



NEW LIFE
WOMEN'S CENTER

HANDBOOK OF RULES

Welcome! The staff of New Life would like to extend a warm welcome to you. We pray that your time with us will be pleasant, educational, and life changing.

Now that you are here, it is necessary to become acquainted with the rules and regulations of this training center. This booklet outlines our procedures; it is your responsibility to know the information contained in this Handbook of Rules and every effort should be made to abide by them.

We want to make this crucial time in your life, a learning and growing experience. Please feel free to inquire about any information contained in this Handbook. If you have any questions, please see appropriate staff member.

Our prayer for you is that you will be totally changed by the power of God, and that you will discover God's specific direction and purpose for your life!

GROUP LIVING AND RESPONSIBILITIES

As a student, you must adhere to the agreements listed in this handbook. **You will be responsible for all tasks, assignments and rules.** This handbook is designed to help you understand our expectations of you and what you can expect from us.

Group living is not always an easy arrangement. However, it can be fun and enjoyable when everyone assumes responsibilities and abides by the rules.

When difficulties arise between two individuals, you are expected to first, try resolving the issue by praying and searching your own heart. If unable to move forward, the next step would be to talk with the other person involved. **It's never appropriate to discuss another individual (staff or student) without that person being present.** If you cannot resolve the issue you must talk to the appropriate staff and first explain what actions you have taken to resolve the issue correctly.

Any and all meetings/discussions involving a dispute must include all parties involved, no exceptions.

RULE INFRACTIONS AND PRIVILEGES

All disciplinary action will be determined by a point system. Staff will be required to:

- Review a student's infraction, response to correction, and use of the tools they are learning in the New Life program
- Determine severity level 1-3
- Complete Write-up procedure

Severity Levels of Rule Infractions

Incident Deduction Score

- **Level I:** This range indicates a rule infraction occurred. This level may also indicate a student who broke a rule, but quickly corrected her actions. Minimal severity, 3rd warning will result in write-up and loss of 1-2 privileges.
- **Level II:** A student will increase to this range based on the severity of the infraction, their acceptance of responsibility and willingness to correct their actions. Ask yourself - How quickly did they use the tools they are

learning? Moderate severity, immediate write-up and will result in loss of 2 or more privileges.

- **Level III:** – This range indicates more severe offenses and a student's unwillingness to accept responsibility and/or practice what they are learning. Maximum severity, immediate write-up and can result in loss of all privileges and/or dismissal from program.

Certain rule infractions may be rated across two severity levels depending upon the nature/duration of the specific inappropriate behavior/rule infraction. Generally speaking, a behavior or infraction that is more severe or problematic will cause an implementation of greater consequences.

It should be noted that even continued non-compliance or repeated rule infractions of a less severe nature, may be interpreted as a student's lack of commitment to the New Life guidelines, and/or not having a sincere desire for help, and could result in dismissal from the program.

Students participating in the New Life program will earn an array of daily and weekly privileges. Rule infractions which result in the completion of an Incident Report will generally cause a student to lose one or more privilege(s).

Privileges may include such sources of reinforcement such as commissary, telephone calls, free time, visitors, use of personal funds, home visits, mail, outings, as well as, other student activities.

ACTIVITIES

All students are required to fully participate in all activities unless given special permission, in extreme situations only.

I, II, III •Students must stay with the group during activities/outings at all times.

APPOINTMENTS

All appointments must be coordinated through the New Life office. Probation appointments are generally scheduled for 9:00 a.m., the 2nd Wednesday of each month. Each student will be expected to call in Monday through Sunday prior to breakfast with a unique PIN to find out if they are scheduled for a drug test that day. If so, student

must appear at agency to comply by 5:30pm that day. Other approved monthly appointments **must be submitted prior to the fifteenth of each month** for the next month's schedule, except in case of an emergency. Fill out a **student appointment request form** located in the student mail and communication center in the hall. Place completed form in the communication box for the New Life Admin office. Students are not allowed to set their own appointments.

Medical and dental visits are only made in emergency situations and must be pre-approved by the Director. Students must fill out a **general request** and turn into the Admin office. Staff will make appointments in accordance with procedures and availability of staff. Students are fully responsible for all medical, dental, prescription, and non-prescription expenses.

BATHROOM COURTESY

I, II •All students are required to clean after themselves at all times.

I •Put all personal belongings in designated places. Nothing should be left on countertops, including curling irons, etc. Personal hygiene items are to be kept in bathroom caddies at all times. Extra supplies should be stored in the white basket on the shelf above the hanging clothes in closet. Towels and washcloths should be stored on the shelf above the hanging clothes or hung on assigned towel hook.

Students are assigned a shower, sink, toilet, towel hook, laundry basket and shower caddy.

I •Use assigned facilities during designated time only. including washer and dryer use.

Shower and sink schedules are posted on the bulletin board in the dorm. Each student is **allowed a maximum of fifteen minutes** to shower, dress, clean and exit the dressing room. Also, each student is allowed a maximum of fifteen minutes sink time. If shower or sink times are started late, student is still required to exit at time designated on schedule. Be ready when it is your turn. Failure to comply will result in student write up process.

If students, as a whole, begin showers behind, or off schedule, showers will start with the first scheduled bed/group numbers. There are no morning shower times.

No nudity!

- When entering and exiting the shower dressing area, students must be fully dressed.

- No dressing in the laundry room, dorm, open bathroom area, or toilet area.

- Door must be closed when using the toilet, and curtain must be closed when changing clothes.

