

# **CVS STUDENT MANUAL**

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## LEVEL SYSTEM INFORMATION AND RULES

### 1. General rules

- 1.1 The requirements, restrictions and privileges are listed for each level by section.
- 1.2 Every student is responsible for knowing and abiding by the program rules and procedures contained in this manual as well as the Academic Guidelines by 3<sup>rd</sup> level or three months in the CVS program — whichever comes first.
- 1.3 After a student earns a level, he/she must maintain a certain number of points in order to keep the level. If a student fails below the required number of points, he/she will be put on point probation for one week. This places a student one level below his earned level (see point probation).
- 1.4 Rank is determined first by level, then by weeks on level, and then by daily points of the current week. Example: A student with 3<sup>rd</sup> level, 4<sup>th</sup> week, ranks higher than a student with 3<sup>rd</sup> level, 3<sup>rd</sup> week. Points will determine rank only when two or more students have the same level and the same week.
- 1.5 0 level has no rank. Privileges, seating, etc. are assigned by your housefather.

### 2. Points

- 2.1 Point values related to student attitude and behavior:
  - 5 — Excellent: Above and beyond full expectations. Shining. Shows self motivation, extra effort. 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.
- 2.2 In cases when a student completes school work and/or no longer receives school

quality points, an average of the last four weeks of school quality points will be taken in order to determine weekly point totals.

- 2.3 In cases when a student's points are interrupted (i.e. due to a parent visit), the weekly point total will be determined by the following:
- A) If four or more days of points are completed, an average of those days will be taken and added to determine a weekly point total.
  - B) If less than four full days of points are completed, then an average of the last three (3) weeks of points will be taken.
- 2.4 Students have a 24 hour period in which to attempt to negotiate points. If staff are not available within that period, negotiations must occur within 24 hours that staff are available.
- 2.5 No more than two points per day may be negotiated (not boxes).

### 3. Point and Week Requirements for Levels

3.1 To achieve each level, a student must earn the following points:

1 <sup>st</sup> Level	—	350 points
2 <sup>nd</sup> Level	—	400 points
3 <sup>rd</sup> Level	—	420 points
4 <sup>th</sup> Level	—	440 points
5 <sup>th</sup> Level	—	450 points

3.2 To maintain each level, a student must earn the following points:

1 <sup>st</sup> Level	—	350 points (beginning first full week of 1 <sup>st</sup> level)
2 <sup>nd</sup> Level	—	375 points
3 <sup>rd</sup> Level	—	400 points
4 <sup>th</sup> Level	—	420 points
5 <sup>th</sup> Level	—	435 points

3.3 Students may earn a level by earning maintenance points for six consecutive weeks to obtain the next level for six consecutive weeks (one level at a time).

3.4 The minimum time on each level (excluding a requirement week) is:

0 Level	—	Two (2) weeks
1 <sup>st</sup> Level	—	Two (2) weeks
2 <sup>nd</sup> Level	—	Three (3) weeks
3 <sup>rd</sup> Level	—	Four (4) weeks
4 <sup>th</sup> Level	—	Six (6) weeks
5 <sup>th</sup> Level	—	Six (6) weeks (to go off points)
Off Points	—	Four (4) weeks (to move off campus)

#### 4. Level Requirements

- 4.1 Student will have one week in which to complete the requirements for the new level. Students may begin requirement weeks in advance if they wish. If the student does not make his or her level, all requirements done in advance are lost.
- 4.2 See each specific level outline for requirements.
- 4.3 Requirements are to be done and all but the Housefather's signature is required on the Level Approval Form by 5:00 p.m. on Saturday. The Program Director's Signature may be obtained on Sunday if needed. Level Approval Forms are located in the office or may be obtained from your Housefather.
- 4.4 All requirements are to be met before requesting signatures for the Level Approval Form. If a vote is required, it should be done last.
- 4.5 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 for your Level Approval Form.

#### 5. Levels for Transferring Students from MWA or NHA

- 5.1 Students arriving from MWA or NHA will be placed one level lower than their previously earned level at MWA or NHA.\* After one week at CVS the student is required to negotiate with the Homelife Head, Program Director or designate to keep same level or to obtain the next higher level. The student must negotiate within 24 hours after his first 7 days at CVS. If the student does not seek negotiation, he or she will be placed on a level determined by the Program Director or Homelife Head.
- 5.2 Points earned within the first 7 days at CVS will either help or hinder negotiations to the level you once held at MWA or NHA. Even if a student negotiates in the proper time frame this does not guarantee any level. This drop of one level is a privilege and can be lost any time during the week as a result of poor attitude and behavior.
- 5.3 Once your level has been negotiated or determined by Administration you will be required to maintain the points needed to keep that level or you will drop as stated in the level requirements for the level you are currently on.
- 5.4 **Please Note** - It is the student's responsibility to achieve points for that level. Failure to do so will greatly impact the level you can expect to negotiate for at the end of the week. If your points are so poor they fail to maintenance below the level you are on you will not be able to negotiate up to the level earned in MWA or NHA. For example: A student transfers on 4th level and is placed on 3rd level. His points that week are maintenance for 1st level he will not be able to negotiate for 4th level, possibly only 2nd level.



## 6. Rank and Privileges

- 6.1 With each level comes certain restrictions, privileges, responsibilities and freedoms.
- 6.2 Privileges are earned by earning levels and maintaining them with the proper performance and attitude.
- 6.3 Students who abuse privileges will lose them.
- 6.4 Privileges are not rights, and on any occasion may be denied.
- 6.5 All privileges are cumulative from level to level unless otherwise indicated. For example, students on 4<sup>th</sup> level have privileges accumulated on lower levels. Conversely, restrictions are removed as one earns levels.
- 6.6 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 5<sup>th</sup> 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 throughout 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.

## 7. Point probation

- 7.1 After a student earns a level, he/she must maintain a certain number of points in order to keep the level. If a student falls below the required number of points, he/she will be put on point probation for one week.
- 7.2 This places a student one level below the earned level. Example: If a student is on 3<sup>rd</sup> level and goes on point probation, a student would then be on 2<sup>nd</sup> level, week one (1) privileges for the week.
- 7.3 Each succeeding time a student goes on point probation lowers them one more level for that week. Example: The second time a student goes on probation from 3<sup>rd</sup> level places him/her on 1<sup>st</sup> level, week one (1) for that week.
- 7.4 During the probation week, a student must make the maintenance level of points to keep his/her level or a student will re-start at the next lower level on week one.
- 7.5 If a student has stagnated his/her progress, a point support higher than the maintenance for his/her level may be required for a student to continue to maintain his/her level. This is called a parking ticket. This will be determined by the Program Director or his designate.
- 7.6 During a point probation week, a student may not earn a maintenance week for the next level but may earn an achievement week.
- 7.7 A student on point probation is always the lowest ranker on that level, unless a student is on point probation and behind schedule in school for two weeks or more.

**8. Behind in school**

- 8.1 See Academic Guidelines.
- 8.2 If a student is more than 2 weeks behind schedule, he/she will remain on their current level but will be placed at week one.
- 8.3 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.
- 8.4 School probation is commonly defined as being behind schedule in school two weeks or more.
- 8.5 Students behind in school 2 weeks or more are required to stay back from a house freeday event and do school while the rest of your house enjoys its freeday activities.
- 8.6 Students behind in school three weeks or more are required to attend Sunday school from 6:00 PM to 8:45 PM. This may also apply to Youth Group.

## ZERO LEVEL (0) — ORIENTATION

### 1. Restrictions/Expectations

- 1.1 All outgoing mail is read.
- 1.2 All incoming mail is read after it is opened by the student in the presence of a staff member or a student on 5<sup>th</sup> level or above..
- 1.3 May not go on errands, even with a staff member.
- 1.4 Regular bedtime every night.
- 1.5 May not carry allowance or money.
- 1.6 Must sit with Housefather (or House staff if Housefather is not available) in church and assembly. Must be supervised by staff in Sunday school.
- 1.7 May not drink soda pop at meals (except on freedays).
- 1.8 You are restricted to the lower patio after you arrive at campus for school or church.
- 1.9 You may not use the lawn unless group activities make it necessary (i.e physical education or group).
- 1.10 May not communicate with Dominicans (greetings are OK as a sign of respect only).
- 1.11 Must be supervised at all times.
- 1.12 Must ask your Housefather for the following privileges:
  - A) 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
  - D) To break any plane (ie, to put shoes away)
- 1.13 At school, you must ask your teacher, or another authority figure:
  - 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
- 1.14 May not communicate with other 0 or 1<sup>st</sup> level students or with student of the opposite sex.
- 1.15 May not mumble or talk to self. This can ve taken as communication with other 0/1st level students.
- 1.16 May not be in the bathroom or bedroom alone with another 0 or 1<sup>st</sup> level student at home or at school without proper supervision.

- 1.17 There is no rank on zero (0) level. Privileges, seating etc. are assigned by the Housefather.
- 1.18 Students on zero level are not paid for work and have no choice of jobs.
- 1.19 May not wear jewelry (except watches).
- 1.20 May not borrow or loan clothes. May rent in emergency cases only with housefathers' approval.
- 1.21 Must always be accompanied by staff or a 4<sup>th</sup> or 5<sup>th</sup> level student away from house (freedays, campfires, group activities etc.)
- 1.22 When walking on freedays, to and from school you must be within arms reach of staff in charge (all-school freedays may be an exception).
- 1.23 Cannot vote during level meetings or for deciding freedays (Does not affect scoring Target Goals).
- 1.24 Girls may not wear cosmetics (including fingernail polish, mousse, hair spray, gels and lip gloss).
- 1.25 Must have hair cut by a housestaff member, if they wish or need a haircut.
- 1.26 May not drink coffee or tea.
- 1.27 May not mark your own target goal.
- 1.28 Must work at least 4 hours/week.

## FIRST LEVEL (1) — ORIENTATION

### 1. Requirements

- 1.1 Minimum of two (2) weeks on zero level.
- 1.2 350 points for two consecutive weeks.
- 1.3 Ten perfect squat thrusts, push-ups, and sit-ups approved by housefather.
- 1.4 Must perfectly recite from memory the Ten Commandments to housestaff.
- 1.5 Level sheet signed by housefather and teacher after all requirements are met.
- 1.6 Not required to be on schedule at school.
- 1.7 All requirements are to be completed while on zero level before student is promoted to first level.

### 2. Restrictions

- 2.1 All outgoing mail is read.
- 2.2 All incoming mail is read after it is opened by the student in the presence of a staff member.
- 2.3 May not go on errands, even with a staff member.
- 2.4 Regular bedtime every night.
- 2.5 May not carry allowance or money.
- 2.6 Must sit with Housefather (or House staff if Housefather is not available) in church and assembly. Must be supervised by staff in Sunday school.
- 2.7 May not drink soda pop at meals (except on freedays).
- 2.8 You are restricted to the lower patio after you arrive at campus for school or church.
- 2.9 You may not use the lawn unless group activities make it necessary (i.e physical education or group).
- 2.10 May not communicate with Dominicans (greetings are OK as a sign of respect only).
- 2.11 Must ask your Housefather for the following privileges:
  - A) Permission to enter into the bedroom.
  - B) To exit the house.
- 2.12 At school, you must ask your teacher, or another authority figure:
  - A) To use the bathroom
  - B) To leave the combined upper/lower patio area
- 2.13 May not communicate with other 0 or 1<sup>st</sup> level students.

- 2.14 May not be in the bathroom or bedroom alone with another 0 or 1<sup>st</sup> level student at home or at school without proper supervision.
- 2.15 May not wear jewelry (except watches)
- 2.16 May not borrow or loan clothes. May rent in emergency cases only with housefathers approval. There is a set amount of \$2.00 RD payable to the house for each item. This must be marked on the grid sheet the same day an item is rented.
- 2.17 Must always be accompanied by staff or a 4<sup>th</sup> or 5<sup>th</sup> level student away from house (freedays, campfires, group activities etc.)
- 2.18 When walking on freedays, to and from school you must be within ten feet of staff in charge (all-school freedays may be an exception).
- 2.19 Girls may not wear cosmetics (including fingernail polish, mousse, hair spray, gels and lip gloss)
- 2.20 May not drink coffee or tea
- 2.21 May not mark your own target goal.
- 2.22 May only be paid for a maximum of four hours per week.

