

**DAILY SCHEDULE**

6:00 am	Rise
6:00 - 6:30	Clean room
6:30	Breakfast
7:00	Scripture memory
7:05	House job/dress for school
8:15	Leave for school
8:30 - 12:00	School
12:00 - 12:30	Lunch
12:30 - 2:00	School
2:00	School jobs
2:30 - 3:45	Group or P.E.
4:00 - 5:00	Work time
5:00 - 6:00	Clean up/free time
6:00 - 7:00	Dinner
7:00 - 7:20	Devotions
7:30 - 8:15	House job
8:15 - 9:00	Free time
9:00	Target goal meeting
9:30 pm	Bed time and lights out

**SUNDAY MORNING SCHEDULE**

7:30 am	Wake up, Room job (Beds, closets, dressers only)
7:50	Breakfast
8:20	House job (do breakfast dishes, clean table)
9:00	PA time
9:15	Quiet time
9:40	Leave for church at school
9:50	Arrive at school
10:00	Start church

**SCHOOL SCHEDULE****MONDAY SCHEDULE**

8:30-9:30	1st hour
9:40-10:20	2nd hour
10:30-11:10	3rd hour
11:20-12:00	4th hour
12:00-12:30	Lunch
12:30-1:30	5th hour
1:30-2:00	Job time
2:00-3:15	P.E. / 6th hour
3:15-5:00	Work projects
5:00	Student assembly

**WED. - SATURDAY SCHEDULE**

8:30-8:50	Devotions
8:50-9:30	1st hour
9:40-10:20	2nd hour
10:30-11:10	3rd hour
11:20-12:00	4th hour
12:00-12:30	Lunch
12:30-1:10	5th hour
1:20-2:00	6th hour
2:00-2:30	Job time
2:30-3:45	P.E. / Group
3:45-4:45	Group (Sat.)

\*NO INDIVIDUAL READING TIME ON MONDAYS

## DETAILS OF THE LEVEL SYSTEM

### ESCUELA CARIBE LEVEL SYSTEM-INFORMATION AND RULES

#### GENERAL RULES:

1. The requirements, restrictions and privileges are listed for each level section by section. Every student is responsible for knowing and abiding by the program's rules and procedures contained in this handbook as well as Academic Guidelines by third level or three months, whichever comes first.
2. Student work pay is listed for each level. Allowance and work pay week starts on Sunday and ends on Saturday.
3. After a student earns a level he must maintain a certain number of points in order to keep a his level. If a student falls below the required number of points he will be put on point probation for one week. This places a student one level below his earned level. Example: If a student is on 3rd level and goes on point probation, a student would have 2nd level, week 1 privileges for the week. Each succeeding time a student goes on point probation lowers him one more level for that week. Example: The second time of probation from 3rd level places a student on 1st level, week 1 for that week. During the probation week, a student must make the maintenance level of points to keep his level or a student will be restarted at the next level lower week one. If a student has stagnated in his progress, a point level higher than the maintenance level may be required for a student to continue to maintain his level. This will be determined by the Program Director or his designate. During a point probation week, points earned cannot be used to qualify for a level. A student on point probation is always the lowest ranker on that level.
4. To earn each level a student needs the following points:
  - 1st level -- 350 points
  - 2nd level -- 400 points
  - 3rd level -- 420 points
  - 4th level -- 440 points
  - 5th level -- 450 points
5. The following points are needed to maintain each level:
  - 1st level -- 350 points (beginning first full week of 1st level)
  - 2nd level -- 375 points
  - 3rd level -- 400 points
  - 4th level -- 420 points
  - 5th level -- 435 points
6. The minimum time on each level (excluding a requirement week) is:
  - 0 level -- 2 weeks
  - 1st level -- 2 weeks
  - 2nd level -- 3 weeks
  - 3rd level -- 4 weeks
  - 4th level -- 6 weeks
  - 5th level -- 6 weeks (to go off points)
  - Off Points - 4 weeks (to move out of the house)
7. Rank is determined first by level, then by weeks on the level, and then by points. For example, a student with 3rd level, 4th week, ranks higher than a student with 3rd level, 3rd week. Points will determine rank only when two or more students have the same level and week. If a student is put on point probation or 0 level for disciplinary reasons, he does not gain weeks.
8. A student will have one week in which to complete the requirements for the new level. These are to be done and all but the housefather's signature gained by 5:00pm on Saturday (all requirements are to be met before requesting signatures). The Program Director's signature may be obtained on Sunday if needed. During the requirement week a student may have rank privileges only (i.e., job choices, seating at meals, etc.).

- All additional privileges take effect only after all requirements are completed and all necessary signatures have been obtained.
9. Daily house jobs are decided by rank. Whoever has the highest rank has first choice. Allowance is determined by job choice, except for those on 5th level who receive a set allowance. Job descriptions and responsibilities vary between the student houses and depend upon the number of students living in a house. High rankers are to alternate in and out of the kitchen, rotating through each job to help keep up the quality of work and supervision. A maximum of two weeks in succession is all that a student is permitted to stay on any particular job. Jobs change weekly.
  10. Catch-up procedures for regaining a previously earned level after being restricted or lost are as follows: discipline for misbehavior, abuse of privileges, or not earning necessary points. When a student is restarted at a lower level for any reason (except running away), he may earn back his previous level in half the normal time. If two or more levels are lost for disciplinary reasons, then the catch-up procedure can be used to regain all levels. All other requirements to regain the level still apply (i.e., house vote, verses, and any rules that apply to a certain level). A student cannot earn or make up any progress past the first week of his previously earned level. The catch-up procedure must be used according to the schedule of consecutive weeks and points listed below or the student will return to the normal schedule. The following points and weeks apply for catch-up procedure:
    - To regain 2nd - must earn 420 for one week
    - To regain 3rd - must earn 445 for one week
    - To regain 4th - must earn 455 for two weeks
    - To regain 5th - must earn 460 for two weeks
  11. Behind in school - see Academic Guidelines. If a student is put on school probation, he will remain on the current level but will be placed at 1st week. Weeks on a level are not gained during school probation, but the number of weeks earned before being placed on school probation will be reinstated after becoming on schedule in school. School probation is commonly defined as being behind schedule in school two weeks or more.
  12. With each level are certain restrictions, privileges, responsibilities and freedoms. Students who abuse privileges will lose them. Privileges are earned by earning levels and maintaining them with proper performance and attitude. Privileges are not rights, and on any occasion may be denied. A student's attitude and performance in accepting the denial of and/or alterations of privileges is important. Activities requiring privilege request forms are listed in the level sections and listed separately from those privileges requiring verbal permission. Privilege request forms need to be filled out and signed in the order each form dictates.
  13. All privileges are cumulative from level to level unless otherwise indicated. For example, students on 4th level have privileges accumulated on lower levels; conversely, restrictions are removed as one earns levels.
  14. In cases when a student completes school work and/or no longer receives school quality points, an average of the last 4 weeks of school quality points will be taken in order to determine weekly point totals.
  15. In cases when a student's points are interrupted (for example, due to parent visit), the weekly point total will be determined by the following policy: if 4 or more days of points are completed, an average of those days will be taken and added to determine a weekly point total; if less than 4 full days of points are completed, than an average of the last 3 weeks of points will be taken.
  16. Students have a 24 hour period in which to attempt to negotiate points. If the staff is not available within that period, negotiations must occur within 24 hours that the staff is available. No more than two points per day may be negotiated.
  17. All student's questions should be handled by housefathers and/or G&SS personnel.

