

Weekend Passes/Visits

1. Weekend **visits on campus** are considered after the 14 day blackout period is completed; after initial pass, students will be eligible for another pass after 30 days.
2. Counselor must approve all passes.
3. Passes are **only allowed** with people on your contact list.
4. Weekend passes are only available with a 1 week notice.
5. Students will not be allowed on pass if they have an **uncompleted** discipline assignment.
6. Students are **required** to pay the \$10.00 for a drug/nicotine test **IF** they fail a test upon their return from pass.
7. On-campus visits are from 1:00-6:00 PM Saturday & (most) Sundays and must be approved by counselor **AND** House Director; Students will be allowed a 3 hour visit.
8. Weekend Passes (Friday-Sunday) are **considered** by counselor depending on the student's progress.

Counseling

9. Students will be assigned a counselor within the first week; House Director will notify the counselor as to which student they are counseling. Counselor will meet with counselee within the first week. Students will see their counselor once a week.
10. All students will be under a **30 day trial period, where they will be closely watched and evaluated by staff.**

Anticipated Off Campus Pass Schedule

- Month 2- 3 hour off campus pass
- Month 3- 5 hour off campus pass
- Months 4-7 hours off campus pass
- Months 6-9- Friday – Sunday Weekend pass

Driving Cost

1. Students will be required to pay for any transportation outside the normal schedule.
2. Money will be taken from student's emergency fund.
3. If student does not have any funds then transportation fee will be transferred to second phase.

Tips earned for volunteer work/ Purchases made

1. Any tips earned for work performed must be reported to the Executive Director immediately. (**\$20.00 max allowed on person**)
2. In order to receive moneys, you need to show receipts to Executive Director.
3. Students must have receipts for ALL purchases in order to receive money.
4. For special events, \$50.00 max is given (e.g.- Creation Fest, Theme parks, etc)

Special Work Assignments

1. Any moneys earned will be used to cover any outstanding debts incurred while at Phase One. (e.g.- Intake Fees, Monthly rent payments, Driving fees, etc)
2. A tip of \$10.00 per day will be put on the students books for spending money while they are at Phase One.

Money/Debit OR Credit cards

1. Debit and Credit cards are not allowed; all cards must be surrendered to Executive Director.

Mail

1. House director will screen all mail incoming/outgoing.
2. Students are **not permitted** to forward mail to our PO Box.

Intake fees/\$250.00 monthly payments

1. If student is unable to pay for intake fee, it will be transferred to second phase where student can make payments. If student is permitted to work outside the facility, income made will be used to fund intake fees, and any outstanding debts incurred while at Phase One.
2. If student is unable to pay monthly rent payment, the balance will be transferred to second phase, where they are able to pay the balance off.

Phone/Privileges

1. There will be no phone calls (unless business related) for the first 2 weeks.
2. After two weeks, students will be allowed three phone calls a week. **(15 Min. per call)** Any extra calls (grace calls) can only be approved by the student's counselor or House Director.
3. All contacts for students are approved by house director or counselor. (There will be five contacts allowed- e.g. pastors, family, mentors).
4. There will be **no communication** allowed with girlfriends on the phone or via letters while at Phase One unless it is approved by your counselor.
5. There will be **no communication** allowed with girls/girlfriends at Phase Two.
6. There will be a two week blackout period from student computers.

Transferring to Phase 2 Requirements (typically between 4 and 6 months)

1. Complete all memory verses.
2. Complete all classes and counselor requirements.
3. Complete Workbooks (1-3)
4. Approval from staff (counselor, house directors, and exc. Director).
5. All fees accounted for between student and House Directors.

Chores

1. Chores must be completed daily.
2. House chores will run on a rotating basis and will be posted weekly.

Medication

1. The house director must approve all medication. Medications containing any form of narcotic are **not permitted**.
2. Students **must** report to their house director one week **before** their non-narcotic prescriptions run out to get a refill, as prescribed by a doctor.
3. Students requiring irregular medical attention **will be given** a medical dismissal from the program, with the **exception** of emergencies.
4. **Do not** purchase over-the-counter medicine without staff approval. Only exceptions are vitamin C and multi vitamins.