### **3. Privileges**

- 3.1 May have choice of house and room jobs by rank.
- 3.2 May enter any room in house (accessible to students) without asking permission except the bedroom and bathroom.
- 3.3 Girls may use hair care products (ie., mousse, etc.) and clear lip gloss.
- 3.4 May request a haircut by any staff member who cuts hair.
- 3.5 Earns \$4.00 RD per hour.

## SECOND LEVEL (2) — INTEGRATION

### 1. Requirements

- 1.1 Minimum of two (2) weeks on first level.
- 1.2 400 points for two consecutive weeks or maintain 3<sup>rd</sup> level maintenance points for the required number of weeks, per alternate method to gain a level. (See “Weekly Schedule Policy” in Academic Guidelines.)
- 1.3 20 perfect push-ups, sit-ups and squat thrusts approved by Housefather (or designate) during or week after points are earned.
- 1.4 Must perfectly recite from memory Joshua 1:7-9; Romans 12:1-2 and Psalm 23:1-6 to house staff within one week after points earned.
- 1.5 Read segment of *See You At The Top* and answer written questions. See counselor regarding chapters and turn into them by Thursday at 5:00 p.m. of the requirement week.
- 1.6 Level sheet signed by the Housefather and teacher after all requirements are met.
- 1.7 Must be considered on schedule at school by Thursday (unless level achieved through next higher level maintenance procedure).
- 1.8 All requirements may be done during the weeks you are earning your points and/or during you requirement week, but they all must be completed within one week of earning required points.
- 1.9 Provided all requirements are met before Wednesday at 5:00 p.m. of your requirement week, that week will count as a full week (meaning after 5:00 p.m. you will be considered second level, week one)

### 2. Restrictions

- 2.1 All outgoing mail is read and incoming mail is inspected or read after it is opened by the student in the presence of the staff.
- 2.2 May not leave grounds for any reason without staff permission and supervision by staff or 4<sup>th</sup> or 5<sup>th</sup> level student.
- 2.3 May not mark your own target goal.
- 2.4 Must sit with house staff in church.
- 2.5 Must stay within 20 feet of Housefather or staff in charge when on freedays and house trips.
- 2.6 Must work a minimum of three hours per week.

### 3. Privileges

- 3.1 May have choice of jobs according to rank.
- 3.2 May go on house business errands to a specific place and for a specific item and time with a staff member with housefather’s permission.

- 3.3 \$5.00 RD per hour for work. May only be paid for a maximum of four hours per week.
- 3.4 May wear one piece of jewelry (for girls one pair of earrings = 1 piece)
- 3.5 May rent personal belongings in an emergency with housefather's permission ( a set amount. There is a set amount of 2.00 RD payable to the house for each item. This must be marked on the grid sheet the same day an item is rented.
- 3.6 May stay up ½ hour past regular bedtime once a week.
- 3.7 May carry one half of your allowance on your person.
- 3.8 May enter the bedroom/bathroom without asking permission.
- 3.9 May speak to other students (male and female) on levels 0-1
- 3.10 May hold hands with the opposite sex.
- 3.11 May ask SS&G personnel to pass letters from you to another student of the opposite sex.
- 3.12 May use permitted areas at campus when appropriate. (See Academic Guidelines)
- 3.13 May have one free pop per week supplied by the house with the Housefather's permission.
- 3.14 May use the bathroom at school without having to ask permission.
- 3.15 Girls may wear mascara on eye lashes only.
- 3.16 May greet Dominican woman and children (“Hola”, “Adios”)



## THIRD LEVEL (3) — ERRANDS

### 1. Requirements

- 1.1 Minimum of 3 weeks on 2<sup>nd</sup> Level.
- 1.2 420 points for two consecutive weeks, or maintain 4<sup>th</sup> level maintenance points for the required number of weeks, per alternate method to gain a level (See “Weekly On Schedule Policy” in Academic Guidelines)
- 1.3 30 perfect push-ups, sit-ups, squat-thrusts and jumping jacks approved by Housefather (or his designate) during or after points are earned.
- 1.4 Must perfectly recite from memory Matthew 5:1-15, Titus 2:11-14, Isaiah 53:1-6 and Books of the New Testament to house staff.
- 1.5 Read segment 2 of *See You At The Top* and answer written questions. See your Counselor regarding the chapters and turn into them, 5:00 p.m. Thursday at the latest.
- 1.6 Need house vote — approval of ½ of the student group and staff (no discussion). After earning points a house vote will be taken but the student is responsible to request that the house vote be taken.
- 1.7 You are to pass a verbal and/or written exam proving your knowledge and understanding of the Student Manual and Academic Guidelines. See your Counselor.
- 1.8 Level sheet signed by your Housefather, Teacher and Counselor after all requirements are met.
- 1.9 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.
- 1.10 Provided all requirements are met before Wednesday at 5:00 p.m. of your requirement week, that week will count as a full week (meaning after 5:00 p.m. you will be considered on 3<sup>rd</sup> level, week one)

### 2. Restrictions

- 2.1 All outgoing mail is read and incoming mail is inspected by staff after opening by student.
- 2.2 May not visit other houses on campus except to run errands.
- 2.3 Must work a minimum of three hours per week.

### 3. Privileges

- 3.1 May sit anywhere in first section of church.
- 3.2 May carry 30 RD total for shopping on freedays and other privileges. This can be a combination of personal or work account. Money must be turned back in after

- privilege is terminated.
- 3.3 May ride on a motorcycle with a staff member.
  - 3.4 May run non-personal errands without supervision. Errands are to go, retrieve something and return — not to visit
  - 3.5 \$6.00 RD per hour of work. May only be paid for a maximum of six hours per week.
  - 3.6 May stay up ½ hour past regular bedtime twice a week.
  - 3.7 May carry one week's worth of allowance regularly.
  - 3.8 May wear two pieces of jewelry — chains, bracelets, rings, earrings (for girls only).
  - 3.9 May have a Certificate of affection as long as you maintain 3<sup>rd</sup> level. If you go on point probation, the Certificate will be suspended until the level is regained.
  - 3.10 Girls may wear mascara and eyeliner in good taste.
  - 3.11 May go on a 15 minute walk with a staff member, once a week, but not to visit another house. Permission for walk must be granted by the Housefather.
  - 3.12 May have two free pops per week at meals with Housefather's permission — not accumulative.
  - 3.13 May give/receive gifts to/from students with SS&G personnel's approval. Only gifts purchased from work allowance account may be given.
  - 3.14 May greet Dominicans, barter sales and order in restaurants.
  - 3.15 May participate in "peer counseling" training sessions.
  - 3.16 May take privileges with staff members.
  - 3.17 May read/keep all "check" mail.

#### 4. 3rd Level Staff/Student Privileges

- 4.1 Must fill out a Staff/Student Privilege Request Form, have all necessary signatures on it and have it turned in to the office 24 hours prior to the privilege.
- 4.2 Each student is to have his/her own form if taking the privilege with another student.
- 4.3 All staff privileges must have only 2 students per staff member.
- 4.4 3<sup>rd</sup> level students are entitled to take a free afternoon (3:45-5:30 p.m., excluding Wednesday) twice a month, and a free evening once a month. The free evening lasts from 5:00-8:30 p.m.
- 4.5 A free evening and/or afternoon privilege includes going either to the Pinar Dorado hotel, a restaurant in town, staying on campus, climb the Pine Forest, visit a staff member's home, swim on campus or the Baptismal Hole.
- 4.6 A free evening privileges can be taken on Sunday afternoon between 2-5 p.m.
- 4.7 May watch a ½ hour TV show on your privilege.
- 4.8 Free afternoon privileges may not be done in the same week as a free evening.

**5. 3<sup>rd</sup> Level Student/Student Privileges**

- 5.1 In place of taking a free afternoon privilege with staff, a third level student may take a free afternoon to be at student's own house.
- 5.2 May be taken somewhere on campus with a fifth level student of the same sex.
- 5.3 This privilege would last from 3:45-5:30 p.m., excluding Wednesday.
- 5.4 May watch one half-hour of TV on this privilege.
- 5.5 Each student must fill out a Student Privilege Request Form 24 hours in advance of the privilege. One half goes to the housefather and the other to the SS&G department.

## FOURTH (4) LEVEL — TRUST

### 1. Requirements

- 1.1 Minimum of four weeks on 3<sup>rd</sup> level.
- 1.2 440 points for two consecutive weeks or maintaining fourth level maintenance points for the required number of weeks, per alternate method to gain a level (See “Weekly on Schedule Policy”) in Academic Guidelines.
- 1.3 40 perfect push-ups and sit-ups and 10 perfect clapping push-ups (girls — 1-1/2 minutes of jumping rope) approved by the Housefather ( or his designate) during or after points are earned.
- 1.4 Must perfectly recite from memory Phil 2:1-11; 1 Corinthians 13:4-8, and John 3:14-21 and the Books of the Old Testament during or within one week after points are earned.
- 1.5 Read segments 3 and 4 of See You At The Top and answer written questions. Turn in your assignment to your Counselor and take written level test for 4<sup>th</sup> and 5<sup>th</sup> by Thursday at 5:00 p.m. at the latest during the requirement week.
- 1.6 This level is obtained after a minimum of ½ hour discussion by the house (student group) to review problems and progress of the student. Need 75% approval (by vote) of the student group and all house staff.
- 1.7 Level sheet signed by teacher, Housefather, SS&G Department Head and Program Director after requirements are met.
- 1.8 No units of concern while earning points for the level.
- 1.9 Must be evidence of loyalty to the staff and Administration of Escuela Caribe.
- 1.10 All requirements may be done during the weeks you are earning your points and/or during your requirement week, but they must be completed within one week of earning required points.
- 1.11 If during the requirement week the student fails to receive the required vote, and during that same requirement week again maintains the necessary achievement points for 4<sup>th</sup> level ( i.e. three straight weeks of 440), the See You At The Top segment of requirements can be used again.
- 1.12 Provided all requirements are met before Wednesday at 5:00 p.m. of your requirement week, that week will count as a full week ( meaning after 5:00 p.m., you will be considered 4<sup>th</sup> level. week one)

### 2. Privileges

- 2.1 Outgoing mail does not have to be read by staff.
- 2.2 Incoming mail is not inspected at opening. If 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.
- 2.3 May wear acceptable blue jeans out of the house during free time, freedays or

- during errands with permission of Housefather.
- 2.4 May drive a motorcycle with a staff rider, a valid U.S. driver's licence and Housefather's permission. (This is with the permission of the owner of personal bikes and the permission of the Program Director or his designate for school bikes.) In the situation where an accident occurs, this privilege will be lost and the student will be responsible for all damages.
  - 2.5 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. Students may not go off the property or take this privilege after dark. This time may be used for personal errands.
  - 2.6 Girls may run non-personal errands after dark.
  - 2.7 \$7.00 RD per hour of work. May be paid for up to eight hours a week with Housefather's permission. Must work a minimum of three hours per week.
  - 2.8 May wear jewelry — chains, bracelets, rings, earrings (girls only) in good taste — not in excessive amounts.
  - 2.9 Regular bedtime is 10:00 p.m. but the student may choose to go to bed at 9:30. May have two late nights per week until 10:30 p.m. and one early night per week (9:00 p.m.) with Housefather's permission.
  - 2.10 May carry 60 RD total for shopping on freedays and other privileges. This amount can be a combination of personal or work accounts. Money must be given to the Housefather/supervising staff after the privilege has ended.
  - 2.11 May carry one week's worth of allowance regularly.
  - 2.12 You have the opportunity to work on service projects. You must currently be on schedule at school and you must have permission from the Education Department Head. (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 have to maintain 4<sup>th</sup> level for 3 weeks prior to this participation.
  - 2.13 May sit anywhere in church.
  - 2.14 May receive a call once a month from your parents. You are responsible to initiate with your Counselor to begin arranging the scheduling of your calls. Limit of call is 20 minutes.
  - 2.15 May have three free pops per week provided by the house — not accumulative.
  - 2.16 May supervise lower level students when needed at the house or school.
  - 2.17 May use school bicycle for errands and other activities with Housefather's permission.
  - 2.18 May leave for school 5 minutes early with Housefather's permission.
  - 2.19 Eligible to be a peer counselor with permission of SS&G Department Head, after completing required training assignments/sessions and maintaining 4<sup>th</sup> level for three weeks.
  - 2.20 You are on a high ranker point sheet.
  - 2.21 Girls may wear make-up in good taste.
  - 2.22 At school, you may purchase one cup of coffee per day with your teacher's

- permission.
- 2.23 At school, you may spend an hour away in the library and may enter without permission.
  - 2.24 May carry CVS Student I.D card.
  - 2.25 May participate in high ranker functions.
  - 2.26 May use electric hair dryers and curling irons ( 5 minute time limit)
  - 2.27 May mark your own target goal each night. This is your responsibility.
  - 2.28 May use personal walkman during privileges. These may not be rented.
  - 2.29 May talk 10 minutes a week on the phone between houses.
  - 2.30 May eat one free lunch and buy one lunch on campus. Must ask the Campus Hostess , sign up the Saturday before and inform your Housemom.
  - 2.31 May use gazebos at school for privileges and free time.
  - 2.32 May communicate with Dominicans for business purposes (i.e. buying things, ordering at a restaurant), and conversationally.
  - 2.33 May negotiate out of P.E. providing you develop an alternate personalized exercise plan approved by the Education Department Head.
  - 2.34 May take a privilege with a staff member.
  - 2.35 May wear sandals with backs as inside house shoe.