## ZERO LEVEL - ORIENTATION

1. All outgoing mail is read, all incoming mail is inspected and may be read by staff after it is opened by the student in the presence of the staff.
2. Assuming you have your parent's permission, you must ask your housefather in charge and highest ranking student (4th or 5th level) for permission to smoke. (See section, "Smoking Practices" for further details).
3. May not go on errands, even with a staff member.
4. Regular bedtime every night.
5. May not carry allowance or money.
6. Must sit with housefather in the front (housestaff if housefather is not available) in Church and Sunday School meeting.
7. You may not drink a soda pop at meals (except on freedays).
8. After you arrive at campus for school and church, you are restricted to the patio. You may not use the lawn unless group activities make it necessary (i.e. physical education or group).
9. May not communicate with Dominicans.
10. You are to be supervised at all times.
11. You must ask your housefather for the following privileges:
  - a. to go into any other room from the one you are in
  - b. to leave the house, porch, or patio for any reason
  - c. to begin eating your meals
12. At school you must ask your teacher or housefather:
  - a. to leave the patio
  - b. to go upstairs
  - c. to use the bathroom
  - d. to go downstairs (to be dismissed from class)
  - e. to begin eating lunch
13. You may not communicate with other 0 or 1st level students or with students of the opposite sex.
14. You cannot be in the bathroom or bedroom alone with other 0 or 1st level students at home or at school without supervision.
15. There is no rank on zero level. Privileges, seating, etc. are assigned by housefather.
16. No pay for work and no choice of jobs.
17. No jewelry (except watches).
18. No borrowing or loaning of clothes.
19. Always accompanied by staff, 4th or 5th level student when away from house (freedays, campfires, group activities, etc.) When walking on freedays to and from school you must be within arms reach of the staff in charge (all-school freedays may be an exception).
20. You cannot vote during level meetings or for deciding freedays. (Does not affect Target Goal meetings)
21. Girls may not wear any cosmetics (including fingernail polish, mousse, hairspray, gels, and lip gloss)
22. May not drink coffee.
23. May not mark your own Target Goal.
24. Must work 4 hr/wk.

## FIRST LEVEL - ORIENTATION

### REQUIREMENTS FOR OBTAINING FIRST LEVEL

1. Two weeks on zero level from date of entry.
2. Ten perfect squat-thrusts, push-ups and sit-ups approved by housefather.
3. Memorize and recite perfectly the Ten Commandments to housestaff before obtaining 1st

level. (No house vote required.)

4. Level sheet signed by housefather after all requirements are met.
5. Not required to be on schedule in school.
6. All requirements are to be completed while on 0 level before student is promoted to 1st level.

#### RESTRICTIONS

1. All outgoing mail is read, all incoming mail is inspected and may be read by staff after it is opened by the student in the presence of the staff.
2. Assuming you have your parent's permission, you must ask your housefather in charge and highest ranking student (4th or 5th level) for permission to smoke. (See section, "Smoking Practices" for further details).
3. May not go outside or leave house grounds without staff's permission and supervision.
4. Always accompanied by staff or by a 4th or 5th level student when away from the house. (campfires, group activities, on freedays, housetrips, etc.) Must be within 10 feet of supervisor at all times.
5. May not go on errands, even with a staff member.
6. No jewelry (except class ring and watch).
7. No borrowing or loaning of clothes.
8. May not mark your own Target Goal.
9. Regular bedtime every night.
10. May not carry allowance or money.
11. Must sit with housefather in the front during Church and Sunday School meeting.
12. May not drink a soda pop at meals (except on freedays).
13. After you arrive at campus for school and church, you are restricted to the patio. May not use the lawn unless group activities make it necessary (i.e. physical education or group).
14. Must ask your teacher or housefather to use the bathroom when at school or church.
15. May not communicate with 0 or 1st level students.
16. May not communicate with Dominicans.
17. May not drink coffee.

#### PRIVILEGES

1. Choice of house job by rank.
2. \$1.50 RD per hour for work time--no choice of job.
3. May enter any room in the house (which is accessible to students) without asking permission except the bedroom and bathroom.
4. Girls may use hair care products (i.e. mousse, etc.) and clear lip gloss.
5. May work a maximum of 4 hr/wk, but must work a minimum of 3 hr/wk.

### SECOND LEVEL - INTEGRATION

#### REQUIREMENTS FOR OBTAINING SECOND LEVEL

1. Minimum of 2 weeks on first level.
2. 400 points for two consecutive weeks, or maintain 3rd level maintenance points for the required number of weeks, per alternate method to gain a level (see "Weekly on Schedule Policy" in Academic Guidelines).
3. 20 perfect push-ups, sit-ups and squat thrusts approved by housefather (or his specific designate) during or after points are earned.
4. Must perfectly recite from memory Joshua 1:7-9; Romans 12:1-2; and Psalm 23:1-6 to housestaff within one week after points are earned.
5. Read segment 1 of SEE YOU AT THE TOP and answer written questions. See SS & G personnel pertaining to chapters and turn in to SS & G (at the latest, by Thursday at

- 5:00pm of the requirement week).
6. Level sheet signed by housefather and teacher after all requirements are met.
  7. Must be considered on schedule in school by Thursday (unless level achieved through next higher level maintenance procedure).
  8. All requirements may be done during the weeks you are earning your points and/or during your requirement week, but they all must be completed within one week of earning required points.
  9. Provided all requirements are met before Wednesday, 5:00pm of your requirement week, that week will count as a full week (meaning, after 5:00pm, you will be considered second level, week one).

#### RESTRICTIONS

1. All outgoing mail is read and incoming mail is inspected or read after it's opened by the student in the presence of the staff.
2. May not leave grounds for any reason without staff permission and supervision by staff or 4th or 5th level student.
3. May not mark your own Target Goal.
4. May not drink a soda pop at meals (except on freedays).
5. Assuming you have your parent's permission, you must be supervised by a staff member in order to smoke.
6. Must sit with housestaff in church in the first 3 rows.
7. Must stay within 20 feet of housefather or staff in charge when on freedays and housetrips.

#### PRIVILEGES

1. May have choice of jobs according to rank.
2. May go on house business errands to a specific place and for a specific item and time with a staff member and with housefather's permission.
3. \$2.00 RD per hour for work. May work a maximum of 4 hr/wk, but must work a minimum of 3 hr/wk.
4. One piece of jewelry (no rings except for class ring). (1 pair of earrings = 1 piece).
5. May rent any personal belongings in emergency with housefather's permission (a set amount of \$2.00 RD payable to housefather).
6. May stay up 1/2 hour past regular bedtime once a week.
7. May carry one half of your allowance on your person.
8. May use your bedroom and the bathroom without asking for permission.
9. You may hold hands or ask SS & G personnel to pass letters for you to a student of the opposite sex.
10. May use permitted areas at campus when appropriate. (See school guidelines).
11. May have one free pop per week supplied by the house with housestaff's permission.
12. May use the bathroom at campus without having to ask for permission.
13. May play shuffle board at school on free time.
14. May sit at any table during lunch at school (with teacher's permission).
15. Girls may wear mascara.
16. May greet Dominican women and children (say "hola", "adios", this type of greeting).
17. May work maximum of 4 hours a week.