Medical Needs AND other needs

1. Doctor Appointments are only made in the case of serious medical issues; if it is not a serious medical issue, students must wait until transferring to the 2nd Phase to seek medical attention.
2. If you have a **serious** medical issue, please fill out the request form outside of House Directors office.
3. Please fill out requests in the case of all emergency medical needs.
4. Requests will be checked daily. **ANY** need student has must be written on the clip board hanging on House Directors door.

5. If Staff will drives student to appointments; students will be responsible to pay driving fees. It is preferred that family or mentor take you to your appointments.
6. If prescription is given to student, staff will take student to get it filled. Student is responsible to pay for prescription.

Students leaving early

1. Students who leave early are not allowed on ROFM property (**no exceptions**).
2. If student who has left the program early is found on ROFM property, they will be asked kindly to leave.
3. If they don't comply, police will be notified.

Phase 1 Rule Violation Procedure:

Procedures

1. Each rule will be recorded in an incident report.
2. Students will be required to sign incident reports to acknowledge they understand rule violation and consequence.
 - a. Failure to sign will result in a tier 1 infraction
3. If student confesses to a rule violation without being suspected, grace will be **offered on an individual basis**.
4. If the consequences given by the house director are not completed by the date that the house director chooses, it **may** result in a tier one infraction.

Tier Level(s) Procedures –

1. Any infractions in tier 1 are **grounds** for immediate dismissal.
2. Each case will be dealt with on an individual basis.
3. If student is dismissed from the program a ride will be given to:
 - a. The mission in Lancaster.
 - b. The train/bus station in Lancaster.
 - c. Jubilee Ministries (Individual Basis)
 - d. Student is required to pay for final departure.

Tier 1 & 2 Procedure

Student may receive:

- a. May start the program over.
- b. Homework assignments.
- c. Loss of privileges.
- d. Extra chores.
- e. Extending time in program

If student breaks **three** tier one rules in one month period, it **may** result in 30 days added to the students stay or dismissal from the program.

If student breaks **four** tier two rules in one month period, it **may** result in 30 days added to their stay or dismissal from the program.

Tier 3 Procedure –

1. Student may receive:
 - a. Homework assignments.
 - b. Loss of privileges.
 - c. Extra Chores.

If student breaks **five** tier three rules in one month period, it **may** result in 30 days added to their stay or dismissal from the program.

Revelations of Freedom Ministries Phase 1 Rules/boundaries

Tier One

1. Disrespecting staff, challenging the authority of staff, attempting to manipulate staff, rebellious/defiant behavior, murmuring/complaining, whispering/conspiring, attitudes of ingratitude and self-entitlement, self-righteousness and all behaviors unbecoming of a Christian **will not be accepted.**
2. No possession, distribution or use of drugs, alcohol, or non-approved over-the-counter drugs shall occur. In case of illegal drugs, police will be notified. Students must check with house director before taking any medication whatsoever. In case of situations involving illegal drugs, the police will be notified.
3. Violence/fighting are never tolerated. This includes a push, shove, threats, or intimidation. Any violation of this policy will result in immediate dismissal and contact made with the police.
4. Students are not permitted to say anything in a public event setting that is derogatory in nature about Revelations of Freedom Ministries.
5. No stealing; if stealing occurs, it is grounds for immediate dismissal.
6. Students must consent to taking a blood, breathalyzer, or urine test if suspected of inappropriate substance or random selection by house director or staff. Refusal to submit to a drug screen or alcohol swab will be considered an admission of using and will be dealt with as such. Urine samples must be produced within one hour from the time asked. Students may not leave common area until results of test have been determined by house director or other ROFM staff. ***If house director has suspicion of drinking or using, a positive test is not required for discharge.
7. Tobacco use is not permitted.
8. Students are not permitted to have a cell phone, computer, tablet, or any other communication device.
9. No student is permitted in the med closet without staff's permission.
10. No weapons of any kind. (This includes pocket knives and box cutters)