### **3. Restrictions**

- 3.1 Mail from program students and ex-students will be inspected

### **4. 4<sup>th</sup> Level Staff/Student Privileges**

- 4.1 Must fill out a Staff/Student Privilege Request Form, have all necessary signatures on it and have it turned in to the office 24 hours prior to the privilege.
- 4.2 Each student is to have his/her own form if taking the privilege with another student.
- 4.3 All staff privileges must have only 2 students per staff member.
- 4.4 May take a maximum of two free afternoons (3:45-5:30 p.m., excluding Wednesdays) per month (i.e. bike trips, downtown shopping). This may be taken on Sunday afternoons between 12-5 p.m. A 4<sup>th</sup> level student may combine a free afternoon and a free evening with Housefather's permission.
- 4.5 May use free afternoon and evening privileges as in-town chaperoned dating experiences.
- 4.6 May take a maximum of two free evenings per month (from 5:00-9:00 p.m.). These evenings may also be taken on Sunday evening from 5-9 p.m.
- 4.7 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.
- 4.8 May accept an invitation to sleep overnight at the home of a (same sex) staff

- member once a month. This can be done with a free evening, otherwise the privilege starts at 7:30 p.m. until the next morning at 8:30 a.m.
- 4.9 Once a month privilege of going away from Jarabacoa with a staff member from 3:00 -10:00 p.m. (may be used as a dating experience). This can be done in conjunction with an in-town overnigher, but not an out-of-town overnigher.
- 4.10 Upon receiving 4<sup>th</sup> level, the student is entitled to a 4<sup>th</sup> level dinner in Jarabacoa. Funds (\$75 RD each) will be provided for a meal 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 overnigher. This privilege must be taken within 4 weeks after the first week of attaining the level for the first time. The student must be on schedule and maintaining the level to have the dinner.

## 5. 4<sup>th</sup> Level Student/Student Privileges

- 5.1 Male students may go horseback riding once every two weeks on your free afternoon, freeday or on Sunday with another male student who is on 4<sup>th</sup> or 5<sup>th</sup> level. (Female students must ride with a staff member and thus required to complete a Student/Staff Privilege Request Form.
- 5.2 May schedule one freeday per month with a 5<sup>th</sup> level student of the same sex. Must be on the same day as your house freeday. May not be used as an out-of-town chaperoned dating experience.
- 5.3 Evening privileges may be used to give or receive dinner invitations to eat at your own house, providing you have your Housefather's permission and you ask your Housemother. Girls must be accompanied by a 5<sup>th</sup> level female student if invited to a male house for dinner.
- 5.4 Must fill out a Student Privilege Request Form, have all necessary signatures on it and have it turned in to the office 24 hours prior to the privilege.
- 5.5 Each student is to have his/her own form if taking the privilege with another student .

## FIFTH LEVEL (5) — PERSONAL RESPONSIBILITY

### 1. Requirements

- 1.1 Minimum of six weeks on 4<sup>th</sup> level.
- 1.2 450 points for three consecutive weeks or maintain 5<sup>th</sup> level maintenance points for the required number of weeks, per alternate method to gain a level (See "Weekly On Schedule Policy")
- 1.3 50 perfect push-ups and sit-ups and 15 perfect clapping push-ups (girls: 5 minutes of jumping rope) approved by the Housefather during or after points are earned.
- 1.4 Must perfectly recite from memory John 14: 1-6, 1 John 1:5-10, Romans 5:1-11 and Psalm 1 within one week after points are earned.
- 1.5 Read chapters 5 and 6 of See You At The Top and answer written questions pertaining to chapters (may be done before or while points are being earned).
- 1.6 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 house (student group and staff).
- 1.7 Level sheet signed by teacher, SS&G personnel, Housefather and Program Director after requirements are met.
- 1.8 Must not be on school probation.
- 1.9 No units of concern received while earning points for the level.
- 1.10 Must be evidence of loyalty to parents and their wishes.
- 1.11 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.

### 2. Privileges

- 2.1 May leave your house for a specific length of time (up to an hour) and place three times a week with Housefather's permission for walks, but not to visit other houses.
- 2.2 \$3.00 RD per hour for work (may be paid for up to 12 hours per week with Housefather's permission.
- 2.3 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.
- 2.4 One week's worth of allowance may be carried at all times.
- 2.5 May sit anywhere in church.
- 2.6 May carry \$90.00 RD total from personal account for shopping on freedays and other privileges. This \$90.00 RD can be a combination of personal and work account. Money must be turned back in after privilege is terminated. Must be responsible to account for money.



- 2.7 May work towards "Off Points" after six weeks with permission of Program Director.
- 2.8 May receive a call once every two weeks from your parents. You are responsible to initiate with your Counselor to arrange the scheduling of your calls. Limit of call is 20 minutes.
- 2.9 May have four pops per week supplied by the house.
- 2.10 Regular bedtime is 10:00 p.m.
- 2.11 May take three late nights per week until 10:30 p.m. and/or two early nights per week (9:00 p.m) with Housefather's permission.
- 2.12 May eat two free lunches and buy two campus lunches per week. Must ask the Campus Hostess and sign up the Saturday before and inform your Housemother.
- 2.13 May carry own driver's licence.
- 2.14 May drive campus or house motorcycle for errands or visiting with permission of Housefather and Program Director (or his designate). Any accident will probably cost you this privilege.
- 2.15 At school, if studying outside the classroom, you may go to see your subject teachers without asking permission.
- 2.16 At school you may purchase two cups of coffee per day with teacher's permission.
- 2.17 At school, you may purchase snacks with your own work allowance.
- 2.18 May enter the library without permission and without a supervisor present.
- 2.19 May use own personal walkman during any free time. These may not be rented.
- 2.20 May talk 20 minutes a week on the phone between houses.
- 2.21 May be assigned as kitchen supervisor in place of a house job. You will have some responsibilities in the kitchen, but your main assignment will be to check and score some or all of the kitchen jobs.
- 2.22 May check school or house jobs at Education Department Head or Housefather's permission.
- 2.23 May communicate with Dominicans for business purposes (i.e buying things, ordering at a restaurant) and conversationally.
- 2.24 May negotiate with the Program Director not to go on house trips if the Housefather approves, but must be in the program at least 12 months.
- 2.25 May take privileges with staff.

### 3. 5<sup>th</sup> Level Staff/Student Privileges

- 3.1 Must fill out a Staff/Student Privilege Request Form, have all necessary signatures on it and have it turned in to the office 24 hours prior to the privilege.
- 3.2 Each student is to have his/her own form if taking the privilege with another student.
- 3.3 All staff privileges must have only 2 students per staff member.
- 3.4 May take two free afternoons (3:45-5:30 p.m., excluding Wednesdays) and two free evenings (5:30-9:30) each month. This may be taken on Sunday afternoon

between 12-5 p.m.

- 3.5 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 p.m.
- 3.6 May plan and take a freeday with staff separate from the house group twice a month. The Education Department Head's permission is needed if you desire to do this on a different day from the house's freeday.
- 3.7 You may request a 3-day trip with two staff members who have been here for at least six months or one staff and one 5<sup>th</sup> level student. You need to be on 5<sup>th</sup> level for four weeks before you request this trip. The 3-day begins at 6:00 a.m. of the first day and ends at 9:00 p.m. of the third day.
- 3.8 Twice a month privilege of going away from Jarabacoa with a staff member from 3:00-10:00 p.m. (Time may be used as a dating experience). This can be done in conjunction with an in-town or out-of town overnighiter.
- 3.9 May accept an 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 p.m. until the next morning at 3:30 a.m.
- 3.10 Upon receiving 5<sup>th</sup> level, the student is entitled to a 5<sup>th</sup> level dinner in Santiago or Jarabacoa. Funds (\$100 RD each) will be provided for a meal for the student and a staff member of their choice. Money for the movie and transportation will also be provided. This may be done in conjunction with an out-of-town overnighiter or a 3-day privilege. This privilege must be taken within four weeks after the first week of attaining the level. The student must be on schedule and maintaining the level to have the dinner.
- 3.11 At least one of the privileges must be taken with a house staff member.

#### 4. 5<sup>th</sup> Level Student/Student Privileges

- 4.1 Must fill out a Student Privilege Request Form, have all necessary signatures on it and have it turned in to the office 24 hours prior to the privilege.
- 4.2 Each student is to have his/her own form if taking the privilege with another student.
- 4.3 May visit another house with prior arrangement and permission of both Housefathers twice a week.
- 4.4 May invite another 5<sup>th</sup> level student to your house with your Housefather's permission.
- 4.5 May go horseback riding once a week with another 4<sup>th</sup> or 5<sup>th</sup> level student on free afternoons, freedays or Sundays. (Female students must ride with a staff member and thus required to complete a Staff/Student Privilege Request Form.)
- 4.6 May use your freeday privilege with another 4<sup>th</sup> or 5<sup>th</sup> level student of the same sex separate from the house group twice a month. The Education Department Head's permission is needed if you desire to do this on a different day than the house's.

## OFF POINTS

### 1. Requirements

- 1.1 During time on 5<sup>th</sup> level, three consecutive weeks of 455 points must be earned.
- 1.2 Minimum of six weeks on 5<sup>th</sup> level.
- 1.3 No units of concern received during those three weeks.
- 1.4 20 recorded hours of peer counseling which can begin when you earn 5<sup>th</sup> level.  
(Five hours can be in other same-sex house)
- 1.5 Write a 1000 word summary/response paper after reading an autobiography of a great Christian leader.
- 1.6 Verbal consent of house staff with approval of Program Director.
- 1.7 Must not be on school probation.

### 2. Privileges

- 2.1 Same as 5<sup>th</sup> level with the addition of the following:
- 2.2 May ask on same day to take any student privilege (does not include staff privilege)
- 2.3 May have one extra day off a month.
- 2.4 May talk on the phone for 30 minutes with another house.
- 2.5 May eat campus lunch everyday.
- 2.6 May set your own bed time each night beginning at 9:00 p.m.
- 2.7 May move out of the house after one month of being off points.
- 2.8 \$9.00 RD per hour for work.
- 2.9 \$20.00 RD allowance.
- 2.10 You don't have to ask to enter the kitchen campus.
- 2.11 Free coffee at campus up to two cups a day.
- 2.12 May work 15-20 hours each week.

### 3. Responsibilities

- 3.1 Must keep your own personal account and mail records.
- 3.2 Must complete your own monthlies.
- 3.3 Must keep track of your own work hours and turn these into your primary work supervisor to check them and the Comptroller to be paid.

## OFF CAMPUS

### 1. Requirements

- 1.1 See Program Director or his designate regarding questions/assistance.
- 1.2 Must keep a weekly journal to be discussed with your counselor.
- 1.3 Must set up and keep a weekly meeting with the Program Director or his designate to discuss how you are doing and how you are adjusting.
- 1.4 Five page (minimum) paper on personal values and goals for personal excellence.
- 1.5 Must pass a Spanish proficiency test before moving off campus.
- 1.6 Must set up own weekly schedule to be approved by the Program Director, or his designate. (See Expectations for Living Off Campus below)
- 1.7 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.)
- 1.8 Must set up an interview with an English speaking Dominican to gain understanding of Dominican customs. Discuss what you have learned with an Administrator.
- 1.9 Must not be on school probation.
- 1.10 Must be involved in a discipleship program.