## THIRD LEVEL - ERRANDS

### REQUIREMENTS FOR OBTAINING THIRD LEVEL

1. Minimum of 3 weeks on second level.
2. 420 points for two consecutive weeks, or maintain 4th level maintenance points for the required number of weeks, per alternate method to gain a level (see "Weekly on Schedule Policy" in Academic Guidelines).
3. 30 perfect push-ups, sit-ups, squat-thrusts and jumping jacks approved by housefather (or his specific designate) during or after points are earned.
4. Must perfectly recite from memory Matthew 5:1-15, Titus 2:11-14, Isaiah 53:1-6, and Books of the New Testament to housestaff.
5. Read Segment 2 of SEE YOU AT THE TOP and answer written questions. See SS & G personnel pertaining to chapters and turn in to G & SS (at the latest, by Thursday at 5:00pm of the requirement week).
6. Need house vote -- approval of 1/2 of the student group and staff (no discussion). After earning points a house vote will be taken but student is responsible to request that the house vote be taken.
7. You are to pass a verbal and/or written exam proving your knowledge and understanding of the Student Handbook and Academic Guidelines. See G & SS personnel.
8. Level sheet signed by housefather, teacher, and a G & SS personnel after all requirements are met.
9. All requirements may be done during the weeks you are earning your points and/or during your requirement week, but they all must be completed within one week of earning required points.
10. Provided all requirements are met before Wednesday, 5:00pm of your requirement week, that week will count as a full week (meaning, after 5:00pm, you will be considered third level, week one).

### RESTRICTIONS

1. All outgoing mail is read, and incoming mail is inspected by staff after opening by student.
2. May not visit other houses on the campus except for errands.

### PRIVILEGES

1. May sit anywhere in the first four rows of church.
2. May carry \$20 pesos total for shopping on freedays and other privileges. This can be a combination of Personal or Work-Allowance account and money must be turned back in after privilege is terminated.
3. May smoke with parents' permission. If you are still smoking by this time, you must only inform the housefather each time you are going to smoke.
4. May ride on a motorcycle with a staff member.
5. May run non-personal errands without supervision. Errands are to go, retrieve something and return, not to visit. (Girls may do this on campus only).
6. \$2.50 RD per hour for work. May work a maximum of 6 hr/wk, but must work a minimum of 4 hr/wk.
7. May stay up 1/2 hour past regular bedtime twice a week.
8. May carry one week's worth of allowance regularly.
9. May wear two pieces of jewelry--chains, bracelets, rings, earrings (for girls only).
10. May have Certificate of Affection as long as you maintain third level. If you go on point probation, the certificate is suspended until the level is regained.
11. Girls may wear mascara and eyeliner in good taste.
12. May go on a 15 minute walk with staff member, once a week, but not to visit another house. Permission for the walk must be granted by the housefather.

13. May have two free pops per week supplied by the house with the housestaff's permission.
14. May have pop at meals with housefather's permission.
15. May play horseshoes at school during free time with staff permission.
16. May give/receive gifts to/from students with SS & G personnel's approval. Only gifts purchased from work-allowance account may be given.
17. May greet Dominicans, barter sales and order in restaurants.

#### STAFF PRIVILEGE REQUEST FORM

1. This form is to be used when taking privileges with staff. Each student is to have his/her own form. Every privilege with staff must have a fully completed and signed privilege request form turned in 24 hours in advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
2. All staff privileges must have only 2 students per each staff member.
3. Third level students are entitled to take a free afternoon (3:45-5:30 pm, excluding Saturdays) twice a month. You may only go to the Pinar Dorado Hotel, stay on campus, climb the pine forest, visit a staff member's home, or swim at the Baptismal Hole. This may be taken on Sunday afternoon between 2-5 pm. May watch 1 (one) half hour TV show on your privilege. Free afternoon privileges may not be done the same week as a free evening.
4. Third level students are entitled to take a free evening once a month. The free evening lasts from 5:00-8:30 pm and includes going either to a restaurant, to someone's house, or staying on campus. May watch 1 (one) half hour TV show on your privilege. These may be taken on Sunday.

#### STUDENT PRIVILEGE REQUEST FORM

1. The student privilege request form must be completed when taking a privilege either alone or with another student(s). Each student is to have his/her own form. Every student privilege request form is to be turned in 2 days in advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
3. May use your free afternoon privileges to be at your own house. This privilege may be taken on campus provided it is with a 5th level student of the same sex. May watch 1 (one) half hour TV show on your privilege.

### FORTH LEVEL - TRUST

#### REQUIREMENTS FOR OBTAINING 4TH LEVEL

1. Minimum of four weeks on third level.
2. 440 points for two consecutive weeks or maintain 5th level maintenance points for the required number of weeks, per alternate method to gain a level (see "Weekly on Schedule Policy" in Academic Guidelines).
3. 40 perfect push-ups and sit-ups, and 10 perfect clapping push-ups (Girls: 1-1/2 minutes of jumping rope) approved by housefather or his specific designate during or after points are earned.
4. Must perfectly recite from memory Phil. 2:1-11, I Cor. 13:4-8, and John 3:14-21 and the Books of the Old Testament during or within one week after points are earned.
5. Read Segments 3 and 4 of SEE YOU AT THE TOP and answer written questions. Turn in your assignment to the Director of SS & G (at the latest, by Thursday at 5:00pm of the requirement week).
6. This level is obtained after a minimum of 1/2 hour of discussion by the student group to review problems and progress of the student. Need 75% approval (by vote) of the student group and staff.
7. Level sheet signed by teacher, housefather, Dir. of SS & G, and Program Director after

requirements are met.

8. No units of concern while earning points for the level.
9. Must be evidence of loyalty to the staff and administration of Escuela Caribe.
10. All requirements may be done during the weeks you are earning your points and/or during your requirement week, but they all must be completed within one week of earning required points.
11. If during requirement week the student fails to receive the required vote, and during that same requirement week again maintains the necessary achievement points for fourth level (i.e, three straight weeks of 440), the SEE YOU AT THE TOP segment of requirements can be used again.
12. Provided all requirements are met before Wednesday, 5:00pm of your requirement week, that week will count as a full week (meaning, after 5:00pm, you will be considered fourth level, week one).

#### PRIVILEGES

1. Outgoing mail does not have to be read by staff; incoming mail is not inspected at opening. If the staff wish to read letters to and from parents, they will ask permission from the student. Staff may use their discretion in regards to incoming mail from others.
2. May wear acceptable blue jeans out of the house only on free time, freedays, or during errands with permission of housefather.
3. May drive a motorcycle with a staff rider, a valid U.S. driver's license and your housefather's permission. (This is with the permission of the owner for personal bikes and the permission of the Program Director or his designate for school bikes.
4. May leave your house to a specific place and for a specific length of time up to 30 minutes twice a week for walks with the permission of your housefather, but not to visit other houses. (Girls may not go off the property or take this privilege after dark.) This time may be used for personal errands.
5. Girls may run non-personal errands after dark.
6. \$3.50 RD per hour for work. May work up to 8 hours a week with housefather's permission. Must work a minimum of 4 hours per week.
7. May wear jewelry--chains, bracelets, rings, earrings (girls only) in good taste, but not excessive amounts.
8. Regular bedtime is 10:00 pm. May have two late nights per week until 10:30 pm and one early night per week, 9:00 pm with housefather's permission.
9. May carry \$ 35 pesos total for shopping on freedays and other privileges. This amount can be a combination of Personal or Work-Allowance account and money must be given to the housefather/supervising staff after the privilege has ended.
10. May carry one week's worth of allowance regularly.
11. You have the opportunity for work and service projects. You must be currently on schedule in school and you must have permission from the Director of Education. (If not on schedule overall, time missed must be made up in advance. May miss up to four hours of school per week for service projects.) You must have maintained 4th level for 3 weeks prior to this participation.
12. May sit anywhere in church.
13. May receive a call once a month from your parents. You are responsible to initiate with the G & SS department to begin arranging the scheduling of your calls. Limit of call is 20 minutes.
14. May have three free pops per week provided by the house.
15. May supervise lower level students when needed at the house or school.
16. May use school bicycle for errands or other activities with permission from housefather.
17. May leave for school 5 minutes early with housefather's permission.
18. Eligible to be a peer counselor with permission of Director of G & SS, after completing required training assignments/sessions and maintaining 4th level for 3 weeks.