- Always throw toilet paper in the trashcan. Sanitary napkins and tampons are to be wrapped in toilet paper, or put in brown bags, and placed in the wastebasket - DO NOT flush down the toilet. This also applies to the main house bathroom.**

- Remember: Always leave toilet seats up, clean up after yourself, flush toilet and wipe seat/stool if needed.**

- Always wash your hands before leaving the bathroom!**

Rule infractions from this section will generally be deemed as either a level I or level II type infraction.

BEDS

I ●Beds are to be made immediately upon wake up every day. Sheets must be washed **at least** every other week on designated washday and are considered part of normal washing. Students may cover up with bedspread, but only over the top of their sheets and blanket. Students are not allowed sleep on top of sheets and blanket and use their bedspread as a cover. Bed spread should be folded down to the foot of the bed each time student lays on bed for any reason. Periodically bedspreads will be washed AT STAFF DIRECTION only. Students must request permission to wash bed spread in the event of an accident.

I •Nothing is to be stored in bottom drawer under the beds, except for the following items: current Celebrate Recovery assignments, 1 journal, 2 devotion notebooks, 1 sermon note notebook, letter writing materials, important documents, spare roll of toilet paper, Student Handbook and prayer binder.

Any other items found in drawer will result in student write-up process!

BEDTIME

I •Students are to be in bed at 9:00p.m. for personal Celebrate Recovery work Sunday through Tuesday.

Use restroom before 9:00p.m.

I •NO talking, moving around, or sleeping from 9:00p.m. to 9:45 p.m. during devotions.

Students may use restroom facilities from 9:45p.m. to 10:00p.m. If all necessary prep for lights out has been done, students may read their Bibles between 9:45p.m. to 10:00p.m.

I •Lights are to be turned out as scheduled (10:00p.m. Sat.–Thur., 11:00p.m. Friday), unless otherwise instructed by staff.

If the majority of students are in agreement, lights may be turned out early, with permission from staff.

I •**No talking after lights out!**

I, II •NO sleeping during the day, except with expressed permission by staff.

I, II, III •Students are to stay in beds after lights out; the only exception would be using the restroom. Non-compliance will result in disciplinary action.

If students arrive at the dorm, as a whole, near or after lights out time, lights are to be out no later than one hour after arrival time to allow for all scheduled sink and shower times.

BORROWING

I, II •There is to be NO borrowing or lending of ANY ITEM. If students do not have sufficient funds for necessities, they must submit a student request form for assistance.

If a student would like to bless another student with an item, it must be cleared through the Director first, by filling out a communication form and submitting to the Director.

CHECK IN

Upon arrival, all belongings will be checked in by a staff member and recorded for students protection. Upon return from a weekend pass, or return from day out, a staff person will inspect students personal belongings thoroughly, as well as, students person.

CHECK OUT

It is our desire that every student will graduate from the program. However, **if a student leaves prior to graduation, they may not have contact with any student in the program.**

Current students may not associate with unapproved, past students at any time while in the program.

Upon a students scheduled departure, a staff member on duty will check student out, to insure they have all their belongings, all documents are signed, and all counseling and classroom materials are returned. Also, all bed and bath linens should be washed and checked in.

Any missing or damaged items will be financially withdrawn from student funds to replace items.

CHURCH

We attend a local church Wednesday night and Sunday morning, unless otherwise notified. Periodically, we will also visit other local churches and meetings.

All students must use the restroom **before leaving** for church; only under special circumstances will we as a group make a bathroom trip.

I •Chewing gum and candy are not allowed in church services, classes, groups or work detail.

I •Talking or passing notes is restricted once service begins. This is also not the appropriate time for Bible reading. Attention should be given to the speaker.

II •No sleeping during church or prayer.

I •**Do not begin to put personal Bible and belongings away until the Pastor/Speaker has dismissed the service, class, etc.**

Student must bring notebook and pen to all church meetings and events.

• **All students are required to take notes and turn them in by:**

8:00a.m. Monday morning following Sunday service

8:00a.m. Thursday morning following Wednesday service

I, II •All students and staff sit together as a group during church meetings, classes and events. You must sit beside or in front of staff at all times. All students are to remain until the staff in charge is ready to leave and informs students it is time to depart.

Our service contribution to the church is prayer. We pray for that morning's services, classes, and members in the van on the way to church on Sunday mornings.

Note: All family members are encouraged to attend Church services and sit with students as part of the New Life group upon earned visitation privileges. Female family members are also encouraged to attend women's ministry events and classes. Church services are not family visitation time. There is no talking once service begins, and student must part ways when the New Life group is ready to depart. It is the student's responsibility to inform their family of the New Life rules. Students and their family must adhere to all rules or privileges will be revoked. Only older children who are able to sit still and not talk are allowed to sit with the New Life group. **NO EXCEPTIONS!**

COMPLETION OF PROGRAM

New Life is a 12+ month program; all graduations are held on an individual basis.

Graduation criteria:

- Submission to God and to those He has placed in authority over you.
- Successful completion of **ALL assigned curriculum.**
- Development of Life Skills and Character Building. Ability and demonstration of incorporating materials/skills learned into relationships, family visits and everyday life at New Life. Consistently displays ability to deal with daily challenges correctly.
- It is essential to work toward changing responses to life's stresses and develop a healthy approach to problems and challenges. Leaving prematurely will strongly contribute to falling back into old lifestyles.
- Changes in your outside environment; there may be times when a student may be ready to graduate, but because of her outside circumstances, it would not be beneficial at that time, therefore delaying graduation until the situation is resolved, or when student enters After Care after graduation.

