



Student Handbook

New Haven, Inc.

Spanish Fork and Saratoga Springs Campuses

Student

For students everywhere.

ACKNOWLEDGMENTS:

Thanks to New Haven's exceptional staff for their contributions and feedback.

Thanks to New Haven's alumni parents for their patience, contributions, hard work,
and for blessing us with their daughters for a season.

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1. New Haven Philosophy

HEALING FAMILIES. EMPOWERING GIRLS.

Our Approach to Helping Your Family

Since 1995, New Haven has been helping families heal. We recognize that each family is unique, so we design a specific treatment plan for each individual family. We've also found that some aspects of treatment are so beneficial that they have become a fundamental part of our program. Family involvement is central to New Haven's program. We realize that lasting change in the young women we work with can only occur if the family changes in unison. Through family events, family therapy, and parent coaching, we invite families to join their daughters in a process of grieving, growing, forgiving, and healing.

The family systems approach is a supportive, non-judgmental style of therapy that engages the entire family in a cooperative process of growth. We have found that young women respond well to family-based treatment because they know that the treatment focus is not solely on them; they no longer feel the shame of being "the problem" in the family. We often hear parents wonder out loud why New Haven is working when other treatment centers have not. Our research-based, heart-driven approach to family work creates a safe emotional environment in which families can make lasting changes. A family-systems approach is fundamentally relational. For years treatment centers were based on a behavior-modification model which can be less effective. Research shows that one of the most effective sources of hope and change is the relationship a troubled teenage girl has with her therapist. New Haven focuses its entire program around nurturing healthy, healing relationships. Struggling adolescent girls are much more likely to change in a nurturing atmosphere, where they encounter kind, competent, positive people. This allows girls to practice new skills and positive behaviors in a context of health, so that they are prepared to return home to the relationships that matter most – family relationships.

We know from experience and from research that lasting change occurs when the whole family is engaged in a coordinated process of growth and change. New Haven applies all of its resources to helping families heal from the past, thrive in the present, and move toward a hopeful future, hand-in-hand with their daughters.

We use the following Bold Three Pillars to enable our approach: Empowerment, Relationships, and Engagement.

I. EMPOWERMENT

While students and families coming to New Haven will experience a wide range of emotions, most everyone feels these three things: hopeless, helpless, and out of control. Our program is designed to give that control back through empowerment.

We empower our students by giving them clear accountability, responsibilities, and therapeutic education. Each girl and her family will have an active part in creating their family's Master Treatment Plan along with the treatment team.

Our treatment program does not include a points system, but is instead based on strengthening personal values. The Family Healing Program helps to further individualize each family's treatment. Every student will complete therapeutic assignments based on the values she and her family has.

To prevent stigmas, we call the girls entrusted in our care students, not clients. We will never label our students by their diagnoses, nor will we ever divide our houses by diagnoses.

Every student has a Relational Coach to work with outside of therapy. This mentor, along with the entire residential community, helps them practice new skills. These might include asserting their needs, conflict resolution, and personal responsibility.

II. RELATIONSHIPS

One of the most enduring and fundamental aspects of New Haven's program is our focus on relationships. All therapy is relationship-based, not focused on behavior modification. To help heal the family system, we teach the "connection-break-repair" cycle and model how to use it. Our staff to student ratio is the highest in the nation.

We have several processes in place to foster relationships with our student's families while at New Haven. We host a therapeutically-intense family weekend six times per year. During these three days, daughters will spend time with their parents and families, attend therapy in-person, and join in group therapy sessions.

To help our students build healthy relationships, we have created a home-like environment. We have a home kitchen with a dinner table instead of a cafeteria, and we serve meals family-style. Students will have roommates. This might remind them of sharing a room at home, or help them prepare for college dorms. For many girls, their relationship with animals is just as important as their relationship with people. We have cats, dogs, and horses on campus for them to bond with. Our students can even adopt their own cat while at New Haven.

Students will go on multiple home visits once it is safe for them to leave campus. During these trips home, they can reconnect with their family and practice skills in their home environment. When they are ready to return home permanently, we offer aftercare to ease the transition. Aftercare includes a home visit from the family therapist, coaching hours, and parent support calls. These services provide support and help to maintain relationships during the months after your transition.

III. ENGAGEMENT

We know that talk therapy isn't for everyone, so we offer several types of therapy to find the one that works best. We offer several treatment modalities for individual, family, or group therapy settings:

- » EMDR (eye movement desensitization and reprocessing)
- » Mind-body healing
- » Experiential therapies
- » Enactments
- » Adventure-based therapy
- » Sensory modulation
- » Somatic healing
- » Accommodations
- » Core issue/core meaning therapy
- » Trauma-informed yoga
- » Mindfulness
- » Cognitive-behavioral therapy
- » EAGALA (equine assisted growth and learning association)

We also offer therapeutic groups specifically for parents:

- » Vicarious trauma support
- » Situational planning (preparing for potential situations, instead of reacting in the moment)

By exposing our students to a multitude of therapies, we are confident that they will excel in their therapeutic work.

A traumatic event often strips an individual of their identity. To help them rediscover who they are as well as find their passions, each student will have an opportunity to take private lessons while at New Haven. As they prepare to leave our treatment program, they will feel empowered, connected, and supported.

2. Program Outline

Therapy

INDIVIDUAL THERAPY

You have a personal Therapist who meets with you for approximately 90 minutes each week.

GROUP PSYCHOTHERAPY

Masters Level Therapists provide five, 60 minute sessions of group psychotherapy each work week, divided into the following types:

<i>General</i>	<i>Adoptions</i>
<i>Relationships</i>	<i>Social Skills</i>
<i>Self Esteem</i>	<i>Trauma</i>
<i>Stress Management</i>	<i>Emotions</i>
<i>Life Skills</i>	<i>Anger Management</i>
<i>Equine Therapy</i>	<i>Addictions</i>

FAMILY THERAPY

New Haven parents participate in weekly 90 minute therapy sessions via video conference. Families must also attend six scheduled Family Weekends per year.

NARCOTICS AND ALCOHOLICS ANONYMOUS

New Haven offers the 12-Step meetings for students with drug/alcohol dependency. Not all students attend NA/AA meetings.