Attend any sessions immediately upon earning 4th level.

19. You are on a high ranker point sheet.
20. Girl's may wear make-up in good taste.
21. At school, you may purchase one cup of coffee per day with your teacher's permission.
22. At school, you may spend an hour away in the library if a staff member is present and may enter without permission.
23. May carry Escuela Caribe I.D. card.
24. May participate in High Ranker functions.
25. May use electric hairdryers and curling irons (time limit 5 min.).
26. May mark your own target goal score each night. This is your responsibility.
27. May use own personal walkman during privileges. These may not be rented.
28. May talk 10 minutes a week on the phone between houses.
29. May eat one free lunch and buy one lunch on campus. Must sign up according to the schedule set by the Campus Hostess, as well as inform your housemom.
30. May use gazebos at school for privileges and free time.
31. May communicate with Dominicans for business purposes (i.e., buying things, ordering at a restaurant).
32. May negotiate out of P.E. with Director of Education providing you develop an alternative personalized exercise plan which is to be approved by the Director of Education.
33. May communicate conversationally with Dominicans.

#### STAFF PRIVILEGE REQUEST FORM

1. This form is to be used when taking privileges with staff. Each student is to have his/her own form. Every privilege with staff must have a fully completed and signed privilege request form turned in 24 hours in advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
2. All privileges must have only 2 students per each staff member.
3. May take a maximum of two free afternoons (3:45-5:30 pm, excluding Saturdays) per month (i.e., bike trips, downtown, shopping). This may be taken on Sunday afternoons between 12-5 pm. A student may combine a free afternoon and a free evening with housefather's permission.
4. May use afternoon and evening privileges as in town chaperoned dating experiences.
5. May take a maximum of two free evenings per month (from 5:00-9:00 pm). These may be taken on Sunday evening from 5:00-9:00 pm.
6. May plan and take one freeday per month, separate from your house group. Must be on the same day as your group freeday. May not be used as an out of town chaperoned dating experience.
7. May accept an invitation to sleep overnight at the home of a staff member once a month. This can be done with a free evening, otherwise privilege starts at 7:30 pm until next morning for school at 8:30 am. (Review "Overnight Stays")
8. Once a month privilege of going away from Jarabacoa with staff member from 3:00-10:00 pm (may be used as a dating experience). This can be done in conjunction with an in town overnighter but not out of town overnighter.
9. Upon receiving 4th level, the student is entitled to a meal and a movie in Jarabacoa or La Vega. Funds will be provided for a meal, movie and transportation for the student and the staff member of his/her choice. This may not be used in conjunction with an out of town overnighter. This privilege must be taken after the first week of attaining the level. The student must be on schedule and maintaining the level to have the dinner.

#### STUDENT PRIVILEGE REQUEST FORM

1. The student privilege request form must be completed when taking a privilege either alone or with another student(s). Every privilege taken must have a fully completed and signed privilege request form and it is to be turned in 2 days in

- advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
2. Male students may go horseback riding once every 2 weeks on your free afternoon, freeday or on Sunday with another male student who is on 4th or 5th level (female students must ride with a staff member and thus required to complete a staff privilege request form).
  3. May schedule your one freeday per month with a 5th level student (of the same sex). Must be on the same day as your group freeday. May not be used as an out of town chaperoned dating experience.
  4. Evening privileges may be used to give or receive dinner invitations to eat at your own house. Girls must be accompanied by a 5th level girl, except at your own house.

## FIFTH LEVEL - PERSONAL RESPONSIBILITY

### REQUIREMENTS FOR OBTAINING 5TH LEVEL

1. Minimum of six weeks on 4th level.
2. 450 points for three consecutive weeks or maintain 5th level maintenance points for the required number of weeks, per alternate method to gain a level (see "Weekly on Schedule Policy" in Academic Guidelines).
3. 50 perfect push-ups and sit-ups, and 15 perfect clapping push-ups (Girls: 3 minutes of jumping rope) approved by housefather during or after points are earned.
4. Must perfectly recite from memory John 14:1-6, I John 1:5-10, Romans 5:1-11, and Psalm 1 within one week after points are earned.
5. Read Segments 5 and 6 of SEE YOU AT THE TOP and answer written questions from Deans pertaining to chapters (may be done before or while points are being earned).
6. This level is obtained after a minimum of 45 minutes discussion by the student group to review problems and progress of the student. Need 100% approval (by vote) of the student group and staff.
7. Level sheet signed by teacher, G & SS personnel, housefather and Program Director after requirements are met.
8. Must not be on school probation.
9. No units of concern received while earning points for the level.
10. Must be evidence of loyalty to parents and their wishes.
11. All requirements may be done during the weeks you are earning your points and/or during your requirement week, but they all must be completed within one week of earning required points.

### PRIVILEGES

1. May leave your house for a specific length of time (up to an hour) and place three times a week with the permission of your housefather for walks, but not to visit other houses. (For not more than an hour.)
2. \$5.00 RD per hour for work (may work up to 12 hours per week with housefather's permission).
3. May do one hour of school per day separate from your class (on lawn bench, picnic table, or gazebo) with the permission of your teacher. School work must be on schedule.
4. One weeks worth of allowance may be carried at all times.
5. May sit anywhere in church.
6. May carry up to \$50 pesos total from personal account for shopping on freedays and other privileges. This \$50 can be a combination of Personal or Work-Allowance account, and money must be turned back in after privilege is terminated. (Must be responsible to account for money.)

7. May work off the point system after six weeks with permission of the Program Director.
8. May receive a call once every two weeks from your parents. You are responsible to initiate with the G & SS department to arrange the scheduling of your calls. Limit of call is 20 minutes.
9. May have four pops per week supplied by the house.
10. Regular bedtime is 10:00 pm. May take three late nights per week until 10:30 pm and/or two early nights per week (9:00 pm) with housefather's permission.
11. May eat two free lunches and buy two lunches a week on campus; must sign up the Saturday before and inform housemother.
12. May carry own driver's license.
13. May drive campus or house motorcycle for errands or visiting with permission of housefather and Program Director. Must have a valid driver's license and be checked out by Program Director or his designate. Any accident will probably cost you this privilege.
14. At school, if studying outside of classroom, you may go to see your subject teachers without asking permission.
15. At school, you may purchase two cups of coffee per day with the teacher's permission.
16. May enter the library without permission and without a supervisor present.
17. May use own personal walkman during any free time. These may not be rented.
18. May talk 20 minutes a week on the phone between houses.
19. May be assigned as kitchen supervisor in place of a house job. You will have responsibilities in the kitchen, but your main assignment will be to check and score some or all of the kitchen jobs.
20. Only 5th level may check school or house jobs at Director of Education's and housefather's discretion.
21. May communicate conversationally with Dominicans.
22. May negotiate with the Program Director not to go on house trips if housefather approves, but must have been in the program at least twelve months. May negotiate

