances when a student had to be reminded several times to do a task or fix an attitude. They are also used to record times when student is not following an expectation that has been made very clear to him in the past. These mark downs accumulate throughout the day and are then deducted from the student's total score. Mark downs can often be the difference between Gold/Silver or Silver/Bronze for the next day's level.

### **Exercises**

Students that violate clear guidelines of behavior or attitude may be asked to do up to 10 push-ups (or other approved exercise). These assigned exercises are meant to be a warning and an opportunity for the student to re-focus and make better decisions. Exercises should be done promptly and without argument from the student, this should be seen as an opportunity to change a pattern of behavior and avoid further consequences. Any Salem staff member may assign exercises as needed.

### **Work Hours/Task Packet**

All Salem staff and students have various tasks and work they are expected to do. This is just a part of life and of taking care of the area in which we live. Occasionally a student is not responding to staff correction and is in need of further disciplinary warnings. This may take the form of a Task Packet or Work Hours. These are work projects or work time assigned outside of the student's normal responsibilities and are intended to give the student time to consider making different decisions in the future. A task packet may be assigned by Cottage Group Leaders, Cottage Leaders, or Administrative Staff. Until the task or hours are completed the student will be "packet" restriction.

Work hours will be completed only outside of other responsibilities as directed by staff. Students will complete their tasks to a high degree of excellence or they will be asked to re-do the task or hours. Students will be back on normal status once their task/hours have been satisfactorily finished and signed off by their supervising staff member.

### **Packets**

Packets and packet restriction are consequences for serious rule infractions. Packets are given when a student continues to disregard previous corrective action, or when he chooses to engage particularly negative behavior. Specific behaviors that may result in a packet include but are not limited to:

Fighting (initiating a physical fight is the most severe infraction)  
Valor Jr./Sr. High School refusal to work or cheating  
Contraband (tobacco, drugs, or other banned products)  
Abuse of animals  
Abuse/destruction of property  
Runaway  
Defying staff, arguing, or cursing  
Physical threat to a student or staff  
Sexual acting out or relationship with other students  
Refusal to work with residential mentor or counselor  
Targeting another student by insult, bullying, etc.

Packets are assigned by Cottage Leadership or Administrative staff and are done after consultation with members of the Disciplinary Committee. Packets typically carry a minimum of 3 days of restriction and are accompanied with one or more of the following consequences:

Loss of points  
Additional work hours  
Group or individual loss of TV time  
Saturday work project  
Loss of specific privileges or activities  
3, 5, or 7-day restriction  
Written Packet or other written assignment  
Other incident-specific consequences as decided by the discipline committee

Students that are on packet should take the opportunity to seriously consider the path down which their choices are taking them and discuss with staff strategies and habits that will help them avoid further packets in the future. Students will be restored to normal status until their assigned consequences are completed and they have been signed off by Cottage Leadership or Administrative Staff.

### **Restriction Status/Packet Restriction**

Students that have been assigned work hours or packets are on Restriction Status, also called Packet Restriction. Restriction status is meant allow the student the opportunity to succeed by limiting the amount of freedom and privileges he is required to balance. They will be accountable to a staff member at all times and will need to work with that staff member to complete all assigned tasks in order to successfully get back to regular status. The guidelines for Packet Restriction are simple:

Must sit at Packet Table for meals (students at the packet table will not engage in conversation unless first engaged by a staff member)

No off campus privileges regardless of Phase

No recreation time or free time (personal responsibilities or work projects will be done instead)

May not compete in Salem sporting events (may practice at the discretion of coach and administrative staff)

Earns no points while on restriction

Does not shop in the Rewards Store or earn points towards the store

No personal music privileges regardless of Phase

May not participate in group activities or privileges (movie nights, pool trips, etc)

May not petition for next phase until off restriction for 7 days (from Phase 1 to Phase 2) or 10 days (Phase 2 to Phase 3) or 14 days (Phase 3 to Phase 4)

Will not complete a life-guide in counseling, but will discuss the choices that earned him a packet

Not eligible for mail for phone calls

### **Level 2 Restriction**

At rare times a student may need further restriction in order to protect the student from himself or because of repeated negative behavior. Level 2 restriction is composed of normal level restrictions in addition to the following:

Increased supervision – must have a staff member personally with the student at all times, day and night

Loss of possessions beyond necessities

Must sleep in sight of a staff member in location assigned (hallway or living room)

Will be assigned work projects or written assignments during waking hours

Other restrictions or conditions as determined by the individual situation at the discretion of Treatment Team and Disciplinary Committee.

### **Phase Probation**

If a student struggles with re-occurring offenses, it may be decided by the disciplinary committee or treatment team that the student is not demonstrating behavior that reflects his current phase. Before a student loses his phase he will usually be placed on “phase probation.” Phase probation guidelines are simple and consist of the following:

The student will observe the privileges and restrictions of the phase immediately below his current phase for a specific period of time determined by the Treatment Team.

The student will typically have several goals to accomplish during this period of time (specific number of gold/silver days, avoiding packets, etc), these goals will be assigned at the time probation is given.

In order to be off of probation the student will meet with the Residential Director or another assigned staff member to verify that the goals have been met and the student has cooperated with his probation. At that time the student will return to normal phase privileges and restrictions or will be assigned a certain number of life-guides on the lower phase.

## Post-Salem Opportunities

### **Visiting Campus**

Once your time at Salem is over, hopefully you will still have positive relationships with the staff members at Salem. We love have students return to visit and share with us their successes. However, due to the nature of our ministry, it is not always beneficial for students to return to campus too quickly. Each student is encouraged to spend the time immediately after returning home from Salem working with their family to restore and establish the relationships at home. If a student does wish to return to Salem for a visit, the following procedures apply.

*Students that graduate on good terms are eligible to visit Salem:*

1. After a minimum of 3 months have passed since their graduation
2. When they have a current staff member who will recommend the visit and agree to host the student while he is on campus.
3. After an itinerary for the visit has been submitted and approved by the Residential Director (or representative).

*Students that leave early or on poor terms are eligible to visit Salem:*

1. After a minimum of 6 months have passed since their graduation
2. When they have a current staff member who will recommend the visit and agree to host the student while he is on campus.
3. After an itinerary for the visit has been submitted and approved by the Residential Director (or representative).

Visiting students will sign in at the front office like any other visitor. Depending on the circumstances they may be asked to leave their phone or other devices at the front desk. They will meet up with their host staff member before leaving the front office. The hosting staff member will then assume responsibility for the supervision of the young person for the duration of the visit.

### **Special Events**

Throughout the year Salem4Youth hosts several events that many of our former students enjoy attending. Events like the Charity Auction, Horse Show, and Fall Banquet are great opportunities to come out and re-connect with Salem. If you are wanting to come to one of these, or other, events you will need to contact the main office or the Residential Director. That will allow us to know you would like to be there and communicate with you any particular concerns, expectations, or procedures associated with an individual event.

### **Continuing Counseling**

For some students and families, continuing their counseling through Salem is their best choice for continued success at home. Your counselor may discuss this option with you and your family once you reach Phase 4.

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