RECREATIONAL THERAPY

Licensed Recreational Therapists provide four- 60 minute experiential therapy groups each week. In addition, there are two adventure days per month facilitated by the Recreational Therapist. Recreational Therapy covers concepts such as trust, cooperation, and communication.

TREATMENT TEAM

The Treatment Team is a collective group of experienced New Haven employees that meet weekly to discuss the treatment and future needs of each student and her family. Each house has its own Treatment Team consisting of its Clinical Director, Clinical Therapists, Residential Director, Recreation Therapist, Shift Supervisors, an Academic Representative, and a Nursing Representative. Parents may be invited to participate via conference call or in person.

SUNDAY SPECIALTY MEETING

Most Sunday nights you will hear from a student or staff speaker who will focus on values such as love, patience, hard work, future planning, honor, etc. Occasionally higher phase students will share their New Haven journey on this night or guest speakers may come to address the community.

Recreation

PRIVATE LESSONS

You may formally pursue your talents or interests as soon as you are on Insight Phase. You will have the opportunity to participate in a weekly lesson of piano, dance, art, and horseback riding among many more options.

HORSE CARE/ RIDING

You will have the opportunity to care for and ride New Haven's horses. You will learn to saddle, bridle, brush, and develop horsemanship skills.

OFF-CAMPUS ACTIVITIES

You will find yourself in the community or in nature at least three nights each week. Movies, shopping, day hikes, bowling, service projects, and other wholesome leisure activities will help you discover appropriate options for your spare time when you return home.

EXERCISE

New Haven has ample space for various types of physical activity such as yoga, resistance training, and other aerobic activities. You will participate in a physical education class as part of school. New Haven also competes in team sports in basketball, soccer, and volleyball.

Home Atmosphere

ALL ON-SITE

New Haven's program is self-contained across two beautiful and expansive campuses. You will find yourself in a warm, home-like environment with a large kitchen and comfortable dining and living spaces for your use. The therapy offices, laundry, and nurse's station are all located within the home's structure.

RESIDENTIAL STAFF

New Haven's Residential Staff will provide mentorship and support throughout your stay. There will be staff on shift day and night to help you when you are in need. You will also be assigned a specific staff member to support you with your Family Healing Binder work.

Community Meeting

PURPOSE

While at New Haven you will be required to attend daily Community Meetings. They are held twice a day. The main goals of the meetings are to:

- » Receive and give positive/constructive feedback.
- » Express concerns.
- » Discuss Values tasks and Phase Advancement.
- » Set and review personal and community goals.
- » Review the weekly schedule.
- » Connect as a community.

RESPONSIBILITIES OF COMMUNITY LEADER

- » Announce specific parts of the meeting.
- » Call on community member when her hand is raised.
- » Maintain order throughout the meeting.

MEETING GUIDELINES

- » Raise hands to speak.
- » Wait to speak until called upon by the community leader.
- » Use gentle “I” statements when confronting another community member (Remember to do this at appropriate times: feedback, problems/concerns).
- » Be cautious not to speak out of turn.
- » Try to maintain a soft tone with all comments.
- » Students must have their chores and rooms cleaned before attending.
- » No eating or drinking at the meeting .

PERSONAL GOALS

- » Each morning community members will pick personal goals they would like to focus on for that day.
- » Each person should have no more than three goals.
- » In the evening, each community member reports on whether or not she reached her goals.

FEEDBACK

- » After a person states her goals, there is an opportunity for community members to give her feedback. The intent of feedback is to reinforce positive behaviors and to help the person recognize areas where changes could be made.

ANNOUNCEMENTS

- » Time will be given during each meeting for community members to make announcements, ask questions, and/or share information that needs to be shared with the entire community.

STAFF

- » Staff will use this time to offer feedback, make announcements, and discuss daily scheduling.

Family Weekend

Your family will be a vital part of your treatment at New Haven. We have several processes in place to foster relationships with your family while at New Haven. Every eight weeks we hold a therapeutically-intense family weekend on-campus for all New Haven families. During these three days, you will spend time with your parents, attend therapy in-person, and join in group therapy sessions with other families. Family Weekend provides an opportunity for your family to experience a small taste of what it is like for you every day at New Haven. It offers an opportunity for your family to engage in valuable therapeutic work. It also offers your family the opportunity to seek support and encouragement from other families.

Your parents/guardians are required to attend each Family Weekend. Siblings are not required to attend. Their involvement in Family Weekend will be decided upon by you, your parents, and your Therapist. However, siblings are invited to our Sibling Family Weekend held one-time per year. This event is designed with activities and groups for the entire family.

3. Rules and Guidelines

New Haven has carefully and thoughtfully selected a set of value based rules and guidelines to support a positive and safe environment for its students, their families and staff. Our goal is for each student to learn to see the value and meaning behind rules and laws and use that knowledge to help them make positive choices.

RESPECT

1. No swearing or vulgarity, or tasteless joke-telling.
2. No yelling.
3. No foot, neck, or back massages.
4. Students may not go into other students' bedrooms or bathrooms without staff permission.
5. Any more than 1 girl in a bathroom and the door must remain open.
6. No piggy-back rides or anything similar to it.
7. Students may not draw or trace patterns or designs on their bodies.
8. Students may not pierce their bodies while at New Haven.
9. Students may not wear jewelry in a pierced body part other than an ear.
10. No kissing each other (cheeks, mouths, etc.).
11. No wandering the halls with a towel. Students should take clothes into the bathroom before they shower and change there.
12. No cuddling or holding hands.
13. No lying under blankets together.
14. No borrowing of clothes or personal hygiene items.
15. No conversations about inappropriate topics, including war stories.

CLEANLINESS

1. No food or drink (except water) in any room but the kitchen.
2. Students may not have bare feet in the house. Socks or shoes must be worn at all times.
3. Clothing should be clean, free of holes and markings, and activity appropriate.
4. Hair must be clean and combed; no "dread locks".
5. Bodies should be clean and well-manicured; students are to shower every day.
6. New Haven provides students with basic personal hygiene items such as toothpaste, soap, shampoo, deodorant, toilet paper, and tissues. Students must have permission from their guardians to purchase special personal hygiene items, as these items must be purchased with funds from the students' trust account.
7. Each student is responsible to wash and care for her own linens once each week.
8. Students may not hang anything on the walls, even with tape; only the provided magnet board may be used to display decorations.
9. Students may not alter or vandalize their own or other students' clothing or shoes.