Tier 2:

1. Cursing, street slang, drug talk, gambling or inappropriate talk about women is not permitted.
2. Students must go through proper channels of communication (SOD, House Director, Executive Director).
3. Students are not allowed in **off limits designated areas.**
4. Wake Up
 - a. Wake up is by alarm at 6:30 AM. Students **must** be downstairs for breakfast/Meds at 6:45 AM Monday-Friday.
 - b. Devotions begin at 7:30 AM; Students must remain alert and must ask SOD for permission to leave devotion time for **ANY** reason
5. No food in student rooms, other than hard candy and water.
6. Students must remain alert during business hours, and are not permitted to lie down or sleep **without staff approval.**
7. Students may not have radios, MP3 –type players, tape/CD players, clock radios, etc.
8. Money
 - a. Students will be permitted to have \$20 dollars max at any given time in their possession.

- b. There is to be no loaning of money to/from staff or fellow students. All financial transactions/exchanges must be done through the executive director.
- c. **All** money must be turned in to the executive director to be secured. If it is during off business hours (visits, etc.), give the money to staff on duty and get a receipt.

Tier 3:

1. Other

- a. If you are ill in the morning, see the SOD for permission to be on bed rest. (Student will be given the option to be engaged in program during lunch hour, but must remain alert & engaged throughout the remainder of the day). On gym evenings, all students are **required** to stay behind from the gym if any student(s) are on sickbed. (If student makes a pattern of being on sickbed, they will be taken to the ER.) (e.g.- Two or more times in 2 week period)
- b. Students are not permitted to touch any Center electronics (i.e. air conditioners, phones, TV remotes, etc.).
- c. Lights are to be turned off in classroom/chapel, bedroom, and bathroom whenever leaving that area unoccupied.

2. Kitchen

- a. No students allowed in kitchen unless it's your chore. (Garbage, Dishes, cooking)
- b. No students allowed in fridge or freezers, unless it's your chore

3. Church/Chapel

- a. All students are to sit together in all church services. **Unless permission is given by staff on duty** to sit with an immediate family member. (**NO Girlfriends**).
- b. Students must dress appropriately for all church/chapel services (TBD by SOD).
- c. Morning and evening devotions are for bible reading or approved devotional book only.
- d. Students must bring a Bible to **all** chapel services, in-house, outings, etc.
- e. Students must arrive at least 5 minutes early to all in-house chapel services.

4. Mail

- a. All mail will be opened by counselor or director.
- b. All letters that are not on your communication list will be previewed by your house director before it is given to you. If the letter is not appropriate you will be required to shut off all correspondence with them.
- c. You are not to correspond with friends from the street, prison, or anyone not included on contact list.
- d. Mail will be handed out by house director.
- e. All outgoing mail must be given to house director (slide mail under house directors door) to receive approval prior to sending. House director will then place outgoing mail in mailbox. *All mail, incoming and outgoing, must have a return address on envelope.

5. Phone Calls

- a. You must be here for two weeks before making phone calls. **All calls are outgoing only (no incoming calls).**
- b. All calls/phone numbers **must be dialed by staff on duty only**. Students are not allowed to dial the call. * **Only 3 attempts per day to contact party**
- c. You may only call those on your communication list, unless special permission is given in writing from your counselor or house director.
- d. After two weeks, students will be allowed three 15min phone calls a week.
- e. You must sign the board BEFORE 8:00 a.m. on the day you wish to make a call.