#### STAFF PRIVILEGE REQUEST FORM

1. This form is to be used when taking privileges with staff. Every privilege with staff must have a fully completed and signed privilege request form turned in 24 hours in advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
2. All privileges must have only 2 students per each staff member.
3. May take two free afternoons (3:45-5:30 pm, excluding Saturdays) and two free evenings (5:30-9:30 pm) each month. This may be taken on Sunday afternoon between 12-5 pm. Free evenings and free afternoons can be combined on one day and can also be taken in consecutive weeks. These may be taken on Sunday evening from 5-9:30 pm.
4. May plan and take a freeday with staff separate from the group twice a month. The Director of Education's permission is needed if you desire to do this on a different day from the group's freeday.
5. You may request a three day trip with two staff members who have been here for at least six months or one staff and one fifth level student. You need to be on 5th level for four weeks before you request your trip. The three day begins at 6:00 am of the first day and ends at 9:00 pm of the third day.
6. Twice a month privilege of going away from Jarabacoa with staff member from 3:00-10:00 pm (time may be used as a dating experience). This can be done in conjunction with an in town or out of town overnigher.
7. May accept invitation to sleep overnight at the home of a staff member twice a month. This can be done with a free evening, otherwise the privilege starts at 7:30 pm until the next morning for school at 8:30 am. (Review "Overnight Stays")
8. Upon receiving 5th level, the student is entitled to a 5th level dinner and movie

in Santiago. Funds will be provided for a meal for the student and the staff member of his/her choice at the Pez Dorado, the Osteria, El Dragon, or Camino Real. Also provided will be money for a movie and transportation. This may be done in conjunction with an out of town overnighiter or a three day privilege. This privilege must be taken after the first week of attaining the level. The student must be on schedule and maintaining the level to have the dinner. (At least one of the privileges, 4th or 5th, must be taken with a housestaff member.)

#### STUDENT PRIVILEGE REQUEST FORM

1. The student privilege request form must be completed when taking a privilege either alone or with another student(s). Each student must have his/her own form. Every student privilege taken must have a fully completed and signed privilege request form and it is to be turned in 1 day in advance of the privilege. One-half of the sheet goes to the housefather before the privilege begins and the other half goes to the G & SS department secretary.
2. May visit another house with prior arrangement and permission of both housefathers twice a week. May invite another 5th leveler to your house with your housefathers permission.
3. May go horseback riding once a week with another 4th or 5th leveler on free afternoons, freedays, or Sundays (female students must ride with a staff member and thus required to complete a staff privilege request form).
4. May use your freeday privilege with another 4th or 5th level student of the same sex separate from the group twice a month. The Director of Education's permission is needed if you desire to do this on a different day from the group's freeday.

### OFF POINTS

#### REQUIREMENTS TO GO OFF POINTS

1. During time on 5th level, three consecutive weeks of 455 points. Minimum of six weeks on 5th level.
2. No units of concern received during those three weeks.
3. 20 recorded hours of in the house counseling which can begin when you earn 5th level. (5 hours can be in other same-sex house. Peer Counseling can be counted also.)
4. Write a 1000 word summary/response paper after reading an autobiography of a great Christian leader.
5. Verbal consent of housestaff with approval by Program Director.
6. Must not be on school probation.

#### PRIVILEGES

1. Same as 5th level with addition of the following:
2. May ask on same day to take any student privilege (does not included staff privilege).
3. May have 1 extra day off a month.
4. May talk 30 minutes a week on the phone between houses.
5. May eat campus lunch everyday.
6. May set your own bed time each night 9 pm on.
7. May move out of the house after 1 month off points.
8. \$3.00 RD per hour for work.
9. \$6.00 RD allowance.
10. You don't have to ask to enter the kitchen at campus.
11. Free coffee at campus up to two cups a day.
12. May work 15-20 hours each week.

#### RESPONSIBILITIES

1. Must keep your own personal account and mail records.
2. Must complete your own monthlies.
3. Must keep track of your work hours and turn these into your primary work supervisor to check them and the comptroller to be paid.

#### REQUIREMENTS

1. Must keep a weekly journal to be discussed with G & SS personnel.
2. Must be involved in a discipleship program.
3. Must set up and keep a weekly meeting with G & SS Director to discuss how you are adjusting and doing.
4. 5 page minimum paper on personal values and goals for personal excellence.
5. Must pass a Spanish proficiency test.
6. Must set weekly goals for self in areas of interpersonal relationships and meeting future goals. (This would also include steps to resolve personal problems and issues.)
7. Must set up an interview with an English-speaking Dominican to gain understanding of Dominican customs. Follow-up is to discuss what you have learned with an administrator.

### OFF CAMPUS

#### REQUIREMENTS:

(see Program Director or his designate regarding questions/assistance)

1. Must keep a weekly journal.
2. Must set up and keep a weekly meeting with the Program Director (or his designate) to discuss how you are adjusting and doing.
3. 5 page minimum paper on personal values and goals for personal excellence.
4. Must pass a Spanish proficiency test.
5. Must set up own weekly schedule to be approved by the program Director (or his designate). (See Expectations for Living Off Campus).
6. Must set weekly goals for self in areas of interpersonal relationships and meeting future goals. (This also includes steps to resolve personal problems and issues.)
7. Must set up an interview with an English-speaking Dominican to gain understanding of Dominican customs. Also discuss what you have learned with an administrator.
8. Must not be on school probation.

#### EXPECTATIONS FOR LIVING OFF CAMPUS

1. Wake up to make the van by 7:30am.
2. Room - Daily
  - A. Keep bed and clothes neat and tidy.
  - B. Keep room neat and tidy.
3. Jobs at school.
  - A. Help supervise students and check their school jobs.
  - B. Assignments as given by the Director of Education.
4. Work time.
  - A. Must work at least 5 hours per week and may work up to 20 hours a week.
  - B. Jobs as assigned by an administrator. Can be on campus.
5. Freedays
  - A. May take freedays on Tuesday. Two freedays a month must be taken with a house.
  - B. May take another day with prior arrangement with the Program Director or his designate.
6. Privileges
  - A. Your evenings and freedays off campus must be spent with at least 2 other people

present. You are responsible to stay within the spirit of guidelines expressed in the section Overnight Stays.

- B. Anytime you go out of Jarabacoa (or the immediate area) this must first be cleared with the Program Director.
  - C. Privileges you desire to take that require the Program Director's signature may be filled out and signed the same day you wish to take the privilege.
7. Always let your host know if you are going to leave the house for any reason. Must be in the house by 9pm unless on privilege, working or accompanied by staff.
8. Bedtime
- A. Whenever you wish.
  - B. Quiet time after 10:30pm.
9. Records and Reports
- A. Keep track of own mail to and from parents and friends including phone calls which may occur weekly and be unsupervised.
  - B. Keep track of own finances - all accounts.
  - C. Keep track of social and group activities.
  - D. Evaluate self for reports and write section Notes and Comments.
10. VCR
- A. You can operate the VCR in the living room, but only for your own personal use - not for other students.
  - B. Before you watch a staff member's personal video, gain their permission.

### STANDARDS FOR EVALUATION

Point values related to student attitude and behavior:

- |                   |                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 -- Excellent    | Above and beyond full expectations, shining, shows self motivation, extra effort and originality evident. A prime example to all.              |
| 4 -- Good         | All expectations fully met as required, good attitude, good example, little motivation needed.                                                 |
| 3 -- Average      | Typical performance and attitude, dependent on staff motivation, meeting minimum standards of quality and expectations.                        |
| 2 -- Sub-standard | Needing confrontation, below expectations in various areas, example not tolerable, evident weak performance.                                   |
| 1 -- Poor         | Repeated confrontation needed, evident disobedience, performance negligent, negative example, falling short of expectations in numerous areas. |
| 0 -- Rebellion    | Outright insubordination, threatening and intimidating behavior, rebellious attitude, influencing others negatively.                           |

## **DISCIPLINE**

### **UNITS OF CONCERN**

From time to time, each of us may be given to rebellion and/or disobedience. When this happens, it causes harm and inconvenience to others. Ultimately, we too, will be harmed by continuing in a pattern of rebellion. Units of Concern are intended to be more immediate consequences to the acts of disobedience.