HEALTH

1. Students may only eat what is served for meals and snacks.
2. Parents may not send food or drink.
3. Food or drink may not be brought back from off campus passes; this includes leftovers.

4. Students must be in their rooms by 10:00pm and the lights must be out at 10:15. Students may go to bed earlier if community meeting has ended and they have completed their nightly responsibilities.
5. Students may take a sick day if they manifest the following symptoms: fever, observed vomiting, pale or flushed skin, strong feelings of nausea, dizziness or intense aches or pains. The prevailing rule is this: If a student is sick enough to miss school, she is sick enough to miss activities. Shift Supervisors should notify the Nurse when a student is ill. The nurse will decide if the student is on sickbed. Sickbed generally last 24 hours.
6. Staff will serve food portions to students. Students must eat what is cooked, or not at all. Vegetarian and other special diet meals are provided upon approval.

SAFETY

1. New Haven does not allow unsafe clothing or jewelry.
2. Students may not wear industrial-style chains or other objects as jewelry.
3. Students may not wear thick leather cuffs, collars, or studded leather of any kind.

MODESTY

1. Students should wear bras at all times. They do not have to wear bras when sleeping.
2. Students should not wear underwear as an outer garment.
3. Students should not sleep in the nude or in their underwear, nor may they wear day clothes to bed.
4. Students should not wear leggings, Spandex pants, or tights without a top or shorts that goes to mid-thigh.
5. Students may wear sleeveless shirts and dresses as long as the straps are 2 fingers in width. No camisoles or “spaghetti strap” tops are allowed to be worn without a shirt on top or underneath. This remains a rule even in the summer months. Tops cannot be low cut; they must cover the bra, and may not show the stomach.
6. Employees should not be able to see the skin on a student’s stomach if she lifts her arms up or out to her side.
7. Students may wear skirts as long as they are knee length (it must touch their knees).
8. Students may wear shorts as long as they are at least mid-thigh in length.

MODERATION

1. Students may not dress in all black.
2. Dresses may not be lower than the top of the ankle.
3. Hair may not cover eyes.
4. Students may not change their hair color without parent and Treatment Team approval.
5. Students must have permission from their parents and Treatment Team to shave any part of their head or change their hairstyle.
6. Makeup must not draw undue attention.
7. Students should not wear any amount of jewelry or clothing that draws undue attention.
8. No gauge earrings.

LIFE/NO TOLERATION FOR DRUGS OR GANGS

1. No hemp jewelry.
2. No gang signs.
3. New Haven prohibits any article of clothing that draws undue attention to a student in a negative manner, or identifies her as belonging to any subculture (i.e., gangs, hip-hop, druggies, skateboarders, rappers, grunge, vampires, gothics, etc.).

4. Students may wear woven hats or beanies during the appropriate season. Staff reserves the right to determine when it is appropriate.
5. New Haven disapproves of any symbol the Treatment Team deems inappropriate: anarchy, marijuana leaf, mushroom, gang “signs” or “tags”, “Jerry Bears”, pacifiers, alien head, flowery VW bus, Billabong, bandanas, 4:20 etc. No skulls or symbols of death.
6. Students may not wear excessively saggy or baggy pants. Staff reserves the right to determine what is excessive.

INDIVIDUAL WORTH

1. Students may not cut their own hair; they may not cut another student’s hair; no student may dye her own or another student’s hair.
2. Students may not wear clothing or have posters or merchandise that displays the name or symbol of a music group.
3. Students may not have or read magazines while at New Haven.

HONESTY

1. If a student steals, she should return the stolen goods. If she cannot return the goods in the same condition as she acquired them, then she will make whatever restitution the owner of the goods decides is satisfactory. If the owner requires monetary restitution, New Haven will pay the owner out of the student’s deposit. The student will work for New Haven at minimum wage to pay the deposit back. The student will further correct her mistake by completing the following:
2. Student will apologize to the owner of the goods, whenever possible, face-to-face.
3. Student will tell parents personally of her mistake.
4. Student will complete work hours. Treatment Team decides how many hours on a case- by case basis.
5. Student drops at least to Expectation Phase until she completes these requirements.
6. If a student steals three times while at New Haven, we will strongly move to have the third offense (and any future offenses) show on the student’s permanent record.

MUSIC/MEDIA

1. Students may only listen to uplifting music that the Treatment Team approves.
2. Students may not bring their own music to New Haven, nor may they have personal iPods, CD players, nor stereos of any kind, until they are on Interdependence Phase (including during travel) unless approved by Treatment Team.
3. Music devices needed for relaxation purposes at night will be provided by New Haven upon permission from the Therapist.
4. Staff maintains control of the radios in the cars and on the unit. Insight Phase students and higher may also use the radios with staff permission.
5. Students may listen to the radio when a staff is present. The Staff reserves the right to determine any song unapproved if the music is inappropriate in their opinion.
6. Personal CD’s, movies, video games, video game systems, stereos, etc. that are brought to New Haven are donated to the community and permanently become New Haven property.

SPIRITUALITY

According to their legal rights, students may have contact with clergy from the religion of their choice. Students may attend church if the students are not safety risks.

4. Policies

Family and Friends

VISITS AND PASSES

First Month

In order to allow you time to acclimate to the program, visits during your first month (outside of family therapy) are strongly discouraged. The Treatment Team must approve any requests, including emergencies that may require a visit during this time period.

Visits/Day Passes

Our visitation policy reflects and supports reintegrating you into your family. All visits should have a therapeutic purpose. Once you have achieved Exploration Phase, New Haven encourages day passes and on campus visits as directed by Treatment Team.

Off Campus Overnight Passes

We encourage families to complete overnight passes, as directed by Treatment Team, once their family has achieved Insight Phase. Overnight passes can be spent close to New Haven or at home. However, at least three family home passes are required as part of the program, one of them being extended (at least 10 days). These passes allow your family opportunities to apply and practice the skills you have learned in your home setting before completing the program.