After the completion of all required group classes, the student is required to take on additional work. When the student nears her exit date, a new phase of reviews and target training will begin. Staff works with each student to locate the remaining areas of need and develops a plan to accomplish the necessary tools to finalize her efforts here at New Life. Before final exit, staff, student and family members meet to work through remaining family issues, communication, and short term plan the student's next steps.

DEVOTIONS

Nightly Celebrate Recovery work is to be done on Sunday, Monday, and Tuesday night from 9:00p.m. to 9:45p.m.

I ●Students are to work on mentoring assignments **only** during this time.

I •Students are to be in bed, with all necessary items, (batteries, tapes, tape players, etc.) and there should be no moving around, opening drawers, sleeping, or talking.

Devotional notebooks are to be turned in to mentor each Wednesday morning by 8:00a.m. to be checked.

DISCIPLINE

Discipline for non-compliance will be given in one or more of the following ways: extra classroom projects, extra work details, restriction from privileges, and/or dismissal from program.

"My son, do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He adopts as a son."
Hebrews 12:6

Actions that result in immediate dismissal:

III •The use of alcoholic beverages, tobacco products, illegal drugs and prescribed or non-prescribed medications not issued by staff.

III •Weapons of any kind (i.e., firearms, knives, clubs, etc.) on New Life property or in your possession.

II, III •Fighting, threats, intimidation, etc.

III •Any sexually related incident.

II, III •Leaving the New Life Program or property without expressed permission from staff.

II, III •Excessive write ups.

II, III •Refusal to comply with New Life guidelines.

II, III •Continuously uncooperative attitude, sowing discord or strife.

II, III •Not having a sincere desire for help.

II, III •Not respecting staff or student leadership.

Actions that result in disciplinary action:

I • Failure to be responsible for maintaining appropriate personal hygiene and maintaining your own personal environment (i.e. bathing, bed making, clothing, etc.).

II, III • Possessing items considered contraband.

I, II • Failure to attend or chronic tardiness to meals, church services, groups, classes and functions.

I • Inappropriate dress, hair, or makeup.

I • Not eating 80% or more of meals.

I, II • Inappropriate verbal communication toward New Life Staff or other students.

II • Packages, gifts, suitcases, clothes, or bags brought in from the outside, not given to staff for proper processing.

II • Possessing money outside of New Life practices.

Students may be subjected to periodic house searches and inspections. This will include bedrooms, bathrooms, personal property, any and all New Life property, and your person. Items that are considered to be contraband will be confiscated and disposed of, and appropriate action will be taken.

Note: I, II • **Students are required to inform staff when they are aware of rule violations.**

If a student has knowledge of another student violating rules and **does not inform appropriate staff**, it will result in disciplinary action and/or dismissal from program.

DORM

The dorm is a community living space for all students. Every effort should be made to respect each other's quiet time and privacy.

I •It is never appropriate to knowingly conduct yourself in a manner that is annoying to others, i.e. slamming doors/drawers, or talking too much or too loudly.

I •During free time, if a student is sleeping, all other students must remain quiet or find a different place to fellowship. (On Sundays, students may rest 3:00 - 5:00p.m.)

I, II •Personal property and time must be respected by every student, no exceptions.

I, II •Students are not allowed access to another student's personal belongings.

I, II •Students are not allowed to rub other student's backs- feet- or shoulders, no exceptions.

I •In an effort to allow each student to have their own personal time, 8:00p.m. to 8:00a.m., Sunday through Thursday, and 9:00p.m. to 7:00a.m., Saturday, is declared a NO TALKING PERIOD, with the exception of group prayer just before lights out in the evenings.

I •Nothing is allowed on windowsills or on floor, except shoes and one purse on closet floor.

I •Dorm must be kept "viewable" at all times. Personal items are to be kept in their appropriate places, nothing left on counters, beds, etc.

IMPORTANT: **I** •**Keep noise level down at all times!**

The apartment is specifically for staff or guests only.

I, II •Students are **not allowed in the apartment** without management's permission and knowledge, **no exceptions**. Students may *only* knock on the apartment door if there is an emergency or instructed by management.

DRESS CODE

Dress code guidelines are created to help you see the importance of modesty and restraint. (If you have any doubts as to whether or not what you are wearing is appropriate, don't wear it!)

I •Clothing is to be clean and **modest** at all times.

I •Clothing is to be neat- ironed if wrinkled.

I, II •Shorts are not to be worn while in classes, group meetings, or church services and never to be worn more than 4" above your knee.

I, II •A bra must be worn at all times, including bedtime. **(Sports bras acceptable at bedtime only.)**

I, II •Undergarments are not to be visible. Thongs, full lace garments, or string bikinis are not allowed.

I •Clothing is not to be worn too fitted/tight. (Panty lines should never be visible.)

I, II •No clothing with negative advertisements.

I •Church attire on Wednesdays may be casual, but tasteful (use discretion).

I •Church attire on Sunday - **no jeans**; skirt, dress, or nice pants, blouse, etc..

I, II •Viewable cleavage is unacceptable; students are required to wear an undershirt as needed to comply. This includes bedtime! NO EXCEPTIONS!

I •Appropriate swimwear is a one piece swimsuit with no viewable cleavage. Swim shorts should be worn at all times, unless suit includes an approved skirt.

New Life is a home, but it also maintains a professional atmosphere.