A Unit of Concern consists of one day of appropriate restriction or one swat on the seat of the pants with a specified paddle. Other appropriate restrictions include writing a paper, losing a level, or some other choice offered by the Program Director or his designate. The choice is the student's, unless the act which causes concern happens while on a restriction. If a student is on a restriction he/she forfeits his/her choice for discipline. Students on Zero and First Level are given choices at the discretion of Program Director or his designate. Units of Concern are as follows:

1. Running away -- 10 units (also restricted to Jarabacoa for 60-120 days at the discretion of the Program Director)
2. Sexual misbehavior -- 10 units
3. Intimidation (bullying, subtle threats, fighting) --9 units
4. Insubordination (overt authority problem resulting in insults, threats, refusal to comply, etc.) -- 9 units
5. Stealing -- 8 units
6. Lying -- 7 units
7. Use or possession of harmful materials -- 6 units
8. Inconsiderate of Self, Inconsiderate of Others, Authority Problems or any others -- 4-5 units

Because of the seriousness of running away, i.e. the student's staff or group cannot help anyone who is not in its presence, two more units will be added each time a student runs. Also, two units will be added under any of the following circumstances:

1. A student runs away with another student.
2. A student runs away while another student is truant, or the student is truant when another student runs away.

## **HOUSE RELATED POLICIES**

### **BIG BROTHER - BIG SISTER**

1. All new students should be assigned a 4th or 5th leveler for the first four to six weeks in the program or until the student makes it to 2nd level.
2. The big brother or big sister should help the new student in adjusting to a new way of life in the program. This would include things like adjusting to the house, program and school rules, doing house and room jobs, the proper way to fold and hang clothes, helping them to have a good attitude, learning staff expectations and helping the student feel at home and welcome in the house.

### **FAMILY UNITY**

1. Family unity meetings will be held each Sunday from 5-6 pm
2. This is a time to share, build unity, encourage each other and work out family problems.

### FREEDAY

1. Every Tuesday each house has a freeday. This is a day off from school and work except for those students who have not earned the privilege.
2. The students decide as a group what activities they want to do--swimming, shopping, seeing a movie, hiking etc.
3. The staff of each house will do their best to do what the group wants within reasonable limits.

### GROUP

1. If you have a conflict with someone that you are having trouble working out, or if you feel that the group as a whole is having a problem, you may go to the groupleader and ask that a group be called. You must confront an individual in private before calling a group meeting in your house. Thus, prior to group being called, you must first have made a legitimate effort to work things out privately. The problem can then be discussed as a group. Group may never be called without the consent of a housestaff.
2. Before calling a group meeting in your house you must respectfully confront the individual in private and make an effort to work things out privately first.
3. You may not call group for a staff member.

### HOUSE JOB

1. Every day before school the entire house is cleaned. Each student is assigned or may choose a job. Jobs include washing or drying dishes, table setting, cleaning living room, kitchen, pantry, dining room, bathroom, and outside areas.
2. When the job is completed the housefather then checks the job and tells the student how many points were earned.

### PERSONAL ROOMS

In consideration of those with whom we live daily, we use our rooms in the following way:

1. Rise promptly with the first call, then do room job, before leaving for breakfast.
2. The bedroom is not used during the day except when changing clothes, in the case of illness, or when privileges allow this.
3. Clean daily (sweep, mop, dust, pick up).
4. Keep the noise level (talking, music, etc.) low, out of consideration for others.
5. Clothes and linen are washed weekly. Clothes not in use are to be folded or hung as required. (Items may not be left out of place.)

### SCRIPTURE MEMORIZATION AND DEVOTIONS

It is our expectation that each of our students will have memorized certain portions of the Bible during the period of their involvement in New Horizons. In order to aid in this, and yet to not do so in a way that would be offensive or provoking to anyone, please adhere to the following guidelines:

1. All recitation shall take place as a group. Recitation with the group can be expected of every individual.
2. The morning devotional will be scripture memorization and the evening devotional will be from a devotional book or prepared by the housefather or team member or a student. Evening devotions can be varied and are expected to be creative such as

tapes, singing, etc.

3. Devotions will occur every school day but are not required on Sundays and freedays.
4. The amount of scripture to be memorized will be approximately 12-16 verses each month which is less than one verse every other day.
5. Verses listed below are to be memorized in the translation indicated.
6. Students are expected to memorize scripture to make advances in the level system. The verses for each level are listed in the level system.
7. Every attempt will be made on the part of the students and staff to make this experience interesting and stimulating. We suggest the use of games and creative activities instead of rote memorization in order to add variety and spice.
8. Students are required to memorize the following portions during their stay at CVS. This list takes approximately 6 months to memorize. When the list is finished it will be repeated. No verses are to be added or deleted without Administrative permission.

1 John 1:5-10 (NIV)  
 Joshua 1:7-9 (NIV)  
 Matthew 5:1-15 (NIV)  
 1 Cor. 13:4-8 (NIV)  
 Romans 5:1-11 (NIV)

Isaiah 53:1-6 (KJV)  
 Psalm 23 (KJV)  
 Books of the NT  
 Books of the OT  
 Psalm 1 (NIV)

Titus 2:11-14 (NIV)  
 John 3:14 (KJV)  
 Phil. 2:1-11 (NIV)  
 John 14:1-6 (NIV)  
 Romans 12:1-2 (NIV)

#### TEN COMMANDMENTS (short form)

1. Thou shalt have no other gods before me.
2. Thou shalt not make unto thee any graven image.
3. Thou shalt not take the name of the Lord thy God in vain.
4. Remember the sabbath day, to keep it holy.
5. Honor thy father and thy mother.
6. Thou shalt not kill.
7. Thou shalt not commit adultery.
8. Thou shalt not steal.
9. Thou shalt not bear false witness.
10. Thou shalt not covet.

#### TARGET GOALS

1. Every two weeks, a student will be given a target goal. That is an area in his or her life that needs special attention.
2. These will be given by the group leader and student group. The students will have input as to the score for the T.G.

#### WORK TIME

Four days a week all students work for an hour a day for which they receive pay. This work includes gardening, working at the property, raking, working at the school or working at the house. If at any time a staff doesn't think a student has worked an hour's worth of work, more time will be assigned.

#### Some Good Reasons Why We Work:

1. Work builds character.
2. Going through daily routines of chores and work creates a good habit of doing things in life we don't want to, but we know are good for us.
3. Working builds up our resistance to being unmotivated and apathetic.
4. Work gives us measurable success experiences and accomplishments.
5. Work gives us a more realistic view of how to reach goals.
6. Work gives experiences in how to work and be a credit to an employer.

## RELATING TO OTHERS

### CARE PACKAGES

1. If you receive care packages from your parents you will be required to share the edibles that you have received with everyone else in your house.
2. We ask your parents not to send packages more than every 3 months. You may not manipulate your parents to send packages more often than this nor ask them to send larger than shoe box size packages.

### GIFTS

1. Students on the appropriate level desiring to purchase a gift to give to another student must receive prior approval from the G & SS department. The money must come out of the work allowance account.
2. When a student presently owns an item he/she wants to give to another person in the program the following needs to happen:

If the student is under 18 years old, he/she must first have written permission from his/her parents for each item the student presently owns and wants to give to another student. Both students must be on the appropriate level and the housefather of each specific student must be informed and give verbal permission.