- f. No splitting phone time (i.e., two 5 min. calls equaling one 10 min. call).
 - g. No combining calls (i.e., one 20 min. call equaling two 10 min. calls).
 - h. You must sign and print the phone log after you make a phone call.
 - i. All calls are to be made in visitor's area.
- 6. Meals/Food**
- a. No food is to be brought back by students from **any** off-campus outings or activities without staff's approval.
 - b. No food or drinks may be taken out of the dining hall.
 - c. Notify counselor and house director if you plan to fast.
 - d. No gum allowed while at ROFM 1st Phase.
 - e. All students are **required** to be at all meal times
- 7. Musical Instruments**
- a. You may bring/keep your own instruments if approved by house director.
 - b. The use of the instrument may be suspended if it is abused.
 - c. Instruments may be played outside, in your room (with roommate's permission), or the classroom (with permission of other students in classroom).
 - d. Instruments may only be played after business hours during free time. No playing after 10pm.
- 8. Personal Hygiene/Restroom Use**
- a. Staff will notify students when it is shower time.
 - b. Students should be considerate to their roommates and be conscious of schedule.
 - c. Please wear a bathrobe, or be covered, travelling to and from room.
 - d. Sweatpants and shorts are not permitted during business hours.
 - e. No piercings of any kind.
 - f. Students face must be shaved appropriately (up to staff discretion)
 - g. One student is permitted in Restroom at any given time
- 9. Recreation-** No recreation of any kind is permitted during business hours, unless permission is given by SOD. **(8am-4:30pm)*
- a. Maintain a Christian witness in all sports and leisure activities.
 - b. Tank tops may only be worn for sports activities or in gym, and in room only at bedtime. Also, exceptions made for work detail, at staff discretion.
 - c. Shorts cannot be worn to church events or during business hours unless approved by house director.
 - d. Board games (chess, etc.) are privileges and may be taken if they are abused.
 - e. Listening to music is to be done in the classroom area **only**. **All recreation (Movies, music, games, etc.) ends for the night per schedule or at staff discretion.*
 - f. **No secular material allowed** unless approved by your house director. **No CDs, DVD's, cassette tapes, books, etc. of any kind allowed in rooms at any time.*
- 10. Rooms/Bedtime**
- a. Do not leave air conditioners running or lights on when you leave your room.
 - b. Rooms are to be neat and clean at all times. (Neat bed with no clothes on it, clothes put away).
 - c. Do not add to the decor of your room without house director approval.
 - d. You may have pictures of your family only. A photo album would be recommended. No pictures on the walls.
 - e. All clothing is to be properly hung in the closet or neatly folded in the dresser.

- f. Laundry is done on your day based on the schedule (check bulletin board); laundry must be brought downstairs by 8 AM for individual day.
- g. Other than using the toilet (not sink to get ready & showering), you **must quietly remain in your rooms** between scheduled *lights out* and scheduled *wake-up*.
- h. Having lights (other than small book lights) on after lights out time is **not** permitted.
- i. **Do not** enter another student's room without staff approval.
- j. In regards to scheduled room times, when there is a conflict of scheduling, the SOD will make necessary schedule changes to accommodate scheduling conflict.

11. Movies & Music

- a. Movies will only be viewed on weekends and Friday night. **Movies played any other time must be approved by the house director.**
- b. Videos allowed are G, PG, and PG-13 only, with house director's approval.
- c. Students are **not allowed** to pick videos.
- d. Secular music is **not allowed** at all in the program or in vehicles.
- e. Music is to be turned off *for the night, every night per schedule*.
- f. During business hours all movies/videos are to be Christian-based only.
- g. If the staff member is in classroom for movie, students must be in classroom or their room.

12. Visits

- a. Visits are every Saturday of each month from 1:00PM to 6:00PM per counselor approval. Counselor will make necessary changes for pass needs.
- b. Visits begin when the guests arrive, between 1:00 PM-6:00PM. Students are allowed to visit for their allotted time, **within** the visiting hours/privileges. Visits end at 6:00pm regardless of visitor's time of arrival.
- c. Pastors may visit once per month, with 24 hour notice, any day of the week.
- d. All packages brought by visitors must be turned in to staff for inspection. All items deemed not suitable at ROFM **must be returned to family before they leave.**
- e. All money from visitors must be turned in to the SOD. The visitor will receive a receipt from the staff member and turn in signed receipt along with money to the house director.
- f. You may not participate in another student's visit.
- g. No visits/passes allowed until after the 1st month is completed.
- h. There must be a week notice to the counselor for a pass.