I •You should always be neatly dressed and well groomed, including hair and makeup for all classes and meetings.

DUTIES

Colossians 3:23

"Do your work as unto the Lord"

I •You will be assigned and responsible for household duties.

I •You are to begin your job on time. Report unavoidable tardy situations as soon as possible to appropriate staff.

I •**No talking** during chores.

You must perform your own work details, unless otherwise directed by staff.

I •If your work details are not done completely and correctly according to guidelines, you will be instructed to correct your error or depending on the effort, you may be required to completely redo your job duty.

As the need arises, you will be asked to cooperate in performing additional duties.

I •Please, pick up after yourself at all times; i.e.; straighten couch cushions and pillows when getting up, always push chair in, etc.

Note: As part of the New Life Program, students are expected to work at Angelic Resale as scheduled to fulfill this financial contribution and to develop good work ethic/job training.

- All students who have community service hours to fulfill will complete them at either New Life, after hours, or Angelic Resale, as time allows.
- All community service guidelines must be followed, no exceptions.

All work assignments are to be done with excellence and with a good work ethic, whether at New Life, Angelic Resale, church, or elsewhere.

FAMILY COUNSELING

Students and their family are required to participate in all scheduled family counseling events. Successful participation in Family Counseling is a requirement for graduation. Events will take place every other month with a final Goal Setting and Transition Planning session to be scheduled near the student's completion of the New Life program.

- Counseling events are not visits. Please keep all communication directly related to the session topic and leave immediately after end of counseling session.

- Families are expected to fully participate in Family Counseling. There may be homework or additional counseling assignments required to be completed at home.

FINANCIAL RESPONSIBILITY

New Life students are financially responsible for any/all required supplies, (i.e. classroom, dorm, etc.) Furthermore, all New Life students are financially responsible for negligence to any/all New Life, COM, and Angelic Resale properties.

FIRE ALARM PROCEDURE

- In case of fire, notify a staff member immediately.
- If possible close all doors and windows and turn off lights in your location.
- Then walk, do not run, to the nearest exit.
- Meet at designated group area.

At night, shoes and robes should be worn if possible, and a towel should be taken to protect your mouth and nose from smoke. A blanket may be substituted for these items if necessary.

GENERAL HOUSE REMINDERS

- I** • You are not allowed to touch or tamper with:
- Blinds
 - Thermostat
 - Fans
 - Electronics
 - Phones
 - Computers
 - Fan Switches (Dorm fans should be left on at all times)
 - Overhead Sound/Speakers

Everyone is expected to be responsible for, and clean up after themselves:

- I** • Be responsible for personal belongings.

I •Be responsible for trash in the vehicle, living room, dining hall, bathrooms, classroom, and dorm.

I •**Always** push your chair in, whether in dining hall, porch, etc. Straighten cushions and pillows, as well as throwing away used tissue, etc. when leaving living room.

I •Closets and drawers are to be kept orderly at all times.

I •Dorm and bathroom are to be kept neat at all times. Room checks will be made periodically throughout the day. *Privileges may be pulled for uncleanliness or lack of responsibility for personal belongings.*

I •Dinnerware and glasses are to stay in the dining hall, never in the dorm rooms, porches or bathrooms. Only disposable plastic cups, (2 per student), are allowed in dorm (one for toothbrush, and one for drinking). These are to be stored in bathroom caddy.

I, II •Students are **not allowed** in the Tool Shed without permission from staff.

II, III •Students are **not to drive or operate any vehicle, machine, or power tool without permission.**

I •Students are **not allowed** to turn on/off the television/VCR/DVD/Stereo.

I •To cut operating costs, please remember to **turn off the lights when you leave an area.**

Keep the classroom door (exit to the outside), and the Great Room doors (exit to outside), closed and locked at all times. Only the office and kitchen doors may be left unlocked during the day.

HOME VISITS

Overnight home visits are available during Phase 4 of the program. They are **not guaranteed** to any student. *This privilege is earned by completing classroom work as instructed, and in a timely manner, consistently displaying that you are willing to make right choices and be responsible for your job duties and actions.* Also, the home you visit must be a stable environment free of drugs, alcohol, and medication, with an approved responsible family member there who

will hold you accountable to follow all New Life rules and regulations.
NO EXCEPTIONS!

Home visits are scheduled two weekends a month, in advance. Those students who qualify are only allowed to go home on those designated weekends.

A family member must call office between 10:00 a.m. and 5:00 p.m. the Tuesday before a scheduled weekend pass to make arrangements for a student's visit.

Students are not allowed to make arrangements. Students must fill out a Weekend Pass Form for the next available pass no later than 8:00 a.m. the Tuesday before.

I, II • When granted a home visit, students can be picked up on Saturdays at 5:20 p.m., from Angelic Resale, and returned to New Life on Sundays at 5:20 p.m., unless otherwise notified. Dinner must already have been eaten upon your return.

I, II • Upon return to the center, family members must sign student back in and leave immediately. (Students should be signed in, and family departed by no later than 5:30 p.m.) – **NO EXCEPTIONS.**

New Life reserves the right, when needed, to change scheduled dates without advance notice.

HYGIENE

I •You are responsible for your own personal hygiene. Neatness and cleanliness are required. Showers are to be taken a minimum of every other day. Brush teeth minimum once a day, use deodorant daily, and keep hair clean and maintained properly.

•Toilet paper, laundry soap and fabric softener is distributed once a month, the first day of the month. You will be given two rolls of toilet paper for the month.