### GROUP PROCESS

Meaningful interpersonal relationships begin with a commitment to love and respect the value of others as well as oneself. The process of changing old behaviors and making new ones is a complex one, and face-to-face communication and interaction are vital keys in that process. Living in a loving and structured environment is an unique opportunity to experience and practice new ways of relating.

In the past we may have been minimizing or avoiding problems and seeking justification for our actions from our peers as well as breaking away from following our parents' values. However, it is believed that addressing such difficulties and changes within a positive peer setting would be most beneficial. Each individual in the group is encouraged by one another to care about him/herself as well as the group as a whole. Each member is challenged to look at how he/she treats others in present relationships as well as past ones. Group members help each other become friends and change any negative or inappropriate behaviors. They seek to develop new, more socially acceptable and personally rewarding behaviors and relationships.

### MAIL

Everyone is encouraged to keep in close touch with family back home. The following practices regarding mail should be observed:

1. Students who write letters to parents and friends back home are expected to be truthful, balanced and respectful in language and content.
2. To help you to be honest and helpful in your letters to parents and friends, your outgoing letters and tapes are read by a staff member who has the responsibility of returning them with suggestions, if needed. Once a student earns the privilege, mail to parents and others does not have to be read. If students are not responsible with these privileges, they may lose them. If confidentiality is desired, letters must go through a counselor.

3. Mail to a qualified counselor, psychologist, psychiatrist, or social worker may be sealed without being read by another person. Mail to the Escuela Caribe Director or principal administrators of New Horizons Ministries may be sealed without being read by housestaff.
4. Former students must write in care of the Program Director.
5. Parents have the right to determine if a student may or may not receive mail from certain individuals. This mail will be returned unopened.
6. Mail is seldom held back from a student. The student is always told that a letter has arrived and from whom it is. The student is also told when the letter will be given to him/her. If the letter is sent back unopened, the student is notified.
7. The student is expected to answer each letter received, and those from family, caseworkers, and counselors within a week. If a student receives no mail during a four week period from their parents, they are still required to write at least one time a week.
8. All mail received and sent is recorded. Any mail, other than through these channels, is suspected for harmful purposes, since no beneficial mail would ever be hindered by these practices. You may see this record if you wish at a convenient time.
9. Postage for any outgoing mail comes from the house budget, but letters can be sent via American mail if you possess and use U.S. stamps.
10. Mail is opened by the student in the company of a staff member who receives money or anything other than letters that should be held in safekeeping for the student. Students whose privileges allow them to open mail without staff present, are expected to turn in money or other items that they cannot have. Students must remember that opening mail without staff supervision is a privilege.
11. Mail is generally read by staff and sent out within 24 hours after it is turned in to the housestaff.
12. Given that most all personal items and necessities can be purchased within the country, writing home for such requests is not permissible. Phone calls and parent visits provide opportunity for special items to be requested. If certain items are necessary, G & SS personnel can contact the NHM Parent Division and make a request to the parent(s).

#### RANK

1. Along with level attainment there is also rank in each house. The student with the highest level has highest rank which means that he/she sits at the head of the table, has first choice of jobs, first choice of seats, etc. The student with the 2nd highest level is 2nd in rank and has 2nd choice, and so on.
2. The rank may change weekly depending on the level line up.
3. It is a good idea to keep the golden rule in mind when you use your rank, in other words be polite and courteous about using your rank and never be harsh.

#### TELEPHONE CALLS

It is possible to make or receive an overseas telephone call from parents or an equally significant relative or friend, after completing three months in the program. Such telephone calls are regulated by the following guidelines:

1. Calls should be received or placed at the expense of the parent or other party.
2. Written/verbal permission from the student's parents for the call should be received in advance of the call stating the time and date that the call will be made. Time zones should be considered.
3. If a student wishes to talk to a boyfriend or girlfriend, they must have their parent's permission, and receive the call from their parent's home where the friend may talk on the parents' call.

4. Calls should not exceed 20 minutes (unless altered due to #9 and #10 below).
5. After the first call, (which takes place after being here for three months) phone calls from parents can be received every two months or according to level privilege. Note: For those student's whose parents are divorced or separated, the parent placing the student will have the first call set at three months and every two months thereafter. The non-placing parent's first call will be set at four months and every two months thereafter.
6. You are always accompanied at the time of the call by a staff member.
7. The student will be expected to be respectful and honest during phone calls. If things seem to be getting out of hand, there will be one warning given. If the conversation doesn't improve, the phone will be taken away.
8. Phone calls placed under special circumstances that are not normally scheduled or approved in advance, must be approved by the Program Director.
9. You will have a pre-arranged Birthday phone calls lasting 20 minutes. Generally, when a regularly scheduled call will occur at or around the birthday call, the calls often will be combined into one 30 minute call on the student's birthday. If parents desire two separate calls, they may communicate this directly to the NHM Parent Division or call the Program Director.
10. You will have a pre-arranged Christmas phone call lasting 20 minutes. Generally, when a regularly scheduled call will occur at or around the Christmas call, the calls often will be combined into one 30 minute call on the scheduled Christmas call. If parents desire two separate calls, they may communicate this directly to the NHM Parent Division or call the Program Director.
11. You may have a pre-Parent Visit phone call for 10 minutes if requested by your parents.
12. No unscheduled calls should be made while on a Parent visit without Administrative approval.
13. Phone calls to close relatives must be approved by parents and the Administration.

## GENERAL PROGRAM INFORMATION

### PARENT VISITS

1. Parents and immediate family may visit after completion of the student's 7th month in the school, by prior arrangement with the Parent Division Director of New Horizons Ministries and the Program Director of Escuela Caribe.
2. In the case of other relatives or friends visits, special permission must be received from the student's parents or legal guardians and prior arrangements must be made with New Horizons and the Program Director.
3. Students may be visited by caseworkers, social workers, counselors or other professionals interested in them, at any time. These visits must be approved by the student's parents and New Horizons.
4. The student and staff should work out arrangements ahead of the visit according to the needs and stages of development of the student.

The following guidelines should be observed:

- a) A staff member will usually accompany a student to the airport to pick up his/her parents. This cannot be guaranteed on arrivals for a Sunday or Monday. Parents are asked by the administration of Escuela Caribe to come to Jarabacoa the day following their arrival to meet the staff, to have a tour of the school and to become better acquainted with the operation of the school. Parents may choose to rent a car and drive up to Jarabacoa to meet their son/daughter there. Students are not permitted to escort their parents back to the airport. The student may spend up to four nights and five days with his/her parents.
- b) Program rules are to be followed while the student is with his/her parents. (See "Program Procedures and Expectations for Parent's Visit.")
- c) The student must complete a Parent Visit Permission Form confirming that he/she has permission for the parent visit.
- d) Parents will be invited to one evening meal the day following their arrival.
- e) Students are responsible to make certain their job responsibilities are being attended to during their absence. They must arrange this with their housefather before their parents arrive.
- f) A conference with the parents is essential for a successful visit. The conference with the housestaff, G & SS personnel, and the Program Director (Homelife Director in his absence) will be scheduled near the end of the parent's visit.
- g) If unresolvable conflicts occur during the visit, the parents should return to the main center with the student for consultation with the Program Director or his designate.

## PROGRAM PROCEDURES AND EXPECTATIONS FOR PARENT'S VISIT

The students of Escuela Caribe have certain privileges and restrictions while they are with us. Some are universal school rules and others depend on the student's level. We ask you to help us by enforcing these rules while your son or daughter is visiting with you.