### 2. Expectations for living off campus

- 2.1 Wake up to make the van by 7:40 a.m.
- 2.2 Keep bed and clothes neat and tidy
- 2.3 Keep room neat and tidy
- 2.4 Help supervise students and check their school jobs
- 2.5 Do assignments as given by the Education Department Head.
- 2.6 Must work at least five hours per week and may work up to 20 hours per week.
- 2.7 Do jobs as assigned by an Administrator. Can be on campus.
- 2.8 May take freedays on Tuesday. Two freedays a month must be taken with a house.
- 2.9 May take another day for a freeday with prior arrangement with the Program Director or his designate.
- 2.10 Your evenings and freedays off campus must be spent with at least two other people present. (See Overnight Stays)
- 2.11 It must be cleared with the Program Director to leave Jarabacoa (or the immediate area).
- 2.12 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.
- 2.13 Always let your host know if you are going to leave the house for any reason.
- 2.14 You must be in the house by 9:00 p.m. unless on a privilege, working or accompanied by staff.
- 2.15 Bed time is whenever you wish.

- 2.16 Quiet time after 10:30 p.m.
- 2.17 Keep track of own mail to and from parents and friends including phone calls which may occur weekly and be unsupervised.
- 2.18 Keep track of all your own accounts.
- 2.19 Keep track of all social and group activities.
- 2.20 Evaluate self for reports and write section "Notes and Comments".
- 2.21 You can operate the VCR in the living room for personal use — not for other students.
- 2.22 You may watch a staff member's personal video with their permission.

## **POINT SHEET EXPECTATIONS FOR 0-2ND LEVEL**

- 1. Responding promptly and getting up on time**
  - 1.1 Getting up on time. Being dressed appropriately and on time without needing reminders.
  - 1.2 Getting your room cleaned and requesting it be checked before time allowed ends.
  - 1.3 Getting jobs and assignments done and requesting they be checked before time allowed ends.
  - 1.4 Doing things quickly when asked, without question.
  - 1.5 Volunteering if a volunteer is needed.
  - 1.6 Going to bed on time and quieting down.
  - 1.7 Having to be called only once for jobs, school or other activities.
  
- 2. Room done well and on time**
  - 2.1 Making bed with 45 degree angles on the appropriate corners so there are no wrinkles.
  - 2.2 Shelves and personal area are clean and items dusted and arranged according to House Inspection Expectations.
  - 2.3 Clothing properly taken care of and in proper place.
  - 2.4 Shoes straightened, shoelaces tucked in shoes.
  - 2.6 Asks Housefather, or person in charge, to check your room.
  
- 3. House job done well and on time**
  - 3.1 Does best job possible. Makes sure job is done completely as assigned and as quickly as possible.
  - 3.2 No horseplay.
  - 3.3 Displays a good attitude if asked or told to do something extra.
  - 3.4 Uses proper tools and cleaning supplies appropriately.
  - 3.5 Asks Housefather, or person in charge, to check your job.
  
- 4. Neat and clean personal appearance**
  - 4.1 Hair is combed by breakfast.
  - 4.2 Clean clothes on and in good repair.
  - 4.3 Shirt tail tucked in.
  - 4.4 Shirt is buttoned, except for two buttons (Providing it will look appropriate)
  - 4.5 Dresses in respect to the Dominican culture, as well as consistent with current

CVS dress code.

- 4.6 Wears a belt.
- 4.7 Wears a shirt with a collar.
- 4.8 Dresses appropriately for specific occasions ( i.e. going to church, special events.), without having to be reminded of dress code.
- 4.9 Keeps hair combed and looking neat (i.e. hair not matted, out of eyes etc.)
- 4.10 Bathes/showers thoroughly daily.
- 4.11 Wears footwear at all times.
- 4.12 Does not bite nails, pick face or practice other unsightly habits.

**5. Pleasant and mannerly at meals**

- 5.1 Is polite, building others up in conversation.
- 5.2 Keeps volume of voice at normal (pleasant) level. Participates in conversation, yet doesn't dominate.
- 5.3 Elbows not on the table. No reaching across the table or another person.
- 5.4 Saying "please" and "thank-you". Being polite.
- 5.5 Passes things promptly and courteously when asked.
- 5.5 Uses good table manners. (i.e. using utensils, taking small enough bits, using a napkin)
- 5.6 Is respectful and quiet, yet participates during devotions.
- 5.7 Does not complain about food in general or about foods one doesn't like.
- 5.8 Is complimentary about the food being served.
- 5.9 Doesn't begin eating until Housemother has started eating.

**6. Being totally truthful and honest — facing reality**

- 6.1 Is open with conversations. Doesn't whisper or talk secretly.
- 6.2 Gives emotionally honest, complete answers.
- 6.3 Doesn't push problems off on others or other circumstances. Accepts responsibility.
- 6.4 Is honest when confronted.
- 6.5 Brings out problems on your own without pressure from group or staff.
- 6.6 Accepts the purpose of this school and why you are here.
- 6.7 Tells the truth.
- 6.8 Is above reproach in all areas.
- 6.9 Avoids discipline.

**7. Courtesy and respect towards authority figures**

- 7.1 Helps and supports staff.
- 7.2 Does things promptly without complaining.

- 7.3 Doesn't try to manipulate staff.
- 7.4 Uses edifying and correct language (Doesn't use foul language).
- 7.5 Doesn't talk behind staff's back.
- 7.6 Shows respect in responding to staff. Uses proper voice tone and has proper attitude toward staff.
- 7.7 Does what is told without questioning authority.
- 7.8 Works on building relationships with authority figures.
- 7.9 Doesn't take inappropriate liberties in relationships with staff ( i.e giving due respect)
- 7.10 Accepts confrontation from high ranking students with a good attitude.

**8. Courtesy and respect towards other people, places and things**

- 8.1 Helps other students with work, problems and school (i.e helps them figure things out, builds them up, keeps quiet at night, keeps quiet during school)
- 8.2 Doesn't manipulate or bully other students
- 8.3 Doesn't put down other students verbally or by facial expressions.
- 8.4 Doesn't speak negatively (i.e glorifying drinking, smoking etc.)
- 8.5 Doesn't take advantage of others.
- 8.6 Doesn't aggravate others.
- 8.7 Doesn't talk behind a student's back.
- 8.8 Builds positive relationships with students.
- 8.9 Says positive things about other student's attributes, character and abilities.
- 8.10 Asks to borrow others property (when permitted) and returns rented items promptly and intact.
- 8.11 Doesn't deface or write on school or personal property.
- 8.12 Shows respect for Dominicans and their country.

**9. Being a helpful and positive influence**

- 9.1 Talks positively about people and situations even though you may not like something.
- 9.2 Sets a positive example (uses good judgement)
- 9.3 Helping students and staff.
- 9.4 Uses good judgement ( i.e. use of money for needs, use of time)
- 9.5 Doesn't lie or steal.
- 9.6 Faces problems and tries to solve them.
- 9.7 Is compliant — follows rules and expectations.
- 9.8 Makes an effort to help students in group evaluations or other times when they are having problems.



**10. School — Attitude/Cooperation**

- 10.1 Attempts to work to the best of one's ability.
- 10.2 Is a good, positive example.
- 10.3 Shows consideration for others during school and breaks.
- 10.4 Is self motivating.
- 10.5 Treats teachers with respect.
- 10.6 Shows a sweet, compliant attitude in fulfilling expectations and following rules.
- 10.7 Follows teachers' instructions and expectations.
- 10.8 Follows rules concerning school work and classroom behavior.

**11. School — Quantity and Quality**

- 11.1 Quantity/Quality points are based on the following chart, but is subject to your teacher's discretion.
- 11.2 Extraneous factors will be considered (i.e medical appointment).
- 11.3 Two corrections equal one assignment.

# of assignments turned in					
5	1+	2+	4-	5	5
4	1	2	3+	4+	5
3	1-	2	3	4	5
2	0	2-	3-	3+	4-
1	0	1	2	2+	3-
0	0	0	0	0	0
Average grade	F	D	C	B	A

**12. Physical Education**

- 12.1 Cooperates and shows compliant attitude. Doesn't complain.
- 12.2 Plays fair. Is conscious of the quality of the experience and good sportsmanship.
- 12.3 Participates as much as possible without needing encouragement.

- 12.4 Listens to P.E teacher and supervising staff.
- 12.5 Helps with equipment, set-up etc.
- 12.6 Dresses properly.

**13. Group participation**

- 13.1 Is respectful and follows instructions during group time.
- 13.2 Pays attention and gives input into group.
- 13.3 Is open to receiving input from others in the group.
- 13.4 Doesn't dominate group interaction.

**14. Target goal**

- 14.1 Target goals are an agreed upon personal area that a student needs to work on.
- 14.2 Shows a consistent, positive attitude in working on this behavior.
- 14.3 Is persistent throughout the day and week to work on target goal.
- 14.4 Does not make excuses for poor performance and/or incomplete assignments.

## **POINT SHEET EXPECTATIONS**

### **3<sup>RD</sup> LEVEL**

#### **1. Using time wisely**

- 1.1 Taking initiative in confronting peers.
- 1.2 Meeting necessary deadlines.
- 1.3 Being helpful with others when necessary.

#### **2. Confronting and accepting confrontation**

- 2.1 Taking initiative in confronting peers.
- 2.2 Brings necessary matters to staff promptly.
- 2.3 Accepting responsibility for actions and not making excuses.
- 2.4 Open and receptive to correction and advice from authorities and peers.

#### **3. Demonstrates appropriate social skills**

- 3.1 Looks nice and follows dress code.
- 3.2 Practices meal time ethic.
- 3.3 Gets along well with others.
- 3.4 Communicates well with others.
- 3.5 Practices good social ethics.
- 3.6 Does not over socialize or under socialize.

#### **4. Being a helpful and positive influence — relationally**

- 4.1 Motivates others by influence.
- 4.2 Holds others accountable to do specific tasks.
- 4.3 Assists others in getting their tasks done.
- 4.4 Encourages others to comply and give in.
- 4.5 Uses suggestions and confrontations to aid students, not agitate them.
- 4.6 Follows rules.
- 4.7 Builds relationships with others, especially those on lower levels.

## **POINT SHEET EXPECTATIONS 4<sup>TH</sup> AND 5<sup>TH</sup> LEVEL**

### **1. Using good judgement**

- 1.1 Appropriate use of time and money.
- 1.2 Being aware of the environment
- 1.3 Remembering responsibilities (not being forgetful)
- 1.4 Reporting problems immediately.
- 1.5 Thoughtful comments.
- 1.6 Meets necessary deadlines.
- 1.7 Shows more responsibility by needing less structured support from authority figures.

### **2. Confronting and accepting confrontation**

- 2.1 Taking initiative in confronting peers.
- 2.2 Brings necessary matters to staff promptly.
- 2.3 Accepting responsibility for actions and not making excuses.
- 2.4 Open and receptive to correction and advice from authorities and peers.

### **3. Leadership**

- 3.1 Is a positive influence in the house with others.
- 3.2 Uses initiative in helping plan activities.
- 3.3 Helps to solve problems and meet immediate needs.
- 3.4 Follows through on instructions given.
- 3.5 Uses own personal talents and abilities well.
- 3.6 Serves people but doesn't "lord it over them".

### **4. Personal Responsibility**

- 4.1 Showing disillusionment with past values and lifestyle.
- 4.2 Uses appropriate skills in relationships
- 4.3 Introspective. Evaluates own home readiness.
- 4.4 Shows progress in overcoming typical problems (individualized)
- 4.5 Shows a good, receptive attitude towards parents' direction and advice.
- 4.6 Makes an emotional investment in other students — gives back what you have gained or learned yourself.
- 4.7 Shows personal responsibility by thoroughly completing tasks.