TELEPHONE POLICIES

First Two Weeks

You may not have phone contact with anyone (outside of family therapy) for the first two weeks so that you may become acclimated to New Haven.

Weekly Phone Privileges

You will be allowed one call home (outside of therapy) per week. When you have been at New Haven for two weeks, the Residential Director will assign your family a Sunday call time. Parents need permission from the Residential Director/Therapist to speak with their daughter on any other day.

EMAIL POLICY

New Haven is dedicated to providing their students with a positive and safe environment. A student should only be in contact with family and friends that are a positive and supportive influence. All outgoing emails must be sent to your parents first. Your parents can then decide if the letter is appropriate to forward to the recipient if they so desire. All incoming emails must go through your parents first as well. Your parents can then decide whether or not to forward the email to the you.

MAIL POLICY

All letters and packages must be from your parent approved contact list.

Student Information

GRIEVANCE

Any student, regardless of status, has the right to write a grievance about whatever she pleases.

1. Once written, the Shift Supervisor then places the grievance in the Residential Director's box.
2. The Residential Director forwards the grievance to the appropriate Director.
3. The student should expect a verbal acknowledgment of the reception of the grievance within 3 working days. She should expect a written response from the appropriate Director within 7 working days.

Employees are not obligated to respond to anonymous grievances.

PERSONAL PROPERTY

Incoming/Outgoing Property

Staff will search incoming and outgoing property. This includes packages, suitcases/bags and the student's person.

Storage of Personal Property

Students are responsible to maintain their rooms in an orderly fashion. It is not uncommon for a student to have more personal property than can be neatly arranged in her room. Students can either take excess property home, or store it at New Haven. Each student is given a large bin to keep excess property in. If she has more items than can be stored in her room and bin then the excess must be sent home at the family's expense.

Important Warning

New Haven is not responsible for the loss or destruction of any student's personal property. Parents should not send items of high monetary value to their child. New Haven will return expensive items at the parent's expense.

Required Personal Items

Due to space limitations, students are limited to the amount of clothing and other personal items they may have while at New Haven. New Haven has compiled a list of items required for the program. Any items not listed or in excess of the amounts listed must be approved by the Residential Director or they will be boxed up and sent home.

7	Jeans/Pants	1	Swimsuit (One-piece only)	1	Winter Coat
10	Shirts or Blouses	1	Dress Shoes	1	Winter Gloves
15	Underwear	1	Work Shoes / Boots	2	Jackets
10	Bras (sports and regular)	1	Tennis Shoes	1	Winter Boots
12	Socks	1	Sandals	2	Towels
5	Athletic Shorts (PE)	1	Shower Shoes / Sandals	1	Electric Razor
5	T-Shirts	4	Pajamas	1	Toothbrush
3	Sweatshirts	1	Nice Dress / Outfit	1	Brush / Comb
1	Comforter and Set of Sheets (Twin)				

Suggested Items

Students are allowed, but not required to bring the additional items listed.

Journal / Stationery
Calculator (Graphing if needed)
Makeup
Hair dryer, hair straightener...
Jewelry
Stuffed Animals (2 max)

Banned Items

These items are ***not allowed*** on New Haven's campus.

Glass (such as in picture frames)	Aerosol Sprays
Knives	Cigarettes
Mouthwash	Lighters / Matches
Pornography	Ceramics
Straight Razors	Outside Food Items
Magnets (New Haven provides magnets for magnet boards)	Stuffed Animals (2 max)

5. Family Healing Program

The Family Healing Program is a value based program designed to empower your family as you identify, explore, and live by your personal and family values. Nearly everything you do in order to progress while at New Haven is contained in the Family Healing Program. It is comprised of five phases. Each phase has been carefully named and given a symbol to represent your journey through New Haven. The first two Phases begin with the prefix “EX” (external). The last three Phases begin with the prefix “IN” (internal), which represents the shift from being externally to internally motivated.

- » Expectation Phase ~ North Star Symbol
- » Exploration Phase ~ Footprint Symbol
- » Insight Phase ~ Sun Symbol
- » Integrity Phase ~ Heart Symbol
- » Interdependence Phase ~ Circle of Life Symbol

As you and your family journey through the Family Healing Program you will be supported both collectively and individually by New Haven staff, therapists, teachers, nurses, peers, etc. Our goal is for you to make peace with your past, thrive in the present and create a hopeful future, together, with the support of your family. Below is a detailed description explaining the different aspects of the Family Healing Program:

Relational Coach

Within a day or two of arriving at New Haven, you will be assigned a “Relational Coach”. This staff member will be your personal “coach” as you work through the program. He/She will explain the program to you, help you work on your bead and phase Assignments. He/She will also be the main person to take you on off-campus passes until you are on Integrity Phase.

Phase Work

Each phase has assignments which you will complete before moving to the next phase. These assignments incorporate all aspects of your treatment, including individual therapy, family therapy, recreational therapy, academics, and developing your personal values. They are divided up into four sections. You will need to complete Student Assignments for each Phase. Your parents will have Parent Assignments to complete. The Family Assignments and Transition Assignments will be completed in family therapy, on your family phone calls, or on passes. To be eligible for Phase Advancement, you must have the assignments from all four sections completed and signed. Successful transition from the program includes completing all five phases of the program.

Prioritizing Your Values

An important part of New Haven’s philosophy is Values. We believe that we will be happier when our actions are aligned with our values. To help you discover your values, you will have the opportunity to identify and define 10 or more of your personal and family values. This will be done at the beginning of your New Haven journey. You will identify your top 10 values again toward the end of the program. This allows you the opportunity to reflect on personal growth and changes within your values since arriving at New Haven.

Value Beads

On each Phase you will be asked to complete a specific number of value beads. A value bead is a module consisting of 10 suggested tasks to help you learn about and apply that value to your life. Once you have completed 6 tasks, you have earned the bead. Your Therapist will pick 4 of the tasks for you to do, your Mentor will pick one task, and you will choose one, for a total of six tasks. Once you have completed all 6 tasks you will be presented with an actual bead at a Values Ceremony. In addition, there are Family and Therapy Beads that can be assigned by your Therapist.