•Students may purchase a maximum of two additional rolls of toilet paper per month; toilet paper is \$1.00 per roll, and must be purchased through New Life commissary.

•Feminine products are available for purchase during commissary for those students with emergency needs.

- Used toilet paper should be thrown in waste baskets.

I •Students are required to maintain personal appearance for classroom, meetings, church, etc. This includes; hair, makeup, clothing, etc.

- Students without ability to purchase their own personal hygiene products must submit a written request to work on Sundays to earn funds to purchase necessities.

LAUNDRY

You may wash clothes once a week at your scheduled time only. You must do your own laundry and adhere to laundry rules, schedules, and times.

Laundry detergent and fabric softener are distributed the 1st day of the month.

- Laundry soap and dryer sheets should be stored in bottom of dirty clothes basket.
- Clothes should be washed on warm settings.
- Clothes should be washed on short cycle.
- Water level should remain on large load. (Do not overload)
- All laundry **must be completed by 6 p.m.**
- **Do not set dryer for more than 40 minutes.** If clothes are not dry in that time, student must hang up on clothes line.
- Clothes must never remain in dryer during the day. Students must lay clothes out on bed neatly until they can fold and put away.
- Washer and dryers must not run while students are not on property. (I.E. work days)
- **Always remove lint from dryer filter after each use.**

House laundry is part of the job responsibilities of the dorm leader only. **House laundry is to be washed on Fridays after 5:00 p.m.** If dorm leader is unable to complete the drying and folding process because of leaving for weekend pass, they may ask students remaining behind to fold, put away and clean dryer lint trap after dry. Used, wet rags are to be hung on the clothesline and taken down before dark each day. They should then be placed in laundry basket on dorm porch.

Rule infractions concerning laundry duties are considered **level I** type infractions, for the most part. Higher level infractions will be ... for abuse. I.E. overloading, over drying, negligence of any kind.

MAIL AND PACKAGES

I, II •All incoming and outgoing mail is filtered through the New Life staff. Mail privileges are earned during Phase 1 in the program and limited to approved family members only.

Money received will be deposited into your personal account to be distributed once a week for outings. Please refer to your day out procedures.

All mail is to be mailed through the New Life office only, not at mail boxes, Angelic Resale, etc.

I •**Due to the screening process, all mail should be unsealed.**

Stamps must be purchased through New Life commissary only!

Students are allowed a maximum of 2 letters a week sent and received.

If you lose your mail privileges as part of a disciplinary action, your mail will be held until your privileges are restored.

MARRIAGE RELATIONSHIPS

Regulations for students who are married are the same as other students, unless an unusual situation arises, which will be dealt with on an individual basis.

MEALS

- **Students are asked to report to breakfast at 7:45 a.m. and seated at 7:50 a.m., unless otherwise advised.**
- **Lunch is served at 12:30 p.m. Students are to be dismissed from class at 12:20p.m. to be seated for lunch at 12:30.**
- **Dinner is normally served at 5:00p.m. on Sunday, Monday, and Tuesday. Due to varying schedules the remainder of the week, please wait to be called to the dining hall for dinner.**
- **Students may request commissary for lunchtime or during movie times only. Students are to fill out commissary request form at breakfast for lunch distribution.**

I •Only students assigned kitchen duties are permitted in the kitchen, pantry, refrigerator, freezer, and drawers.

I •Only students assigned kitchen duties are permitted in the kitchen area during meal preparation.

I •**Wash your hands before dealing with the food in any way.** Wash frequently.

Do not use the spoon that you are cooking with to taste the food you are preparing.

Check the menu for any additional food preparation instructions.

I •Students may not fast meals without staff permission, which is only given due to sickness or group fasting.

I •**Students are required to eat a minimum of 80% of each item on their plate, except in approved situations.**

Single servings are normally given; second helpings when available, will be offered.

The kitchen staff strives to make meal times enjoyable, but we ask that you remember *this is not a restaurant*. Each student is expected to eat what is set before them with a good attitude. **Please, no**

special requests or privileges. If you have a true issue with a food allergy, fill out a student request form and we will try to work with you.

I •No food or drink is allowed outside the kitchen and dining area.

I •No chewing ice.

I •Student must taste food before adding salt or pepper.

Commissary must be requested before breakfast is served.

Commissary is only available at lunch time and Friday and Sunday movie time.

Caffeine Limit

- 1 at breakfast - Provided
 - If 2nd cup is offered, think of rest of day allotment
- 1 at lunch – Tea/Kool-Aid Provided
 - Coke or Coffee – Purchased
 - Only **one** allotted, not both.

Commissary **must** be consumed at lunch only, not break.

Soda is only allowed for movie time, not coffee.

If consuming soda for movie time, then you must have water for Friday or Sunday dinner.

On occasion of eating dinner out on Friday, you may have soda but then must have **NO** soda for movie time.

All students are required to complete food and drug allergy forms upon intake.

After meals, please scrape leftover food into trash, and stack plate neatly in designated tub on island.

The head kitchen staff and student leader are responsible for making sure all kitchen and dining hall guidelines are followed and must report any misconduct to Director. Head kitchen staff is responsible for ensuring all meals are prepared and served according to meal plan and health guidelines, and that all students respect and abide by rules and chores are properly completed.

MEDICINE

II, III •All medications, both prescribed and over the counter, (vitamins, pain relievers, etc.), are dispensed by designated staff only. Over the counter medicines are provided at a cost to the student.