## STUDENT DISCIPLINE

### 1. Units of Concern

- 1.1 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.
- 1.2 A "unit of concern" consists of one day of appropriate restriction or one swat on the seat of the pants with a specified paddle. Appropriate restrictions include writing a paper, losing a level, exercises or some other choice offered by the Program Director or Homelife Department Head.
- 1.3 The choice of discipline may be the students' unless the act which causes concern happens while on a restriction or a student is on zero level.
- 1.4 If a student is on a restriction they forfeit their choice of discipline.
- 1.5 The Program Director or Homelife Department Head may opt to deny a choice when a problem warrants.
- 1.6 Units of Concerns are as follows:
  - A) Running away — 12 units plus a haircut (also restricted to Jarabacoa for 60-120 days at the discretion of the Program Director)
  - B) Sexual misbehavior — 12 units plus a haircut
  - C) Intimidation (bullying, subtle threats, fighting) — 10 units (plus a haircut if violence is involved)
  - D) Insubordination (overt authority problem resulting in insults, threats, refusal to comply etc.) — 10 units
  - E) Stealing — 8 units
  - F) Lying — 7 units
  - G) Authority Problem — 6 units
  - H) Use or possession of harmful materials — 5 units
  - I) Inconsiderate of self, others — 5 units.
- 1.7 Because of the seriousness of running away — the student's staff or group cannot help anyone who is not in their presence — two more units will be added each time a student runs.
- 1.8 Two units will be added under any of the following circumstances:
  - A) A student runs away with another student
  - B) A student runs away while another student is truant, or the student is truant when another student runs away.

## 2. Brother/Sister Keeper

- 2.1 If a student knows another student is not following CVS rules and expectations and does not take initiative and act appropriately by confronting and/or reporting it to a staff member, that student can receive the same discipline as the student breaking the rule.
- 2.2 Students are expected and responsible to help each other correct unproductive, negative behavior. This should be done in a positive manner.
- 2.3 Colossians 3: 16-17 — “Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus Christ, giving thanks to God the father through him.”

## 3. Dangerous or Harmful Materials

- 3.1 The following items are not to be in a student’s possession, except when authority permits it. If a student is found to possess or use any of the below items immediate consequences will apply.

- A) Smoking materials
- B) Drugs or syringes
- C) Alcohol or alcoholic beverages
- D) Gasoline or other highly volatile substances
- E) Aerosol cans
- F) Pornographic material
- G) Knives, machetes or other instruments that bring concern for others.
- H) The property of others without their permission (This constitutes a stealing problem)

## 4. Restitution - Repayment of Loss or Damages

- 4.1 CVS hopes that our students will possess a genuine respect for the property of others and the property that we all share. Occasionally, it is expected that someone may cause loss or damage to property, or cause a needless expense to others. When this happens, the student will be involved in “restitution” to replace the item lost or damaged according to the following guidelines:
  - A) You will repay small losses (up to \$10.00 RD) from your work account, at the rate of no less than 50% of the money per week.
  - B) If the loss is much greater, you may work off part of the debt at the rate of \$5.00 RD per hour.
  - C) All debts should be paid off as quickly as possible. You may opt to pay off ½

- of the debt by working, even when the debt is less than \$10.00 RD
- D) You should pay off part of the debt by allowance/work when the debt exceeds \$10.00 RD.
  - E) It is not our desire that a person be indebted over long periods of time for a single accident. To clear off debts quicker, restitution days may be used for students owing five or more hours or debts taking a student too long to pay off.
  - F) In cases where the item belonged to the student, but was purchased by the parent, the restitution will cover all or part of the cost of replacement as determined by Administration.

## **5. Restitution Days**

- 5.1 The morning of restitution day, the student should come down to school ready to work instead of doing normal school. The student should have any work tools asked for, usually machetes, work gloves, work boots, a cup, drinking water, work clothes, and a snack. A hat is also recommended but not required.

## **6. Confiscation Policy**

- 6.1 When an item is left in the wrong place, it will be confiscated by your Housefather (if in the house) in a designated area until Saturday (or other day). At that time the house will go through the “confo box” and distribute the items confiscated to the owner of the item.
- 6.2 Students who have confo items will pay 2 RD per item out of their work account and do 15 exercises per item confiscated.
- 6.3 If the student needs to get an item out of the “confo box” early, then they need to double the exercises and pay double the fine.
- 6.4 If an item is not labeled then a student will again do double the exercises and pay double the fine.
- 6.5 : Items confiscated at school will be kept in a designated area until Monday afternoon assembly. The same rules apply at school for items taken out of confo early, items not labeled and fines or exercises owed for each confo item.
- 6.6 Students are expected to help each other avoid items being confiscated.

## HOUSE INSPECTION, EXPECTATIONS, AND AWARDS

### 1. House Inspection

- 1.1 The Homelife Department Head or his designate will inspect student houses each week.
- 1.2 House inspections may be done at any time.
- 1.3 Each house is to maintain the standards as set forth in the House Quality Standards.
- 1.4 A score of 144 or below is considered failing. A score of 145 or above is considered passing.
- 1.5 If you fail house inspection, your freeday privilege for the next week is taken away. Instead of taking your freeday, your house will clean house for a total of 8 hours.
- 1.6 Inspection scores are final at 5:30 p.m. the following day and cannot be negotiated after this time unless the inspector is on his day off or otherwise unavailable. If the inspector cannot be found on the day following inspection, then negotiation must be done next day.
- 1.7 If the house fails inspection and cleans for 8 hours the Homelife Director may inspect your house that same day. If your house fails again, 4 more hours of cleaning may be added to the 8 you have just completed.

### 2. House Quality Standards

#### 2.1 Bedrooms

- A) Any unused beds must be made.
- B) All beds are to be made daily with hospital corners (i.e. bottoms of sheets, blankets, bedspreads folded under first, with corners at 45 degree angles, then sides tucked under.
- C) Top of sheets and spreads pulled down  $\frac{1}{2}$  the width of the pillow case.
- D) Pillow laid flat with case pulled out to edge of bed. open end facing the door.
- E) Extra blankets placed at foot of bed, folded half, quartered, then folded in half again. Place with folds out, facing the door, edges out of sight.
- F) Nothing should be hung on bed posts, except purses, bags and hats. No more than two items per post.
- G) Bottom tier bedroom slats always closed at dark.

#### 2.2 Care of Clothes

- A) Pants: All creased dress pants are to be hung in closet, waist over left side of hanger, hanging half way down pant leg, zipper points toward the back of



closet. Belts should not be left on pants. All jeans, corduroys, casual slacks folded butt inside, stacked neatly in dresser or on shelf.

- B) Shirts: Hung on hangers in closet, facing one direction, top and bottom buttons buttoned.
- C) T-shirts: Folded in 1/3 width-wise, then folded 1/3 length-wise, placed neatly in drawers.
- D) Underwear: Tri-folded widthwise, then folded in 1/3 lengthwise, placed neatly in drawers.
- E) Socks: Rolled up toes to top or balled up and smiling; kept in dresser.
- F) Pajamas: Folded up same as T-shirts and pants and placed in drawer, on shelf or hung up.

### 2.3 Dressers

- A) Three drawers per student — one junk drawer allowed per student. All underwear in one drawer together; T-shirts etc, together in another drawer. Neat, dust free, organized. All books on dresser tops with left side, back of books lined up.

### 2.4 Closets

- A) Clothes hung with hangers pointing in one direction, in order, left to right:

- 1) Boys: belts, pants, shirts, sweat shirts, sweaters, sports jackets, jackets, rain suit, robe. Shirt order — collar, sleeve, T-shirts, polo and button down.
- 2) Girls: belts, skirts, pants, shirts, sweatshirts, sweaters, jackets, dresses, sleep wear.

- B) Extra hanger kept in left or right end of closet or to separate two students clothes.

- C) Belts, robes may be hung on hooks.

- D) Towels, pants, linens may be stacked on closet shelves and according to type. (i.e all bath towels together, jeans together and cords together in separate piles or if in one pile due to space, jeans on bottom, cords on top)

- E) Sheets should be folded to form squares not rectangles.

### 2.5 Shelves

- A) All items organized neatly by kind and size, labels facing out, biggest things in back.
- B) Toothpaste tubes left flat and unrolled.

C) Cans, boxes etc. must be dusted.

2.6 Shoes

A) Arranged neatly in closet, clean, toes pointing in, untied, shoelaces tucked inside shoes.

2.7 Towels

A) In use — may be hung on ends of bed frames with bath towels on top rungs, hand towels and washcloths on bottom rungs of each bunk or visa versa as long as all in the room are the same.

B) Towels must hang neatly with no wrinkles.

C) Clean towels to be stored on shelves, half-folded lengthwise, then half and a quarter widthwise.

D) Towels should be organized by size — biggest on bottom of stack.

E) Multiple folds towards walls, double fold on side is what you see.

2.8 Kitchen

A) All cups, bowls, plates, pans etc. to be stacked neatly and straight.

B) Bowls, cups, glasses upside down, cup handles all pointing the same direction.

C) Pans and mixing bowls placed in cupboards and on shelves arranged by size, largest in the back, upside down.

D) All bottles, jars of food and condiments must be wiped clean after each meal.

E) All labels on all articles, cans, jars, whether in pantry or refrigerator or kitchen, should face out — English side out (if in Spanish and English)

3. House Inspection Awards

3.1 The house with the highest monthly total wins.

3.2 Monthly ties are decided by the inspection scores of the previous month.

3.3 Each month, the Homelife Department Head gives a designated amount of award money to the winning house. The winning house can use this money at the discretion of the students and with consultation and approval of the Housefather.

## GENERAL PROGRAM INFORMATION AND RULES

### 1. Big Brother/ Big Sister

- 1.1 All new students will be assigned to another student in the house by their Housefather for the first four weeks in the program or until the student makes it to 2nd level.
- 1.2 The big brother/ big sister will help the new student in adjusting to a new way of life in the program. This would include things such as adjusting to the house, program and school rules, doing house and room jobs, showing them the proper way to hang clothes, helping them to have a good attitude, learning staff expectations, and helping the student feel at home and welcome in the house.

### 2. Student Rooms

- 2.1 Rise promptly with the first call and do room job before breakfast.
- 2.2 The bedroom shall not be used during the day except when changing clothes, in case of illness, or you are expected to work in the bedroom.
- 2.3 Keep the noise level low out of consideration to others.
- 2.4 Clothes and linens are washed weekly. Clothes not in use are to be folded and hung as required. Items may not be left out of place.

### 3. Work Time

- 3.1 Students will have work time at school once a week for one hour.
- 3.2 Students will also have work time at the house three times a week for an hour and a half.
- 3.3 Work time includes gardening, scrubbing, macheting the grass, sweeping, working in the kitchen etc.
- 3.4 Students will be paid for their work according to their level.
- 3.5 Some reasons why we work:
  - A) Work builds character
  - B) Going through daily routines of chores and work creates a good habit of doing things in life we don't want to do, but we know are good for us.
  - C) Work builds up our resistance to being unmotivated and apathetic.
  - D) Work gives us measurable success experiences and accomplishments.
  - E) Work gives us a more realistic view of how to reach goals.
  - F) Work gives us experiences in how to work and be a credit to an employer.

#### **4. Family Unity**

- 4.1 Family Unity occurs once a week (usually Saturdays) for one hour.
- 4.2 During this time, the student house has an opportunity to get together with their house team and build house unity.
- 4.3 Family unity can address house or relational issues, be an avenue for the group process — i.e. peer input, addressing conflicts, offer encouragement and student or house team feedback.
- 4.4 Family Unity may also be a time where students can discuss how they are doing in the house and in school.
- 4.5 Family Unity can be a creative avenue for house and group building. The House team may come up with fun activities and games to encourage house unity.

#### **5. Freedays**

- 5.1 Every Tuesday each house will have a freeday. This freeday may be an “in” or “out” freeday. Freedays are a day off from school or work except for those students who have not earned the privilege.
- 5.2 “Out” freedays are a time to visit exotic or far off places on the island as a family. This may include shopping, meals at restaurants, swimming at the beach, etc.
- 5.3 “In” freedays are opportunities to do service projects as a house, relax and enjoy being at your house, or do fun things as a group in Jarabacoa or the surrounding area.
- 5.4 Students have input, as a group, as to what activities they want to do — swimming, shopping, seeing a movie, hiking etc.
- 5.5 The Housefather will do his best to do what the group wants to do within reasonable limits.

#### **6. Overnight Freedays**

- 6.1 A student residence may take one overnight freeday per month.
- 6.2 House staff are permitted to take the students from school at 3:45 PM on Monday (any earlier times must be approved by Administration).
- 6.3 The overnight freeday will be canceled if two or more students are behind schedule two weeks or more in school. If the house has one student behind schedule in school the overnight freeday may occur.
- 6.4 If the house team deems it necessary the behind schedule student may be left behind to do school and spend the night in another house. If the behind schedule student is to stay back from the overnight freeday, it must be approved by the Homelife Department Head.
- 6.5 If the overnight freeday is canceled you may still take your In/Out freeday but it must be your alternate plan not the overnight plan.