Personal Therapeutic Assignments

There are several requirements throughout the Phases that are designed to help you explore yourself. These may include writing an autobiography, memorizing quotes, doing collages, planning activities, etc.

Subjective Requirements

There are some requirements for each phase that cannot be physically done, but are qualities and behaviors we would like to see you exhibit. These include honesty, respect, maturity, etc. These are requirements you will need to be working on in addition to the tasks each phase requires. Sometimes you may have completed all the assignments to earn a Phase, but if you are not demonstrating the qualities we think are necessary to earn that Phase, you may not advance.

Peer Feedback

One requirement for each phase is that you obtain peer feedback. Each phase has a specific Peer Feedback Form found in the Family Healing Binder. Approximately one week prior to applying for phase advancement you will pass out the phase specific form to each peer. They will write their feedback on the sheet and then turn it in to a staff member. Treatment Team will read the peer feedback and if the majority is positive the requirement will be signed off in your Family Healing Binder. If the majority of your feedback is not positive, then the requirement will not be signed off, and you will not be eligible for the phase advancement.

Phase Advancement

In order to apply, you must have your assignments done and signed for that Phase. You should not apply if there is anything within your power to complete that you haven't. Once all of your assignments are completed, you will fill out a Phase Application. These are found in the back of each section of your Family Healing Binder. The Phase Application is something you, your parents, and your Relational Coach must fill out prior to applying. Once you have filled out the application, it must be submitted to Treatment Team, along with your entire Family Healing Binder. Treatment Team will make sure that all of your assignments as well as your parent and family assignments are complete. They will then discuss your progress toward that Phase. Treatment Team will then determine your family's Phase and your Therapist will inform you of the decision after Treatment Team has ended. It is not uncommon for girls to have to apply for a Phase more than once, so don't be too discouraged if you do not get your Phase on the first try. Phase applications must be filled out each time you apply, even if it is for the same Phase.

Values Ceremony

Every other month, you will attend a Values Ceremony. This is where you will be publicly acknowledged for the hard work you've done in earning Value Beads, as well as for advancing Phases.

Value Passes

Occasionally you will be assigned a value assignment or need clothing or hygiene items that require an off-campus pass. These are called Value Passes. You must be accompanied by your Relational Coach for these passes. If your Relational Coach is a male, then another female staff must go with you. A pass form must be filled out, approved by your therapist, a nurse, a teacher, the Recreation Therapist, and the Residential Director and submitted for your pass to take place. You must plan passes well in advance. If your pass requires money, then you must fill out the appropriate request form several days prior to your pass to obtain money.

Phase Explanations and Privileges

SAFETY

Upon admission to New Haven you and your family are placed on Safety. Safety is not one of the five Phases of Healing. However, it is an important step in you and your family's process of building trust and committing to physical and emotional safety. This consists of higher levels of external structure while you are learning New Haven's expectations. During this time, you and your family are preparing to create supportive relationships with the New Haven community.

Student Privileges

1. Must be within 5 feet of staff at all times.
2. While in bathroom, the door must be cracked and the student must be counting.
3. May not go off-campus without a therapist.
4. May not wear jewelry.
5. May not wear shoes in the house.

Family Privileges

1. May not have visits or phone calls.
2. May communicate through email or letters.

EXPECTATION PHASE

On Expectation Phase of Healing you and your family learn New Haven's rules, boundaries, structure and other expectations. You and your family are learning about family and societal expectations and applying them into your daily actions. Your motivation is external in this phase of healing. Supportive supervision and environmental structure is needed.

Student Privileges

1. Must be in line of sight of staff at all times.
2. Bathroom door may be closed.
3. May sleep in a room other than the Safety room.
4. May wear approved jewelry.
5. May wear shoes in the house.
6. May go off campus for activities.

Family Privileges

1. 20 minute supervised phone call.
2. Visits on campus.

EXPLORATION PHASE

On Exploration Phase of Healing you are still externally motivated while you and your family begin to explore and rediscover your values. You learn to establish an attitude of openness to new information about yourselves, specifically self-defeating behaviors. You still manifest the necessity of continual staff direction. You are mostly teachable, open to learn in therapy and school, and are compliant with expectations. Your family is able to give feedback in respectful ways and receive it non-defensively, as well as identify and acknowledge treatment issues.

Student Privileges

1. May be alone for 15 min with staff approval.

Family Privileges

1. 30 minute unsupervised phone call each week.
2. Off campus visits, but not overnight.

INSIGHT PHASE

During Insight Phase internal motivation is more evident. You and your family are able to verbalize personal insights into what you do and why you do it. You are aware of ego-defense mechanisms and their destructive nature. You and your family display a willingness to be open and honest, and are working to restore trust. Relationships with others become key in learning about self.

Student Privileges

1. One, 10 min supervised friend phone call.
2. May be alone for 30 min with staff approval.
3. Will begin a private lesson of her choice.

Family Privileges

1. Begin off-campus, overnight passes.
2. 60 min unsupervised phone call each week.

INTEGRITY PHASE

Integrity means wholeness. Your family manifests a genuine change of heart and attitude. You and your family are constantly learning and consistently demonstrating internal motivation. Individual and family values become part of daily living and decision making. You display leadership and are an example to the community around you. Your family is sincere in therapy and active in transition planning.

Student Privileges

1. Three, 15 min supervised phone calls to approved friends.
2. May be alone for up to 1 hour with staff approval.
3. May plan and take part in approved Fun Passes.
4. May begin technology use with a Technology Contract in place.

Family Privileges

1. Unlimited time family phone call each week.
2. Extended off-campus passes which involve friends.

INTERDEPENDENCE PHASE

When a family becomes Interdependent, they value growth, accountability, independence and responsibility. Your individual family members are driven by an internal motivation and feel a sense of self-confidence and worth. Your family understands that it is healthy to provide and receive appropriate levels of guidance, support and structure. You and your family members are resilient to stress, remain flexible, and are intentional in your relationships. A state of interdependence allows your family to continue the process of healing and growth in your future together.