## RULES OF PROGRAM AND LEVEL PRIVILEGES

1. No drinking of alcoholic beverages.
2. Students may smoke with their parents if they had previously been granted permission. They must be supervised by parents, who will avoid allowing them to smoke in public places or situations which are socially reinforcing.
3. Students are not permitted to drive a car unless he/she has a valid U.S. driver's license.
4. Girls should always wear bras.
5. Girls are to wear one piece bathing suits; guys are to wear modest swimming trunks.
6. Students on levels 1-3 are never to wear denim pants/jackets; students on levels 4 and 5 may wear nice blue jeans (not faded) when in the appropriate setting.
7. Students on levels 1-3 are to remain with you at all times; students on levels 4 and 5 can be trusted to be on errands or spend time away from you for appropriate reasons. You must know where they are going and what they are doing and when they will return.
8. Students on levels 1 and 2 cannot carry any spending money; level 3 can carry \$20.00 pesos, level 4 can carry \$35.00 pesos, level 5 can carry \$50.00 pesos.
9. Students are not allowed to go to discos.
10. Students should avoid conversing with strangers.
11. Students should behave in a way that exemplifies the above principles of behavior. They have indicated their commitment by completing a Parent Visit Permission Form.

## ACCOUNTS POLICY

Personal Accounts

This is money sent from parents, friends, and other relatives.

## Permitted Uses:

1. Souvenirs and artifacts to be taken home.
2. Necessary expenses, (i.e. clothes, camera and film supplies)
3. Spending limit is \$100.00 RD (pesos) per month, except for birthday and Christmas money. Money and spending limit may accumulate in account from month to month if not spent.
4. Christmas gifts received from parents or relatives. (\$50.00 US limit)
5. Birthday gifts received from parents or relatives. (\$25.00 US limit)
6. Items 4 and 5 are exceptions to the \$100.00 RD spending limit. This money may only be used for personal account items.
7. When the purchase of clothing and shoes becomes necessary, students may exceed the stated limit only to the extent that this is necessary, after spending current allowance first. If students need clothing and no account money is available, the items may be purchased and reimbursed by the parents with the Program Director's permission.
8. Personal accounts may be used to buy gifts for others only in conjunction with a school-wide gift exchange (i.e. Christmas).
9. Personal accounts may not be used to purchase edible items.
10. Withdrawals from personal accounts occur only when students correctly fill out their own personal "checks" provided by the program.

Work/Allowance account

This is money that is earned throughout the week. Amounts are dependent upon house job and level.

## Permitted Uses:

1. Personal toiletries and cosmetics such as toothpaste, shampoo, perfume/cologne, etc. (These items are first priority.)
2. Books, notebooks, pens, and magazines or newspapers.
3. Edibles (meals, snacks, pop, etc.)
4. Confiscation fines
5. School fines
6. Renting of personal items
7. Gifts for others (with prior permission of the appropriate counselor)
8. Haircuts
9. Transportation, entertainment, and consumables for freedays, free afternoons, or free evenings away from the group.

Note: Allowance and work account money may be used in accordance with the personal account uses, but personal account money may not be used for allowance and work account uses.

## CHURCH

1. We have a non-denominational church service every Sunday morning at 10:00 and all students and staff are required to attend.
2. Sunday School is directly following the morning church service. The Church Committee and Sunday School Superintendent work together to come up with program material for the time period.
3. Church committee is made up of staff elected by the congregation of staff and students to act as a steering committee for all operations relating to the church including benevolence, missions, church needs, and special religious events.
4. Students are encouraged to make suggestions to housestaff, Church Committee or Administration regarding religious activities.
5. Please dress in accordance to the rules stated in the dress code.

## OVERNIGHT STAYS

Out of concern for our students and staff members and as a point of protection for both, our program holds that no staff and student may spend an "overnighter" together. This means that Joe, the staff member, and Jim, the student may not spend the night together alone in any residence, public or private, for any reason such being as privileges, housetrips, etc. All trips or excursions of an overnight manner must be taken in a group of 3 or more. For example, Joe and Jim can ask Jon, another staff member or Jay another student to join them, but the two of them are not allowed to spend the night out at any time. This includes spending a night in town with staff, 5th level 3-day privileges, housetrip stays in hotels, students living in town, and trips to pick up parents for P.V.'s. This does not include student stays in public hospitals or Q.R. stints.

## SMOKING PRACTICES

We consider smoking a personal choice. Since it is determined that smoking can be harmful, we do not use this privilege in any way that will encourage others to do likewise.

1. We only use Dominican cigarettes purchased after arrival at Escuela Caribe.
2. We smoke only in designated areas. There are to be no social reinforcements for smoking. (We don't talk about smoking.) Smoking is also done in isolation with no contact with other students.
3. We do not share, borrow, buy, barter, or bet with smoking materials.
4. We do not put smoking before any group or personal responsibilities.
5. A reasonable cut-down period for new students will be established by the housefather beginning with no more than 40 cigarettes per week, moving to a maximum of 20 a week. The student must terminate smoking after 4 months.
6. We do not smoke or carry materials away from our residence. Staff will carry smoking materials to and from school.
7. We do not smoke without the approval of parents, with the exception of the first month during which time a letter is written for permission.
8. Smoking materials are kept by staff.
9. We do not smoke while hosting or visiting another group.
10. Smoking areas must be kept clean and neat; otherwise privilege may be suspended.
11. Smoking is allowed on group trips of more than one day with staff approval and permission in designated areas. During normal one day outings and freedays away from house, smoking is not permitted.
12. If a student makes a verbal or written commitment to quit smoking, written permission from the parents must be again received by the school before the student is allowed to smoke again.

## WATER SAFETY RULES

1. Whenever a group of students is at a pool, river, or beach, the buddy system is to be in effect. All students must be in sight of and responsible for their buddy at all times.
2. At least two people in the water at any time someone's swimming.
3. When swimming, all students must be within sight of housestaff. Ocean swimming should not be at a greater distance from shore than the equivalent of the coral reef at Sosua (about 1/2 Km.).
4. Snorkeling is done in minimum of groups of three, including one staff member or a 4th or 5th leveler--competent swimmer. (Same distance as in number 3)
5. Any student leaving main area of students, must have the permission of the housefather first. This includes going for walks and errands.
6. If during a trip or freeday a house must use a boat to get to a beach or dock, they must take and wear the life jackets provided by the school. If the jackets are forgotten or not taken, the boat is not to be used.
7. No diving head first into any spot or area, especially a river. A staff member must first check out an area for rocks and water depth. This must be done every time because water levels change daily. Jumping in only is permitted. Tennis shoes are required at rivers also.
8. One staff is to be out of the water at all times to be an observer and is to be watching at all times until they switch with another staff member.
9. In ALL things--SAFETY FIRST ALWAYS!!

## EVALUATION AND ADVANCEMENT IN THE PROGRAM

## COMPLETION CRITERIA

## BOARDING SCHOOL TRANSFER - RECOMMENDATION

Before students are transferred from Escuela Caribe to the boarding school or a similar situation back in the United States we expect that they will have completed the following:

1. Completion of at least 4 academic credits, excluding Physical Ed. and group problem solving.
2. Given back to their group what they derived from the program for a minimum of two months. Making an emotional investment in others, being a helpful and positive influence, showing emotional stability, personal responsibility and leadership.
3. The student readily acknowledges problems--he is working on problems well, at a high level.
4. Achievement of Level of Personal Responsibility (4th or 5th level).
5. Consistent positive attitudes.
6. Development of significant inner controls.
7. Shows genuine contentment and positive adjustment.
8. Has gained adequate insight into, and ability to cope with home situation.
9. Has been enrolled in the program for at least 9 months.