## 7. Church Service

- 7.1 CVS has a non-denominational church service every Sunday morning at 10:00 a.m.
- 7.2 All staff and students are required to attend.
- 7.3 Sunday school is directly following the morning church service. Which Sunday school you attend will be determined by rank.
- 7.4 There is a church committee made up of staff elected by the congregation of staff and students. This committee is to act as a steering committee for all operations relating to the church, including benevolence, missions, church needs, and special religious events.
- 7.5 Students are encouraged to make suggestions to house staff, the church committee or Administration regarding religious activities.
- 7.6 Students must dress in accordance with the Student Dress Code Policy when attending church services.

## 8. Clothing Policy — General Guidelines

- 8.1 The intent of CVS's clothing guidelines is not to be legalistic but rather to be within the norms and values of our host country and Jarabacoa itself. Since our host culture values personal appearance, we should too. Many Dominicans are offended or misunderstand the more casual or imaginative styles that we in the Western world are accustomed to.  
Many students come to CVS with poor grooming practices which is strongly related to a low self-image. By expecting students to maintain good grooming standards, we at CVS hope it will make an impact on students' self-image and help establish life-long good grooming practices.
- 8.2 Clothes should be modest, and non-offensive and in good taste.
- 8.3 Since there are differences of opinion and exceptions from time to time, the Program Director will have the final word regarding what is acceptable clothing and what is not.
- 8.4 Each student must wear underwear to bed. Boys may be bare chested, girls must wear a top.
- 8.5 Except with a bathing suit or pajamas, underwear is always to be worn.
- 8.6 For girls, except with a bathing suit or pajamas, bras are to always be properly utilized.
- 8.7 Tight fitting clothing is not to be worn.
- 8.8 Clothes that do not cover a majority of skin are not permitted.
- 8.9 Footwear is always to be worn (except swimming and to bed). This is due to the disease factor and parasites.
- 8.10 All students are expected to wear shower slippers in the shower.
- 8.11 Clothes must be in good shape — i.e without patches or holes, not frayed etc.

- 8.12 Any stylish clothing that does not meet policy guidelines must be approved by the Program Director before being worn. This is approved on an individual basis.
- 8.13 Slips must be worn if material is see through.
- 8.14 All dresses and skirts must be at least knee length.
- 8.15 Crop tops and short tops which show midriff may not be worn.

## 9. Church and Community Dress

9.1 Church dress will normally refer to that which is expected for Sunday Church service. While generally similar to community dress expectations, it is expected an effort will be made to look your best in deference to those who view the matter as a “respect for God” issue.

### 9.2 Male community dress

- A) Pants: dress pants or other “dressy” pants of a non-denim nature.
- B) Belt: is to be worn with the above, except when using dressy suspenders or pants with no loops.
- C) Shirts: Collared shirt or dressy non-collared shirts. Shirt tails are to be tucked in except for straight edged and/or dressy hemmed shirt tails. All buttons but top two are to be buttoned up.
- D) Foot wear: Dress shoes and socks (no non-leather sandals accepted). Tennis shoes are not appropriate for church dress.

### 9.3 Female community dress

- A) Pants: dress pants or other “dressy” pants of a non-denim nature.
- B) Belt: is to be worn with the above, except when using dressy suspenders or pants with no loops.
- C) Shirts: Blouses, collared shirt, or dressy non-collared shirts. Buttons are to be appropriately utilized.
- D) Dresses: no strapless dresses allowed, spaghetti straps are okay if there is one inch or more of cloth or a top is worn under dress.
- E) Foot wear: Dress shoes (and socks if wearing fully enclosed tie up shoes) no non-leather sandals accepted. Tennis shoes are not appropriate for church dress

9.4 All items must be of good repair and clean.

9.5 Any stylish clothing that does not meet policy guidelines must be approved by the Program Director before being worn. This is on an individual approval basis.

## 10. School Clothing Policy

#### 10.1 General Information

- A) Students are expected to be neat and clean in appearance and to be dressed in required CVS school uniform for all class work, in appropriate athletic attire for P.E. and in suitable work clothing for work time.
- B) All standard dress code guidelines include good taste, modesty, cleanliness and neatness.
- C) Proper grooming is expected. There are no exceptions.
- D) If students foresee that they do not have enough uniform clothes to wear for the whole week, it is their responsibility to wash, dry, purchase or rent any clothes needed.

#### 10.2 School Uniform for Girls

- A) Navy blue dress pants or knee-length skirt. Blue denim material is unacceptable.
- B) A belt must be worn with dress pants or skirt if belt loops are provided.
- C) White or light blue collared shirt or blouse with sleeves.
- D) Solid navy blue or white sweater. No sweatshirts nor athletic jackets.
- E) Dress shoes or stylish walking shoes. No athletic shoes nor hiking boots. Shoes must be in good repair, clean and polished.
- F) Socks must be worn.
- G) Modesty is imperative.

#### 10.3 School Uniform for Boys

- A) Navy blue dress slacks. Blue denim material is unacceptable.
- B) A belt must be worn with dress pants that have belt loops.
- C) White or light blue collared shirt with necktie or bolo tie.
- D) Solid navy blue or white sweater or a navy blue blazer or jacket. No sweatshirts or athletic jackets.
- E) Dress shoes or stylish walking shoes. No athletic shoes nor hiking boots. Shoes must be in good repair, clean and polished.
- F) Socks must be worn.
- G) If suspenders are worn, they must remain over the shoulders at all times.

#### 10.4 School work time clothing expectations

- A) Long pants
- B) Shirts must have sleeves. Long sleeves are suggested, but not required.
- C) Work gloves are required. If students do not have work gloves, they must be rented from their Homeroom teacher prior to work time. Students are charged

two confo items to rent, but one will be “refunded” when they return the item if it is returned promptly and in good repair.

- D) Work boots are required. Laces must be tied for safety.
- E) Girls may not wear white t-shirts.

10.5 P.E. clothing expectations

- A) Shirts must have sleeves. Tank tops are not acceptable.
- B) Shorts must be of a modest length.
- C) Boxer underwear are not suitable outerwear and may not be worn during P.E.
- D) Socks are required.
- E) Athletic shoes must be worn and laces must be tied.
- F) Girls may not wear white t-shirts.

**11. Hair Policy**

11.1 For guys:

- A) Above the eyebrows
- B) No longer than top of collar
- C) Middle of ear lobe
- D) No facial hair
- E) No tails or braids
- F) No buzz cuts

11.2 For girls:

- A) Long bangs in combs or headband (out of eyes)
- B) Must be combed neatly
- C) No tails
- D) No undercuts

11.3 Zero level students must have their hair cut by their house staff (if they wish or need a hair cut).

11.4 First and above students may request a haircut by any staff member who cuts hair.

11.5 The student must pay \$5.00 RD from his/her work account to the staff member who cut their hair.

11.6 No students may cut hair

11.7 Students may have their hair permed during a privilege. The student must pay \$10.00 RD from his/her work account and provide the perm materials.

**12. Pierced Ears**



- 12.1 It is acceptable for female students to have pierced ears, however earrings are not to be worn until the proper level is achieved.
- 12.2 When the proper level is achieved, only two earrings per ear may be worn.
- 12.3 Earrings may be worn to bed or put in and out of the holes to keep the holes open.
- 12.4 Students are not permitted to have their ears pierced while at CVS.
- 12.5 Males may not wear earrings.

### **13. Staff Bedrooms**

- 13.1 Staff bedrooms are off limits to students.
- 13.2 Students are never to enter a staff bedroom under any circumstances.
- 13.3 If a staff bedroom door is open, students are to refrain from looking inside the room.

### **14. Scripture Memorization and Devotions**

- 14.1 Student are expected to memorize scripture to make advances in the level system. See Level System Information and Rules for more information.
- 14.2 Every attempt will be made on the part of the students and staff to make scripture memorization interesting and stimulating. Games and creative activities may be used to add variety and spice.
- 14.3 Students are required to memorize the following portions during their stay at CVS. These takes approximately six months to memorize. When the list is finished, it will be repeated:

- A) John 1:5-10 (NIV)
- B) Joshua 1:7-9 (NIV)
- C) Matthew 5:1-15 (NIV)
- D) 1 Corinthians 13:4-8 (NIV)
- E) Romans 5:1-11 (NIV)
- F) Isaiah 53:1-6 (KJV)
- G) Psalm 23 (KJV)
- H) Books of the New Testament
- I) Books of the Old testament
- J) Psalm 1 (NIV)
- K) Titus 2:11-14
- L) John 3:14 (KJV)
- M) Phil 2:1-11 (NIV)
- N) John 14:1-6 (NIV)
- O) Romans 12:1-2 (NIV)

**P) Ten Commandment (short form):**

1. Thou shalt have no other gods before me
2. Thou shalt not make unto thee any graven image.
3. Thou shall 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 shall not kill.
7. Thou shall not commit adultery.
8. Thou shall not steal.
9. Thou shall not bear false witness.
10. Thou shall not covet.

**15. Target Goals**

- 15.1 Every two weeks, a student will be given a Target Goal. Target Goals refer to an area in a student's life that needs work or special attention.
- 15.2 Target Goals are given to the student by the student group and the Counselor.
- 15.3 Students score each other on how they did on their Target Goal each night.
- 15.4 An average of the student group score on the Target Goal is recorded on that student's point sheet.

**16. Renting**

- 16.1 When a student needs to use something that belongs to another person, that item is to be rented, not borrowed.
- 16.2 Renting should not be for fashion's sake. You should wear your own clothes.
- 16.3 Rental fee is \$2.00 RD which is taken out of your work allowance account.
- 16.4 Zero through 2<sup>nd</sup> level students may rent in dire emergency only with Housefather's permission.
- 16.5 All rental items should be returned the next day in the same condition. If the item needs to be cleaned you are responsible to get that item back to the owner right after cleaning it.

**17. Service Projects**

- 17.1 CVS conducts service projects in Jarabacoa and surrounding communities.
- 17.2 We do this as a witness for Christ, to develop caring attitudes and actions, to help those less fortunate than ourselves and to project a positive image for the school.
- 17.3 All house or all school service projects may occur once every month.
- 17.4 Service projects are conducted on part or all of the weekly freeday.
- 17.5 Students will normally have a choice as to the content of the service project.
- 17.6 A high ranker service project may occur once a week. Participants will be paid for any work time missed due to the project. Requirements for optional participation are as follows:

- A) Must be on schedule in regards to the school goals for the week in which the project occurs.
- B) A high ranker may do extra school work in the afternoons to allow him/her to be able to participate in a special service project i.e. a day trip or overnigher.
- C) Must wear clothing appropriate for the service project.
- D) Must have maintained 4<sup>th</sup> level for three weeks prior to participation.

**18. House Rules**

- 18.1 Each house consists of a set of houseparents. Because of the different staff and students in each house, there may be rules and expectations that exclusively apply to one house and not another.
- 18.2 Students who disagree with any house rules must follow the grievance procedures in this manual (See Grievance Procedures).
- 18.3 All house rules will be found in the student manual belonging to the house.

**19. Student Accounts Policy**

**A. Personal Accounts** (This is money sent from parents, friends, and other relatives.)

**1. Permitted Uses:**

- 1.1 Souvenirs and artifacts to be taken home.
- 1.2 Necessary expenses, (i.e. clothes)
- 1.3 Spending limit is \$145.00 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.
- 1.4 Christmas gifts received from parents or relatives. (\$50.00 US limit)
- 1.5 Birthday gifts received from parents or relatives. (\$25.00 US limit)
- 1.6 Items 4 and 5 are exceptions to the \$145.00 RD spending limit. This money may only be used for personal account items.
- 1.7 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 SS&G Department Head's permission.
- 1.8 Personal accounts may be used to buy gifts for others only in conjunction with a school-wide gift exchange (i.e. Christmas).
- 1.9 Personal accounts may not be used to purchase consumable or edible items.
- 1.10 Withdrawals from personal accounts occur only when students correctly fill out their "checks" provided by the program.