Student Privileges

1. Student may be off campus for a pre-determined amount of time (decided by parents and Treatment Team).
2. May be alone for up to 4 hours with staff approval.
3. Student may have an increase in technology use as per the Technology Contract.
4. Student may have an allowance (instead of trust account). Amount will be determined by parents and Treatment Team. Because of liability, money will still be kept locked up.
5. Student will work with the nurse to take more responsibility for her medication.

6. Medical Services

24-Hour Nursing

New Haven employs Registered Nurses and other certified nursing professionals on campus from early morning until evening to ensure your medical safety and stability. Nurses are on-call 24 hours a day in case of an emergency.

Psychiatric and Nutrition Support

New Haven contracts with local Psychiatric and Nutrition providers to manage the care of the students on campus. The contracted Psychiatrist/Psychiatric NP meets with students within the first week of admission, 2 weeks after admission, and every 4-6 weeks thereafter. New Haven contracts with Registered Dietitians that meet regularly with our students.

Medical Appointments

The New Haven Nursing Department is happy to provide you with urgent and supplemental medical care while at New Haven. In the event that you have an urgent medical need or condition, the Nursing department will provide care for this in the form of immediate treatment, doctor's visits, and follow up treatment.

If you have a chronic medical condition that requires regular checkups with a specialist, the Nurses will take you to maintenance appointments and care for your medical needs. Once you have reached a Phase that allows you to go on home passes, families are encouraged to make use of these home passes to address ongoing medical problems and maintenance appointments with their local health care providers.

7. New Haven School

New Haven School Mission Statement

AWAKEN AMBITION FOR:

LEARNING

RESILIENCY

LEADERSHIP

Academic Policies

New Haven's academic policies set it apart from other schools with a similar student population. We are committed to academic excellence as part of the emotional healing for our students. We believe that a student will not be truly healed unless she learns to demonstrate emotional regulation and resiliency in the classroom. We teach this to students by asking them to manage high academic expectations while they are engaged in the therapeutic change process. This is the only way students gain confidence that they can be successful at college prep academics when life is difficult. In other words, successfully manage their life at home and be healed.

1. GRADING POLICY - GENERAL

- » Parents will receive a PIN to access the school portal just after admission.
- » Teachers will update grades for each class every week. Parents can check grades on the school portal.
- » Academic eligibility for participation in residential programming requiring privileges is determined each week prior to programming activity beginning.
- » Athletic eligibility is determined each week prior to games being played.

2. ACADEMIC GRADING POLICY

Our academic grades are based on traditional models of "letter" grades. Every nine weeks a student earns a letter grade in the range of A to F for a Term. As we are an academic institution, grades are a method of determining the effectiveness of the learning that occurs in the classroom. Semester grades, not Term grades, will be put on a student's transcript. A Semester grade is the average of the two Term (9 week) grades.

We post a High Honor Roll and Honor Roll every term. To be on the High Honor Roll the student must have a 3.5 GPA with no grade lower than a C+. A 3.0 with no D's or F's is required for the Honor Roll.

The grades we give are based on percentages and are as follows:

100-94 = A (4.0)	82-80 = B- (2.7)	69-67 = D+ (1.3)
93-90 = A- (3.7)	79-77 = C+ (2.3)	66-63 = D (1.0)
89-87 = B+ (3.3)	76-73 = C (2.0)	62-60 = D- (0.7)
86-83 = B (3.0)	72-70 = C- (1.7)	59 & BELOW = F (0.0)

Students should expect to complete an average of at least 30 minutes of homework per hour of class in each subject. The majority of this homework is done during a teacher-lead advisory period during which students can receive help from their teachers. Additional homework time is available in the homes in the evenings and on weekends.

4. CREDIT FOR STUDENTS ENTERING AFTER THE START OF A TERM

It may not be possible for students arriving after the start of a term to earn a full term credit in all classes. When a student arrives after the start of a term, it is at the individual teacher's and Academic Director's discretion whether or not that student has earned credit for the entire term. The faculty will use various criteria to determine credit earned. If possible, students will take double classes in certain subjects in order to complete enough assignments to earn full credit for the term in the specified classes.

5. NEW HAVEN SCHOOL GRADES WORK ON A ROLLING SYSTEM

Term grades indicate only where the student is at that moment in the semester. The Final semester grade is calculated at the end of the semester (after Term 2 and Term 4). In order for a student to earn any portion of semester credit, they must successfully pass the semester. If a student fails the semester, regardless of individual term grades, they will not receive partial credit. If a student leaves before successfully completing the New Haven program and before the end of a Term, they will NOT receive credit. Students leaving before the end of a grading term will have W (withdraw) on their transcript for the classes in which they are enrolled and be provided exit grades (the grades they were earning on the date they left along with the dates they were enrolled in the current term), but will not be awarded credit.

6. TO ENSURE FULL CREDIT FOR A GRADING TERM, STUDENTS NEED TO LEAVE NEW HAVEN SCHOOL WITH DEPARTURE DATES THAT COINCIDE WITH THE END OF THE 6 GRADING TERMS.

(End of Term 1 - November, End of Semester 1 - January, End of Term 3 - March, End of Semester 2 - June, End of Summer Session 1 - July, & End of Summer Session 2 – August)

Exact dates for the end of the terms are available on the school year calendar. Students who depart at any time other than the last day of a grading term will not be awarded credit for the term unless the treatment team determines that they have successfully completed the program indicated by earning Interdependence and remaining on Interdependence for at least 30 days and the independent work that is assigned to the student is completed and returned for grading.

7. HIGH SCHOOL GRADUATION POLICY

New Haven holds High School Graduation once per year in June. If a Senior will be completing graduation requirements in August, she will participate in the June graduation ceremony, but will not be given the actual diploma until all coursework has been completed. If a student completes the New Haven program and all High School graduation requirements, but departs New Haven on a date different than the end of the semester in June, the student is welcome to return and participate in the next scheduled graduation ceremony.

Any student who wishes to graduate from High School prior to their natural graduation date (when their class is scheduled to graduate) must also complete the New Haven program in order to meet all the New Haven High School Graduation Requirements.

8. ACADEMIC PLAN POLICY

Upon entering New Haven School, the registrar does an Academic Plan for every student. This summarizes the credits that the student has received from previously attended schools as well as itemizes what the student is missing for graduation from New Haven School. This plan is used as the basis for scheduling classes for the student. The Academic Plan is shared with parents, student and is reviewed at every on-campus parent weekend conference.