Tylenol, Advil, etc. – 2 for \$.50

Zicam – 1 for \$.50

Please note, pain relievers, (Tylenol, Advil, etc.) will only be dispensed up to 2x per week.

Medications are given 3x a day: breakfast, lunch and dinner (when necessary). All medication is to be taken in the presence of a staff member, and medication log must be initialed. Any necessary, prescribed medications must be pre-approved prior to enrollment.

Should you require any prescription medication, you will be responsible for the payment.

Narcotics are not allowed!

Drugs that are not prescribed are only given at staff discretion.

MENTORING

New Life offers a mentoring program based on strong biblical principles. Biblically based mentoring sessions are held on an individual or group basis every other week. From time to time, the Staff Mentor may request additional student sessions.

Your mentor will give you an assignment such as journaling, tape series, book, or report, which focuses on the student's personal needs. You may work on your assignment during nightly devotions, as well as your free time.

If you are meeting mentoring requirements and a particularly tough problem or issue arises, you may fill out a student request form and request to meet with your mentor. In order to meet mentoring requirements a student must be actively participating in class, meeting the terms and conditions of the program, and completing assigned mentoring homework in a timely manner. Emergency appointments

will be scheduled, as time allows, outside of regular mentoring schedule.

I •If you have not completed your homework assignment, your Mentor has the right to refuse to mentor you for that session. You will lose your free time until you complete your assignment.

Unauthorized staff, students, volunteers or guests are not to mentor students under any circumstances.

Students are required to report any unauthorized mentoring/counseling to the Director.

MONEY

I, II •Every student is set up with a "Personal Funds Account" (PFA). Students are not to have money on their person during the week. The funds sent by family are deposited into students PFA and available in \$20 increments, or lesser amount as specified by family, every Friday. A minimum of \$5 must remain in students account at all times. The funds are to be used for personal hygiene items, classroom or other supplies first, then fun money. If your use of funds is questionable or abused, the contributor of funds will be contacted and use of funds may be suspended. (i.e., not taking care of hygiene items or personal needs is irresponsible spending.)

Please advise your family that you are allowed only one deposit at the beginning of the month, unless you have an emergency.

I, II •All Day Out monies are accounted for on a "Personal Funds Register." You must turn in receipts and remaining monies by 8:00 a.m. Monday morning. To receive money for the following weekend, you must submit a Day Out Request form by **Monday at 8 a.m.**, along with your receipts and remaining money.

If student's request is not in on time or have not adequately proven expenditures the prior week, students will not receive money for that coming weekend.

Day out is usually on Friday or Sunday.

Any money received after 10:00a.m. Monday will not be posted until Tuesday the following week.

Loans will only be considered for urgent needs, and must be paid back with the next monies received.

Giving of tithes and offerings are the foundation of basic Christian principles; the principle of sowing and reaping. New Life staff and students are encouraged to participate in this powerful Biblical truth. Tithe envelopes will remain in day out pouchs unsealed and students are responsible for taking it to church. The weekend staff on duty should verify the amount and allow the student to contribute to offering bucket.

In the event a students family can not provide financial support, she will be given the opportunity to work for the ministry to earn Day Out monies. Work assignments will be completed on Sundays during free time. Students must complete their work assignments on Sunday in order to receive money for the following weekend. Work assignments will be assigned and monitored by the Director or Staff. If a student runs out of funds, student is responsible to notify family. If family is financially unable to send funds there is a 2 week wait period before work assignment may be requested.

MORNING WAKE UP

I •All students are required to get up and out of bed at designated times to prepare for the day. Students must dress before or after sink time depending on schedule. (I.E. last sink time must dress prior to sink time) Students with first sink and shower times are permitted to get up 10 minutes prior to time set for wake up. **NO EXCEPTIONS!** Those students are allowed to use changing area to dress, (with the condition that clothing is laid out the night before), gather bathroom items, and use restroom. Students getting up early are permitted to turn lights on in bathroom area only. **Note: Bathroom door to main dorm is never to be closed.**

I •Beds are to be made immediately upon wake up, except for students with first sink and shower times. Those students will make beds upon completion of sink and shower times. Students may sit on beds after they have finished getting ready but **are not** permitted to lie back down. Bed spread must be folded back. Do not sit on bed spread at any time.

MUSIC

I, II • Only Christian music is allowed. This does not mean that we believe all secular music is wrong. We are simply attempting to create a spiritual atmosphere that is conducive to each student's purpose for coming to New Life.

II • Students are not allowed MP3 players, iPods, or stereos, unless purchased through New Life, with the sole purpose of being used for mentoring assignments. Music is played through the house system or system provided and all attempts are made to play a variety of sounds.

II • New Life purchased/issued MP3 players and tape players are not to be used for anything other than mentoring/classroom materials and must be kept on the property of New Life at all times until graduation.

I • Tape players or MP3 players may not be used after 9:45pm.

OFFICES

All offices are off limits, except by invitation.

I • Students are not allowed to knock on office doors off hallway or call into office from hallway unless there is an emergency.

I, II • No student is allowed in any office without staff member's permission.

All student requests must be submitted in writing on a "Student Request Form" and placed in the appropriate staff member's box. Students are allowed a maximum of 3 request a week. Staff will contact student to deal with request within a 3 working day maximum. Students must wait for staff to contact them unless they have a true emergency.

I • In accordance with office practices, the hallway between the kitchen and classroom is a "No Talking Zone" between 9 am-5 pm, Monday - Friday.