**B. Work Accounts** (This is money that is earned throughout the week. Amounts are dependent upon house job and level.)

**1. Permitted Uses:**

- 1.1 Personal toiletries and cosmetics such as toothpaste, shampoo, perfume/cologne, etc. (The items above are first priority.)
- 1.2 Books, notebooks, pens, and magazines or newspapers.
- 1.3 Edibles (meals, snacks, pop, etc.)
- 1.4 Confiscation fines
- 1.5 School fines
- 1.6 Renting of personal items
- 1.7 Gifts for others (with prior permission of the SS&G Department Head)
- 1.8 Haircuts
- 1.9 Transportation, entertainment, and consumables for free-days, free afternoons, or free evenings away from the group.

\*Note: Work account money may be used in accordance with the personal account uses, but personal account money may not be used for work account uses.

**20. Student Committee**

- 20.1 Students who are on 3<sup>rd</sup> level and above may participate in the student committee.
- 20.2 The student committee is a good opportunity to take leadership in the school and looks good on a resume!
- 20.2 The student committee meets on the first Saturday of each month during lunch period.
- 20.3 The student committee meets to:
  - A) organize fund-raisers for 3<sup>rd</sup> and above functions.
  - B) organize 3<sup>rd</sup> and above events and offer ideas and suggestions for the planning of other social functions of the school.
  - C) discuss student grievances, bring these grievances to Administration via staff advisors and report back to the student group as representatives.
  - D) give students the experience of being a leader, not only within the student house, but within the school.
  - E) ensure that program standards and expectations are being met within the student body.
  - F) give the experience of being on a Student Council.
  - G) be involved in youth group as leaders, be involved in the production of the school yearbook as leaders and be involved in the production of school merchandise as leaders.
  - H) make suggestions for change within the school.

- 20.4 A representative for the student committee should take meeting minutes
- 20.5 Student representatives are to consult their Housefathers and house staff before attending student committee meetings. Committee members are expected to have a clear understanding of what the constraints and limitations are for planning intra-group activities and school-wide social activities.
- 20.6 Students will lose the privilege of being a representative if they: lose their level, fail behind in school, or miss too many meetings.

## **21. Discipleship**

- 21.1 Students on 2<sup>nd</sup> level and above may request a staff member to disciple them.
- 21.2 A discipleship session will normally last six weeks. At that time, the student may request another discipleship session with the same or another staff member. After the second session, the student should seek out another staff member to disciple them.
- 21.3 Discipleship will occur once a week, for an hour. The time set for discipleship should be agreed upon by the discipler, the disciplee, the Housefather (if requested time is on "house time", or the Education Department Head (if the time requested is during "school time").
- 21.4 An outline of the material/subject/topic to be covered in the discipleship session (i.e. what will be discussed each week) should be agreed upon between the discipler and disciplee and handed into the Discipleship Program Head for approval.
- 21.5 The student must fill out a Request for Discipleship Form indicating staff involved, day, and time of discipleship and obtain all necessary signatures in order for the discipleship session to begin.

## **22. Card Playing**

- 22.1 Card playing with face cards is felt to be something that can be done at other times and places and really has no redeeming or uplifting value in our work, therefore, other games and skills are developed which will broaden a student's educational experience while with us.

## **23. Concho Rides**

- 23.1 4<sup>th</sup> and 5<sup>th</sup> level male students are allowed to ride conchos if necessary. If riding a concho, a helmet must be worn.
- 23.2 No female student is allowed to ride a concho without permission from the Program Director or his designate.

## **24. Beverages/Student Bought Food**

- 24.1 Zero (0) and 1<sup>st</sup> level students may drink sweetened beverages (except coffee and tea) purchased by work account funds with Housefather's approval.
- 24.2 Food and beverages may not be kept in the student rooms.
- 24.3 2<sup>nd</sup> level and above students may prepare any personal beverage or food for their own consumption if they meet all of the following guidelines:
  - A) All responsibilities are fulfilled
  - B) Clean up is complete
  - C) All ingredients are bought by the student
  - D) All beverage or food is either eaten by the student or shared equally with all in the house.
  - E) Must have Housefather's permission each time.

**25. Buying/Selling Items From Staff or Students**

- 25.1 A Buy/Sell/Trade form must be filled out properly and turned into the office.
- 25.2 The item and amount must be previously decided upon and approved by the Housefather and Counselor who is aware of personal account balance.
- 25.3 If the item was sent down to the student, when the money is received it must be put into the student's personal account.
- 25.4 If the seller (student) purchased the item with funds from his/her personal account, then the money received must be put into the personal account.
- 25.5 If the seller (student) purchased the item with funds from work/allowance account, then the money received may be put in the work/allowance account.

**26. Van Rules**

- 26.1 There is to be no eating, drinking or chewing gum in the van.
- 26.2 Do not slam or lean on doors.
- 26.3 Do not leave articles in the van. If items are left, they will be subject to confiscation by the administration.
- 26.4 After a freeday (especially to the beach), the van should be swept out and windows should be cleaned.
- 26.5 The chauffeur is to be treated with respect. Do not be overly friendly or talk to him while driving. The Housefather or designate will communicate with the driver as needed.
- 26.6 Female students are not to sit next to the chauffeur.
- 26.7 There must be a staff member in the front seat with a student and a chauffeur.

**27. Water Safety Rules**

- 27.1 Whenever a group of students is at a pool, river , or the beach, a buddy system

- should be in effect.
- 27.2 All students must be within sight of and be responsible for their buddy at all times.
  - 27.3 There must be at least two people in the water at any time while someone is swimming.
  - 27.4 When swimming, all students must be within sight of the house staff. Ocean swimming should not be at a greater distance from shore than the equivalent of the coral reel at Sosua (about ½ km)
  - 27.5 Snorkeling is done in minimum of groups of three, including one staff member or a 4<sup>th</sup> or 5<sup>th</sup> leveler who is a competent swimmer. (Same distance as in number 4.)
  - 27.6 Any student leaving the main area of students must have permission of the Housefather first. This includes going for walks and errands (level permitting).
  - 27.7 If during a house 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, the boat is not to be used.
  - 27.8 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 since water levels change daily. Only jumping in is permitted.
  - 27.9 Tennis shoes or water sandals are required at rivers.
  - 27.10 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 relieved.
  - 27.11 As in all things — safety first!

## **28. Motorcycles**

- 28.1 Students are allowed to ride on motorcycles once they have attained the privilege according to the level system.
- 28.2 Must have only one passenger. Three people are not allowed on a bike at one time.
- 28.3 The passenger must be instructed to sit still.
- 28.4 Helmets must be worn with the chin strap securely fastened.
- 28.5 Closed-toe shoes and long pants must worn.
- 28.6 Students who are allowed to drive motorbikes, according to the level system, must be “checked out” by the Program Director or his designate.
- 28.7 The student must have a valid Driver’s licence to drive a motorcycle off campus.

## **29. Pets and Animals**

- 29.1 Students are not permitted to own pets while at CVS.
- 29.2 All pets and animals are to be owned by a staff member who is willing to assume responsibility of the care and feeding of the animal.
- 29.3 CVS encourages the students to assist with the care of house pets owned by the staff.
- 29.4 Animals are permitted in student residences with permission.

**30. Overnight Stays**

- 30.1 All overnight privileges must be taken in a group of three or more of the same sex.
- 30.2 The third person may be another staff member or student.
- 30.3 While on a house trip or overnight freeday, only three or more same sex students and staff members may share the same room or tent.
- 30.4 This policy does not apply to students who stay in the hospital or in the Quiet Room.

**31. Gazebos**

- 31.1 Gazebos may be used for peer counseling and group activities.
- 31.2 Gazebos may be used for privileges and free time by 4<sup>th</sup> and 5<sup>th</sup> level students.
- 31.3 Gazebos may not be used by two high rankers of the opposite sex alone.

**32. Graduation Award**

- 32.1 Any student, regardless of level, is entitled to a free evening and a dinner at a Jarabacoa restaurant of their choosing upon graduation from high school.
- 32.2 Funds will be provided for the student and one staff.
- 32.3 A Student/Staff Privilege Request Form must be filled out.

**33. Evaluation and Advancement in the Program**

- 33.1 Before students are transferred from CVS to another New Horizons program, it is usually expected that the student has:
  - A) completed four academic credits, excluding P.E. and Group
  - B) given back to their group what they derived from the program for a minimum of two months.
  - C) made an emotional investment in others.
  - D) is a helpful and positive influence, shows emotional stability, personal responsibility and leadership.
  - E) readily acknowledged problems and makes a concentrated effort to work on them.
  - F) achieved 4<sup>th</sup> or 5<sup>th</sup> level.
  - G) a consistent and positive attitude.
  - H) developed signs of inner controls.
  - I) shown a genuine contentment and positive adjustment.
  - J) gained adequate insight into and ability to cope with home situation.
  - K) been enrolled in the program for at least nine months.



## RELATING TO OTHERS

### 1. Behavior in Public

- 1.1 Each student is responsible to act in a manner becoming to a lady or gentleman and adhere to his/her level restrictions.
- 1.2 The student may expect the Housefather to give further expectations depending on the situation or place.
- 1.3 Any student who does not follow the program and/or Housefather's expectations, may receive private discipline, lose his/her level privilege while on outing and/or have the outing privilege revoked.

### 2. Care Packages

- 2.1 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.
- 2.2 The edibles will be turned over to your Housefather and eaten by the house at his discretion.
- 2.3 CVS requests that your parents do not send packages more often than every three 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.
- 2.4 You must have the SS&G Department Head's permission before asking your parents for things.

### 3. Certificates of Affection

- 3.1 Student must be on 3<sup>rd</sup> level or above before a "Certificate" is approved by the group and endorsed by staff.
- 3.2 Certificates of Affection demonstrates a couple's desire to build a closer, more meaningful relationship by "going together".
- 3.3 Kissing and hugging are permitted, but the couple must show good judgement regarding where, when and how. When this liberty causes concern to another, the matter is quickly "checked".
- 3.4 The certificate is approved by the group, house staff and SS&G personnel and is signed by each person and their Counselors.
- 3.5 If either of the two parties wishes to break off the relationship, they must discuss this in the presence of one of their Counselors.

### 4. Dating/Romantic/Personal Relationships

- 4.1 CVS desires to promote and nurture relationships that are healthy, open and honest.
- 4.2 All relationships are to be conducted with the utmost care and concern.

- 4.3 Integrity and mutual respect are absolutely essential to building healthy relationships and should be used as the primary guidelines for all actions within and without the relationship.
- 4.4 Deception and emotional dishonesty are not permitted. If it is discovered that a student has been deceptive and misleading with a person, friend or romantic partner, the Administration will intervene and the offending student will be subject to disciplinary action.

## 5. Gifts

- 5.1 Students on the appropriate level desiring to purchase a gift to give to another student must receive prior approval from the SS&G department.
- 5.2 If a student would like to give another student an item he/she already owns, the student must be 18 years of age and have written permission from his/her parents for each item that is desired to be given. Both students must be on an appropriate level and the Housefather of each student must be informed and give verbal permission.

## 6. Grievance Procedures

- 6.1 If you have a problem with another student or staff member, you must first go to that person privately and work out the problem.
- 6.2 If the issue remains unresolved, you must go to your Counselor or Housefather for help.
- 6.3 You are responsible to initiate the grievance appropriately. The grievance procedure “works” when you accomplish your goal to appropriately express your thoughts and feelings about a particular incident. The grievance procedure does not “work” if your goal is to change someone else.
- 6.4 You must follow the principles set forth in Matthew 18:15-18

## 7. Group Process

- 7.1 Meaningful interpersonal relationships begin with a commitment to love and respect the value of others as well as oneself.
- 7.2 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.
- 7.3 Living in a loving and structured environment is a unique opportunity to experience and practice new ways of relating.
- 7.4 In the past you may have been minimizing or avoiding problems and sought justification for your actions from your peers while at the same time breaking away from your parents values.
- 7.5 Positive peer relationships are beneficial in addressing such difficulties and changes.
- 7.6 Individuals in the group should be encouraged by the others to care about himself as

- well as the group as a whole.
- 7.7 Each member is challenged to look at how he treats others in present relationships as well as past ones.
  - 7.8 Group members should help each other become friends and change any negative or inappropriate behaviors and seek to develop new, more socially acceptable, personally rewarding behaviors and relationships.
  - 7.9 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 your Counselor and ask that a “group” be called.
  - 7.10 Students must first confront an individual in private (level restrictions apply, if you are not on a level to talk to another person, see your Counselor) before calling a group meeting.
  - 7.11 Group can never be called without the consent of the house staff.
  - 7.12 You may not call group for a staff member.