9. CREDIT ACCEPTATION

New Haven School accepts credit granted for academic courses from other accredited schools. However, some elective credit previously granted may not meet Utah State Core Curriculum and New Haven School standards. These courses are listed on the transcript, but credit is not recognized.

Many students arrive at New Haven School having spent previous time in wilderness or transitional programs. These programs do issue school credit. However, many of the programs are not accredited. In order to maintain the academic integrity that has been established at New Haven School, the transcripts are reviewed and some credit is issued for time spent in those programs. The credit that is issued is dependent on a review of the program and how it relates to the Utah State / New Haven School requirements. Many of the credits issued may not transfer at their full value that is indicated by the unaccredited program and will most likely be counted as general elective credit.

It is important to note that every accredited program has determined their own policy regarding the acceptance of credits granted by an unaccredited institution. If a student transfers from one school to another, this credit may be reassessed.

10. SCHEDULING THERAPY

To ensure that important academic instruction is not missed, therapy should not be scheduled during core academic classes. This includes family therapy. Therapy can be scheduled during the advisory period from 11:35-1:00 MST. If you are having trouble scheduling family therapy, please contact the Academic Director to discuss any available options.

Classroom Expectations

- » Arrive on time
- » Arrive prepared with pen, pencil, paper, and books
- » Listen to and follow instructions
- » Show respect for teacher and peers
- » Turn in work on time
- » Do not return to the house except for lunch
- » Wear dress code at all times
- » Be monitored by staff on the computer at all times
- » Do not bring your phone to school
- » Be considerate ... Keep the noise level low in both the classroom and the hallways

Academic Calendar and Schedule

SCHOOL CALENDAR

The School Calendar is e-mailed to parents just after admission to New Haven School. A copy is also available at each on campus parent conference.

STANDARDIZED TEST DATES

ACT and SAT dates are listed on the school calendar. ACT and SAT tests are not given on campus. The PSAT is given on campus in October and is open to all students in 10th and 11th grade. AP tests are given in May on-campus at New Haven.

DAILY ACADEMIC SCHEDULE

<i>Academic Schedule</i>					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY (alternates)
8:00 - 9:25	Period 1	Period 4	Period 1	Period 4	Period 1 or 4
9:30-10:55	Period 2	Period 5	Period 2	Period 5	Period 2 or 5
11:00-11:30	Lunch				
11:35-1:00	Advisory / College Success Class				
1:05-2:30	Period 3	Period 6	Period 3	Period 6	Period 3 or 6

Academic Advising and Progress Reporting

Each student is assigned an Academic Advisor when she enrolls at New Haven School. The Academic Advisor works with students daily in the Advisory/College Success Class. The Academic Advisor attends the weekly Treatment Team meeting for the house in which his/her advisees live. The Academic Advisor is the main point of academic contact for parents who have questions or concerns about student behavior in class or grades.

The Academic Advisor will contact the parents via phone or email on a monthly basis. If a teacher or advisor sees a student who is struggling, additional contacts will be made. Academic Advisors will also be present during monthly parent call-ins to Treatment Team.

Credit is awarded at the end of each semester or summer term depending on the course description. Report cards will be posted on the school portal at the end of every term. Grades are put on the students' transcripts at the end of each semester.

Upon entering New Haven School, the registrar does an academic plan for every student. This summarizes the credits that the student has received from previously attended programs as well as itemizes what the student is missing for graduation from New Haven School. The academic plan is used as the basis for scheduling classes for the student and is reviewed at every on campus parent conference.

Credit

CRITERIA FOR ACCEPTING CREDIT:

New Haven School accepts credit granted for academic courses from other accredited schools. However, some elective credit previously granted may not meet Utah State Core Curriculum and New Haven School standards. These courses are listed on the transcript, but credit is not recognized.

Many students arrive at New Haven School having spent previous time in wilderness or transitional programs. These programs do issue school credit. However, many of the programs are not accredited. In order to maintain the academic integrity that has been established at New Haven School, the transcripts are reviewed and some credit is issued for time spent in those programs. The credit that is issued is dependent

on a review of the program and how it relates to the Utah State/New Haven School requirements. Many of the credits issued may not transfer at their full value that is indicated by the unaccredited program and are most likely counted toward elective credit.

It is important to note that every accredited program has determined their own policy regarding the acceptance of credits granted by an unaccredited institution. If a student transfers from one school to another, this credit may be reassessed.

CREDIT AWARDED

New Haven School grants credit based on the following scale:

- » .25 CREDIT = 36 hours of school work or 1 Term Credit
- » .50 CREDIT = 72 hours of school work or 1 Semester Credit
- » 1.0 CREDIT = 144 hours of school work or 1 Year Credit

**In addition to academic class credit, students earn 0.50 credit each semester in either Health, Teen Living or Adult Roles/Responsibilities as the New Haven therapeutic and residential programs meet and exceed the standards required for credit in those courses.

High School Graduation Requirements

New Haven School sets its graduation requirements based on the college-prep graduation requirements. 24 credits are required, which must include:

- » 4 credits of English
- » 3 credits of Math (through Algebra II)
- » 3 credits of Science (1 life science, 1 physical science, & 1 chemical science)
- » 3 credits of Social Sciences (1 World, 1 US Hist & .50 Geog & .50 US Gov't)
- » 2 credits of Foreign Language
- » 1.5 credits of Fine Art
- » 1 credit of Career & Technical
- » 0.50 credit of Computer Technology
- » 0.50 credit of Financial Literacy
- » 2 credits of Physical Education (which must include 0.5 credit of Health)
- » 3.5 credits of General Electives

Academic Services

In addition to some formal academic assistance programs, the teachers at New Haven School have an “open door” policy. This allows the students to meet with teachers during the advisory period and during lunch. Additional help after school can be scheduled with therapist approval.

ACADEMIC ASSISTANCE PROGRAMS:

- » Advisory - Academic teachers are all available during the advisory period that is scheduled for 90 minutes daily. After a student checks in with her academic advisor and receives a daily lesson geared toward enhancing executive functioning skills, study skills and college/career readiness skills, a student may receive individual or group help from the academic teacher of her choice.
- » Lunch Study Help - Academic teachers are often available prior and during lunch to assist students.