I • Noise levels in the classroom and great room should not disrupt other business.

OPPOSITE SEX

II, III •Students are not allowed to develop relationships, romances, or date during their time at New Life.

II, III •**There will be no pairing off with a member of the opposite sex at any time.** You are to stay with the New Life group. All relationships are to be as Christian brothers and sisters.

OUTINGS

Once a week New Life Staff takes students to Wal-Mart, Dollar Store, etc., **as our schedule permits.**

I, II •Students must stay in the presence of staff members at all times. No one is to walk alone, ahead or behind.

II, III •Students may not buy cigarettes, stamps, secular music, or any unacceptable merchandise.

II •Students may not go to the post office at the mall.

II •Students may not use the pay phones or unauthorized cell phones.

II •Students may only shop at approved stores.

I, II •Students may not give or borrow money, or receive items from another student, staff, or stranger without proper staff permission.

Outing violations will result in privileges being suspended.

RELATIONSHIPS

As a new student, do not associate with *only* new students. We encourage you to get to know those students who have been in the program several months; this will speed up your growth and ability to settle in and get to know how the program works.

Relationships are the key to a happy life. Most of us have problems with close relationships due to betrayal and rejection. One of the key elements here at New Life is to learn how to communicate effectively

and prefer others, which will result in good relationships. Although it is one of the toughest challenges, we find out a lot about ourselves and others, through making the time to communicate and build relationships.

Remember the golden rule: "Do unto others as you would have them do unto you."

Treat the relationships you find here with respect and patience. Everyone, including staff, is learning. As we grow together, the challenges will be there, but also the rewards!

RESPECT

I, II •Respect the rights and belongings of others.

I, II •There should be no "back talk", arguing or disrespecting staff members and/or other students at any time, for any reason.

II •**Absolutely no cursing or foul language!**

Learning how to communicate what we are feeling at the appropriate time in the appropriate way is essential for lasting freedom. Without the tools of self-control, right communication skills, patience, etc., we will be vulnerable to resorting to our old coping skills of acting out, isolation, loneliness, drugs, alcohol, etc.

We challenge all students to not dwell on your past life, instead apply your energies to the new tools you are learning here at New Life.

I, II •Please respect all property and facilities of New Life.

I •When riding in vehicles, students should be courteous and respectful at all times.

I •Please **do not push buttons, move vents or tamper with radio controls, etc.** If you have a need, ask on duty staff for assistance.

Students are not allowed to ask driver/staff to play specific songs, etc.

I •Clean up trash and collect all personal belongings upon leaving any vehicle.

SICK DAYS

If you feel sick, go to the staff member on duty and have them pray for you. **If staff deems necessary**, a doctor's appointment will be made, but only in case of an emergency.

II • Only in exceptional cases will a student be allowed to stay in bed, rather than participate in the activities of that day. Only in cases of extreme need, will student be taken to the emergency room.

II, III • Students are required to make up any class or work duties missed due to sickness or outside appointments. Inability or refusal to do so will result in dismissal from the program.

SNACKS

I • Snacks purchased during outings are to be consumed prior to departure. No food in vehicles.

I • All food items purchased from commissary must be consumed immediately, in dining hall.

No food will be saved or stored for a student.

I • **ALL FOOD AND DRINK ARE ALLOWED IN DINING HALL AND OUTSIDE SITTING AREA ONLY. NO EXCEPTIONS!**

I • **NO EATING OR DRINKING IN THE VEHICLE WITHOUT STAFF APPROVAL.**

SUN BATHING

I, II • There will be no sunbathing on the premises of New Life Women's Center. On outings, when appropriate, sun block is required. Getting severely sunburned is not wise, nor is it an excuse from daily duties/activities.

TELEPHONE CALLS

Earned During Phase 1

Phone calls are permitted.
Each call is limited to 15 minutes.
1 outgoing call on Saturday and Sunday
Each call cost \$0.45

II, III •Students may call your immediate family members, listed on thier approved call list only.

II •No long distance calls without a calling card.

I,II •Students are responsible for setting the timer **before** making their phone call placing it where it's visible to staff, promptly ending their conversation when timer goes off; **turning the timer off themselves.**

II •Only staff members are to answer the phone, unless otherwise instructed.

III •Unauthorized use of phones is strictly prohibited and grounds for dismissal from the program.

During special events, calls will be suspended.

VISITORS

Approved immediate family members **only** are welcome to visit on designated Sundays for one hour, upon advancement to Phase 2.

Visitation schedule is on Sunday afternoons, following the Student Weekend Pass schedule.

Approved family members who desire to schedule a visit must call **between 10 a.m. and 5 p.m. on Tuesday only prior to that weekend** for approval and appointment time.

No small children will be allowed to visit other than students own children or siblings. Students are responsible for approved child's conduct while at New Life. They must be respectful of house rules and other guests to be allowed visits.

There is a maximum of four (4) approved guests per visit, per student.

Students will be assigned an area for their visitation.

Students' family should be signed out and leaving property at scheduled time.

Students are not allowed to walk family to car/vehicle.

Family members must also get approval for any items brought to center and must render items to staff at check in. **No food items will be allowed. Family members must turn in all cell phones to staff prior to visitation with student. Purses must be left in the guest's vehicle.** All guests must sign in and out at visitation. **All students are required to ensure their family leaves on time.** If your family is late arriving, they are still required to depart at designated time. Students are not to make visitation arrangements.