13. Class

- a. Arrive to class **at least 5 min.** prior to schedule starting time, seated, ready to begin.

Chores

- b. Chores must be completed daily after each meal.
- c. House chores will run on a rotating basis and will be posted.

Discipline

- d. **Discipline is given to aid in the development of self-discipline.**
- e. Discipline is given when a rule is violated or an inappropriate attitude is manifested.
- f. Discipline consists of a significant loss of privileges and/or additional work assignments and/or memorization assignments, or other measures deemed appropriate by staff.

- g. After continual disciplinary problems, a suspension from the program for at least thirty days may become necessary and probable. *This includes indefinite discipline. Any tickets rec'd during indefinite discipline results in automatic 30-day suspension.
- h. Three Tier One violations in one month period **may** result in 30 days added to the students stay. Four Tier two violations in one month period **may** result in 30 days added to the students stay at phase one. Five Tier three violations **may** result in 30 days added to the students stay at phase one.

A Final Reminder

Always be aware that *you* came to *us* for help. *You* sought *us* out in your time of need. *We* did not come to *you*. Therefore, *you* have submitted yourself to all that this program entails. This means that complaining, whining, etc., about the program will not be tolerated. If this program is not to your liking, remember that you are always free to leave. If, however it is your desire to stay and grow within the limits set for you, do so as an adult. If you leave the program, you will not be allowed back in this specific center.

The staff will always be available to help in any way they can. Please take advantage of their counsel and experience. We encourage you to dedicate yourself to the Lord while you are here, remembering that, **“God rewards those who diligently seek Him.”** (Heb. 11:6)

Contract

1. I have read and fully understood rules and procedures for phase one of Revelations of Freedom Ministries, was given an opportunity to ask any questions, and agree to follow all rules for phase one of Revelations of Freedom Ministries
2. I agree Revelation of Freedom Ministries may implement other rules or regulations on an individual basis or as a community as it deems necessary and reserves the right to use ROFM's interpretation of these rules.
3. I am responsible for my own property. Revelations of Freedom Ministries is not held responsible for any lost or damaged property for any reason whatsoever. Everything you bring will be at your own risk.
4. I fully understand that Revelations of Freedom Ministries or anyone associated with the entity will not be responsible for any mishaps or accidents I may encounter during my stay at the houses. I hereby officially waive my rights to bring any legal action upon Revelation of Freedom Ministries for any reason whatsoever.
5. I fully understand that Revelation of Freedom Ministries or anyone associated with the entity is not responsible for the replacement of any of my personal belongings should they be lost, damaged, or stolen. I further understand that all monies paid for rent, urinalysis, or other program costs will be forfeited should I be dismissed for non-compliance or leave in any manner other than a successful discharge as determined by Revelation of Freedom Ministries.
6. I agree to submit to urine tests, breathalyzer, or blood test at any time at my expense, and the refusal to do so may result in my immediate discharge; and I agree to leave Revelation of Freedom Ministries if a positive result comes up for any reason.
7. I agree to leave Revelation of Freedom Ministries if deemed necessary by staff.
8. I understand that once discharged, I will have five business days to pick up my belongings. If still at the house after the 5th business day, it will become property of Revelation of Freedom Ministries and will be discarded or donated to charity in a timely manner.
9. I am not under the influence of any non-prescribed mind or mood altering substances at this time. I understand what I am signing. I agree to waive my right to any and all eviction procedures and will leave peacefully and uneventfully at Revelations of Freedom Ministries staff's request.

Resident Printed Name: _____ Date: _____

Resident Signature: _____ Date: _____

Witness Printed Name: _____ Date: _____

Witness Signature: _____ Date: _____