- » Academic Enrichment Group - With therapist approval, a student can be scheduled to attend a weekly study group in place of a therapeutic group that is led by the academic teachers and provides additional support for students who are struggling in school.
- » Academic Detention - if a student is struggling academically the academic advisor will put the student on a study intensive program restricting the student's time for socialization without jeopardizing therapeutic programming.

COLLEGE PLANNING SERVICES:

- » College Counselor - a qualified individual is available to our students to assist in choosing post graduate placement as well as to guide them through the application process.
- » A specific college exploration/application unit is taught in Senior English classes to allow students access to information regarding college selection, group and individual help from the college counselor, guidance in writing personal statements and time to complete applications.
- » Students can be registered to take the SAT or ACT tests on national test dates at a Utah testing center. The school registrar/college counselor is available to help parents with the registration process and coordinate with staff to transport students to the testing center.
- » PSAT test is given in October every year on campus at New Haven and is open to all sophomores and juniors for a small fee.
- » AP tests are given each year in May on campus at New Haven. Students who are enrolled in an AP class are encouraged to take the test. College Board fees apply.

SPECIAL EDUCATION SERVICES:

- » Certified Special Education Coordinator - oversees all aspects of a student's IEP or 504 plan.

ACADEMIC ADVISOR PROGRAM:

- » Upon enrollment each student is assigned to a teacher as an academic advisee.
- » The teacher with his/her group of advisees meets formally every day. The Academic Advisor helps students to know their grades and any missing assignments, teaches executive functioning and college readiness skills, checks planners and helps students devise a plan for good use of advisory time and homework hour.
- » Teachers meet once a week to receive feedback from other teachers on designated advisees.
- » Academic Advisors evaluate students' college and career readiness skills as demonstrated in the classroom and signs off on readiness for phase advancement per the Learning Rubric.
- » Academic Advisors are the main communication between parents/guardians and the academic program through regular phone calls/emails and participation in monthly treatment team parent check-ins.

8. Your Rights

New Haven shall support and protect your fundamental rights, listed below:

1. You have access to treatment regardless of race, sex, age, disability, or ethnicity.
2. New Haven recognizes and respects your personal dignity. New Haven does not tell anyone outside New Haven anything about you.
3. New Haven provides you with an individualized treatment plan. New Haven reviews the plan periodically.
4. New Haven provides you with the least restrictive environment possible.
5. You receive adequate and humane services regardless of the source of your financial support.
6. New Haven seeks your opinion when planning your treatment.
7. New Haven provides an adequate number of qualified, competent, experienced staff to help you with your treatment plans.
8. If a doctor orders you to stay in bed, or to stay inside, New Haven will review the orders every three days.
9. Your family and significant others may visit you unless a Treatment Team says otherwise.
10. If you have visitors, they may see you in private unless it is therapeutically unwise.
11. You may send and receive mail without restriction unless your parents say otherwise.
12. You may have private telephone conversations with family and friends unless your Phase or Primary Therapist indicates otherwise.
13. New Haven will explain all restrictions to you and your family.
14. You may pay for a consultant to come to New Haven and review your treatment plan.
15. New Haven will explain these rights to you in a way that you can understand.
16. If you are admitted to New Haven on court order, then New Haven will explain your responsibilities and your guardians' to each of you.
17. You have access to education.
18. You have access to religion if desired.
19. Any work you do at New Haven outside of chores must be voluntary, or New Haven must pay you for it.
20. You have a right to assistance from New Haven employees in helping you with any physical pain you might have, which includes: understanding the typical coping responses to pain; questions about using controlled substances; changes in mood; knowledge of pain management techniques; the effect and meaning of pain on you and your family.
21. If you turn 18 during your stay and would like to exercise your right to vote, communicate your interest and New Haven will help you with the process.

9. Commonly Asked Questions

1. WHEN CAN I CONTACT MY PARENTS?

Upon admission you may write and receive letters. Once you have been at New Haven for two weeks and are no longer on Safety, you will start having a weekly phone call with your parents.

2. HOW LONG WILL I BE HERE?

You will be here until you successfully transition on Interdependence Phase.

3. WHO CREATES MY MASTER TREATMENT PLAN?

The Treatment Team. You and your family will review and sign it.

4. WHO IS INVITED TO FAMILY WEEKEND?

Normally on your first Family Weekend, just your parents/guardians attend with you. After that, it is up to you, your family, and Therapist as to whether other family members will attend or not. There is a designated Sibling Family Weekend once per year.

5. WHEN CAN I GO ON A DAY PASS WITH MY FAMILY?

You must be on Exploration Phase to go on a day pass. Each pass must be approved by your Therapist, a Nurse, Academic Advisor, and the Residential Director. You must plan passes well in advance.

6. WHAT IF I NEED CLOTHES OR OTHER PERSONAL ITEMS?

You have a trust account set up to purchase items such as clothes, hygiene items, haircuts, etc. You will need to obtain and complete an Off Campus Pass Form to obtain funds to purchase these items or other things you may need while at New Haven. The form must be filled out completely and turned in at least three days before you actually need the money. You will need to arrange with your Relational Coach a time for them to take you on the pass. New Haven supplies basic hygiene items.

7. WHEN CAN I CALL MY FRIENDS?

This privilege begins on Insight Phase. You will be allowed to talk to one approved friend for 10 minutes each week. On Integrity Phase you will be allowed three, 15 minute calls to approved friends.

8. DO WE EVER GET ROOM CHANGES?

The Residential Director will direct room changes about every 6-8 weeks.

9. WHEN CAN I MOVE OFF OF SAFETY PHASE?

As soon as you complete all the tasks for Expectation Phase you are eligible to move off Safety. This includes showing that you are safe to yourself and others. You will do this through your actions as well as by signing the Safety Contract. When your Therapist and the Residential Director each feel that you are committed to being safe, they will sign your Safety Contract as well. Once you have all three signatures you will advance to Expectation Phase.

10. WHEN WILL I HAVE MY FIRST THERAPY SESSION?

Your Therapist will meet with you within your first five days after admission.