WEEKEND PASSES

Weekend passes are "earned" by the students and available during Phase 4 of the New Life program. Weekend passes will begin on Saturdays, 5:20pm, when the student has completed their work day at Angelic Resale. All students must return to the New Life property no later than 5:20pm Sunday. Additional instruction will be given when the student becomes eligible for this privilege.

Thanksgiving

Approved students will be allowed to spend the holiday with family.

Christmas

Approved students will be allowed to spend the holiday with family.

Easter

Approved students will be allowed to spend the holiday with family.

It is the student's responsibility to notify family members of any and all date changes.

MISCELLANEOUS (All Level I, II)

GENERAL HOUSE RULES

- Use the Kitchen Entrance only.

- **Do not feed dogs** unless you are assigned that task. (Including treats / absolutely **no table food**)

- Do not leave your books or personal belongings in house, porches, vehicles, classroom, or dorm.

RESPECT TOWARD ONE ANOTHER

- Treat each other with respect at all times.

- If someone is having a difficult time and wants to be left alone, grant them that courtesy!

- Do not make any unnecessary noise while other students are resting, reading, or praying.

- Always conduct yourself in an appropriate manner with any interaction.

- Staff is to be respected at all times, under every circumstance.

ALL BUILDINGS

- Staff and students are always required to remove shoes when entering buildings.

- Do not slam doors in any area.

KITCHEN

- Pick up chair and place under table - **DO NOT** drag/slide chair when leaving table.

- Do not bang dishes or slide pots and pans on island, stove top or counter.

- **Shoes are to go in shoe bin.**

- Do not leave shoes outside unless they are muddy and wet.

- Do not put anything in microwave without being covered.

- Keep all dishes on placemats when eating.

- Placemat is to be used for any table use.
- Hot sauce is only to be served with designated evening meals, to be determined by staff.
- No one is to tamper with light/fan switches except staff.
- Students are not permitted to be in kitchen alone.
- Students are not permitted in kitchen during class time.
- Only staff and designated student leaders are permitted to answer phone.
- No mixing foods on plate.

DORM

- Porch light is to be turned off by dorm leader after all students are inside for night.
- No student is allowed to touch fan switches or fan speed unless instructed by staff.
- Lights are to be turned out at 10:00pm unless otherwise instructed by staff (11:00 pm on Fridays).
- Only one pair of shoes in shoe bin on dorm porch.
- Push in all chairs when leaving dorm porch.
- Do not slam dorm door or porch door.
- Blinds are not to be opened until all students are fully dressed and up for day – after breakfast.
- Blinds are to be closed during evening chore time.
- Dorm leader is to turn main dorm light on and off each morning and night. Dorm leader must be last person out of dorm in morning to ensure all lights are off for day.
- Keep current roll of toilet paper in top drawer of chest of drawers.

- Only items allowed on chest of drawers are: pictures, jewelry box, small décor (limited number only).
- Prayer blankets are to be neatly folded and kept under pillow out of view.
- No talking after 8:00pm Sunday through Thursday and 9:00pm on Saturday.
- Change in changing room area only.
- Keep the door closed when using the restroom.
- Do not get anything out of drawers after lights out.
- Do not get out of bed during the night unless you need to use the restroom.
- Do not apply make-up or fix hair in the dorm area.
- Shower caddies and closet caddies are to be cleaned each Thursday evening.
- Dryer lint traps must be cleaned after each use.
- Wet washcloths are to be draped on side of laundry basket.
- Only one purse in bottom of closet.
- No one is allowed under sink in dorm except for dorm leader.
- No food, candy, or drink in dorm area, gum only. **No Exceptions!**
- Students are not to walk around bathroom or dorm area in undershirts.
- Students must fold bedspread back when sitting or lying on bed during downtime.
- No wetting hair in sink – use student’s spray bottle only.
- Students may touch up previously applied make-up (ex., lipstick, powder, etc.) during day, but are not permitted to apply makeup in lieu of sink time. Make-up should be applied during sink time only!

- Nothing should be taken with student (except feminine products) to Angelic Resale when working. Any exceptions must be approved by staff.
- New Life Handbook of Rules is to be kept in drawer under bed.
- Extra toilet paper roll is to be kept on shelf above clothes in closet.
- Important paperwork, (i.e. legal documents, etc.) should be kept in drawer under bed.

CLASSROOM

- Students are not allowed in classroom after lunch time until 10 minutes before class resumes.
- Students are to take all of their belongings out of classroom at the end of each day.
- Teacher desk, drawers, files, supplies are off limits to all students.

GREAT ROOM

- Do not tamper with TV/stereo/or other electronics. **No Exceptions!**
- Do not lean against walls.
- Do not pray on couch or chairs without first laying down your prayer blanket.
- Do not put feet on furniture, and do not lie down on couches.
- Students are to use their own prayer blankets only.



NEW LIFE
WOMEN'S CENTER

HANDBOOK OF RULES - AGREEMENT FORM

Staff members have the responsibility to supervise students in areas that are not specifically mentioned in this handbook. We ask that you submit to the staff that God has put in authority over you, realizing they have your best interest at heart.

I have read the New Life Women's Center "Handbook of Rules." I understand what it says, and I agree to abide by the rules of New Life Women's Center.

I understand that if I do not abide by the rules, disciplinary action and/or dismissal from the program will result.

I understand I am to keep this Handbook in my classroom binder. If I lose it or destroy this Handbook, I am responsible for paying \$2.00 to replace it.

Printed Name of Student

Signature of Student

Date

Staff