## **8. Language and Conversation**

- 8.1 Language and conversation have a big impact on people and affect how they feel and their attitudes towards others.
- 8.2 Our language and conversation should be mutually edifying and considerate of others.
- 8.3 Students will not use the name of God in vain. This is profanity.
- 8.4 Students will not use obscenities. Obscenities degrade people and the normal functions of the human body to common place or perversion.
- 8.5 Students will not boast of negative past experiences that resulted in harm to themselves or to others.
- 8.6 Students will not glorify problems. This does not help in seeing problems as they really are. It also encourages others to boast of one “better” negative experience or problem and perhaps encourages them to lie or to have negative thoughts.
- 8.7 Students who do not control their language or conversation and work to keep it positive will eventually subject themselves to discipline.

## **9. Mail**

- 9.1 Every student is encouraged to keep in close touch with family back home.
- 9.2 Students who write letters to parents and friends back home are expected to be truthful, balanced, and respectful in language and content.
- 9.3 To help you be honest and helpful in your letters to parents and friends, your outgoing letters are read by your Counselor who has the responsibility of returning them with suggestions if needed.
- 9.4 Once a student earns the privilege, mail to parents and others does not have to be read. If students are not responsible with this privilege, they will lose it.

- 9.5 Mail to a qualified counselor, psychologist, psychiatrist or social worker may be sealed without being read by another person.
- 9.6 Mail to the CVS Director or principal administrators of New Horizons Ministries may be sealed without being read by a Counselor.
- 9.7 Former students must write in care of the Program Director.
- 9.8 Parents have the right to determine if a student may or may not receive mail from certain individuals. This mail will returned unopened.
- 9.9 Mail is seldom held back from a student. The student is always told that a letter has arrived and whom it is from. The student is always told when the letter will be given to him/her. If the letter is sent back unopened, the student is notified.
- 9.10 The student is expected to answer each letter received within a week.
- 9.11 Students are required to write at least once a week to their parents.
- 9.12 All mail received and sent back is recorded. You may see this record at any time.
- 9.13 Postage for any outgoing Dominican mail comes from the program budget. Letters can be sent American mail if you possess U.S. stamps.
- 9.14 Mail is opened by the student in the company of a staff member.
- 9.15 Students who receive money or anything other than letters will be held in safekeeping for the student.
- 9.16 Students whose privileges allow them to open mail without a staff present are expected to turn in money or other items they cannot have. Students must remember that opening mail without staff supervision is a privilege.
- 9.17 Mail is generally read by staff and sent out within 24 hours after it is turned in to the house staff.
- 9.18 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, SS&G personnel can contact the NHM Parent Division and make a request to parent(s).
- 9.19 If a student has free time, they (with the permission of their Housefather), can initiate letters.

## 10. Personal Treatment Practices

- 10.1 Everyone must value the personal dignity of each individual.
- 10.2 Every person has a right to be spoken to courteously and respectfully. One should not say things which directly or indirectly "put down" or intimidate another person.
- 10.3 Students are forbidden from fist fighting and/or causing physical harm to others.
- 10.4 Realize that practical jokes and name calling seem harmless enough at times, but frequently cause a person to feel low and hurt.
- 10.5 Be sensitive about showing physical affection (touching, caressing, kissing etc.) To others, realizing that the other person may be embarrassed or bothered by the feelings aroused by these kinds of contacts. Be above reproach!

- 10.6 Often we may underestimate or overlook completely the impact that we make on another person of the same sex. Back rubbing, sitting on each others laps, heads on the shoulders, arms around each other and similar body contacts should be subject to good judgement and not go on for any significant length of time. Again, be above reproach!
- 10.7 Students can talk to their Counselor about appropriate, comfortable and safe ways of showing affection to one another.

## **11. Rank**

- 11.1 Along with level attainment, there is also rank in each house.
- 11.2 The student with the highest level has highest rank. This means the student sits at the head of the table, has the first choice of jobs, etc, unless the highest level student has not passed zero level.
- 11.3 The student with the 2<sup>nd</sup> highest rank has the second choice of jobs etc.
- 11.4 Rank may change weekly depending on the current week points and levels.
- 11.5 Remember to keep the “golden rule” in mind when you use your rank. Be polite and courteous about using your rank. Don’t be harsh.

## **12. Telephone Calls**

- 12.1 It is possible to receive an overseas telephone call from parents or placing guardian after completing three months in the program.
- 12.2 If you have been transferred from NHA or MWA, you may receive a phone call after two months of being at CVS.
- 12.2 Calls are received at the expense of parents or placing guardian.
- 12.3 Your Counselor will set up times for “parent calls”, including a “back-up call”, taking into consideration time zones.
- 12.4 If a student wishes to talk to a boyfriend or girlfriend, they must have their parents permission and receive the call from their parent’s home where the friend may talk during the parent’s call. This is not an additional call.
- 12.5 Calls will not exceed 20 minutes, unless altered by a birthday call or a therapeutic reason authorized by the SS&G Department Head.
- 12.6 After the first call (which takes place after being at CVS for three months), phone calls from parents can be received every two months, or according to level privilege.
- 12.7 For those parents who are separated or divorced, 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.
- 12.8 At the time of your call you will either be accompanied by a staff member, have the phone call recorded, or both.
- 12.9 The student is expected to be respectful and honest during telephone calls. If things seem to be getting out of hand, there will be a warning given. If the conversation

- doesn't improve, the phone will be taken away.
- 12.10 Phone calls placed under special circumstances, that are not normally scheduled or approved in advance, must be cleared by the Program Director or SS&G Department Head.
  - 12.11 Students will have a pre-arranged birthday phone call lasting 20 minutes. Generally, when a regularly scheduled call occurs at or around the birthday call, the calls will often be combined into one 30 minute call on the student's birthday. If parents desire two separate calls, they must communicate this directly to the NHM Parent Division or call the CVS Program Director.
  - 12.12 Students will have a pre-arranged Christmas phone call lasting 20 minutes. Generally, when a regularly scheduled call occurs at or around the Christmas call, the calls will often be combined into one 30 minute call on the scheduled Christmas call. If parents desire two separate calls, they must communicate this directly to the NHM Parent Division or call the CVS Program Director.
  - 12.13 Students may have a pre-parent visit phone call for 10 minutes if requested by their parents.
  - 12.14 No unscheduled calls should be made while on a parent visit without Administrative approval.
  - 12.15 Phone calls from close relatives must be approved by parents and the Administration.

### 13. Traditions

- 13.1 As time passes, the relationships between us foster good times and "pranks" An example of such pranks is the dousing or dunking of a person on their birthday.
- 13.2 One must always get involved in these activities with a spirit of fun -- keep it fun for the other person too.
- 13.3 Be ever sensitive to the person on whom you are playing a prank. Never carry pranks too far (i.e. if a person gets wet once and changes into dry clothing, don't repeat the prank).
- 13.4 Always let love and the "golden rule" apply in our treatment of others.
- 13.5 Always consider safety when the games get rough.
- 13.6 If a person sincerely wishes to be spared such treatment, let the occasion pass without games.
- 13.7 Horseplay such as wrestling, jumping on another person etc. should be done in a safe manner that protects the persons and property involved.
- 13.8 As with any prank or horseplay, be above reproach. Ask your housefather before doing anything that might not be taken well.
- 13.9 Horseplay that involves buildings, houses or vehicles is forbidden.

## **PARENT VISITS**

### **1. General Information**

- 1.1 Parents and immediate family may visit after the student has completed seven months in New Horizons, with prior arrangement by the Parent Division of New Horizons Youth Ministries or by the CVS Program Director.
- 1.2 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 CVS Program Director.
- 1.3 Students may be visited by case workers, social workers, counselors or other professionals interested in them at any time. These visits must be approved by New Horizons and the student's parents and CVS Program Director.
- 1.4 The staff and student should work out visit arrangements ahead of time according to the needs and stages of development of the student.

### **2. Parent Visits**

- 2.1 The student must complete a Parent Visit Permission Form confirming that they have permission for the parent visit.
- 2.2 Parents may choose to rent a car and drive to Jarabacoa to meet their son/daughter at CVS.
- 2.3 Parents are asked to come to Escuela Caribe to meet staff, have a tour of the school and to become better acquainted with the school.
- 2.4 Program rules are to be followed while the student is with his/her parents. See Program Procedures and Expectations for Parent Visits.
- 2.5 The student may spend up to four nights and five days with his/her parents.
- 2.6 On the first Parent Visit the parents will be invited to one evening meal the day following their arrival.
- 2.7 Students are responsible to make sure their job responsibilities are being attended to during their absence. They must arrange this with their Housefather before their parents arrive.
- 2.8 A parent visit meeting will be held near the end of the first parent visit. This meeting will be with the house staff, Counselor, the Program Director (or Homelife Department Head in his absence).
- 2.9 If unresolvable conflicts occur during the visit, parents should call the school, or return to the school with the student for consultation with the Program Director or his designate.

### **3. Program Procedures and Expectations for Parent Visits**

The students of CVS have certain privileges and restrictions according to their level in the

program. Students are expected to comply with these restrictions while on the parent visit. Since your son or daughter is not under our direct supervision we ask that you be aware of the following expectations, and if possible monitor your son or daughter's compliance. The following restrictions apply:

- 3.1 No drinking alcoholic beverages.
- 3.2 No smoking or use of any illegal substances.
- 3.3 Students are not allowed to go to discos or bars.
- 3.4 Students are not permitted to drive a car unless he/she has a valid U.S. driver's licence and permission from parents.
- 3.5 Students are not permitted to have phone calls, e-mailing, or faxes with friends without the written permission of the Program Director or his designate. (The student should have a copy of the **Parent Visit Permission Form** with the appropriate signature. If they do not, then they are not permitted to make calls, e-mailings, or faxes.) Students must also have verbal permission from their parents.
- 3.6 Students are not permitted to send mail to anyone while on the parent visit.
- 3.7 Students should be in bed by around 10:00 PM unless they have permission from parents to stay up later.
- 3.8 Students on zero to third level should remain with parents at all times. Students on fourth and fifth level can run errands or spend time away from parents for appropriate reasons. Parents should know where students are going, what they are doing and when they will return.
- 3.9 Students on zero to second cannot carry any spending money. Third level can carry 30 RD, fourth level can carry 60 RD, and fifth level can carry 90 RD.
- 3.10 Students should avoid conversing with strangers and should abide by the restrictions placed on them by their level when communicating to Dominicans. We understand that their grasp of Spanish may be of assistance to you which is fine. We just prefer they avoid extensive conversations.
- 3.11 Students on zero to first level have not earned the privilege of drinking tea or coffee. Students on second level and above are permitted to have tea. Students on fourth level have earned the privilege of drinking tea & coffee.
- 3.12 Soft drinks and juices are permitted for all students.
- 3.13 Girls should always wear bras unless swimming or at night time.
- 3.14 Girls are to wear one piece bathing suits. Guys are to wear modest swimming trunks.
- 3.15 Students on zero to third level have not earned the privilege of wearing denim pants/jackets. Students on levels four and five may wear nice blue jeans (not faded or with holes) when in the appropriate setting. Shorts may be worn at appropriate times.
- 3.16 Students should behave in a way that exemplifies the above principles of behavior.
- 3.17 If unresolvable conflicts occur during the visit, parents should call the school, or return to the school with the student for consultation with the Program Director or



his designate.

## CHARACTER

By: Pastor Gordon Blossom

Character is best described as determination, inner control and stability.

1. Without character, you are prone to fail, make excuses, blame others for your defeats, loath yourself, hate others with character, not be respected, need the escapes of alcohol, narcotics and sexual conquests.

**With character, you can reach goals, develop your skills to the utmost, excel in your chosen field, achieve your aspirations, be justly proud of yourself and looked up to by others.**

2. Without character you can easily deceive, front, mislead, lie, break your word and pledges, become a hypocrite, lose people's respect, become distrusted, attract only fair-weather friends, have people talk about you behind your back and be disloyal to you, and not be respected by your own family and relatives.

**With character you can keep your promises, obligations, commitments, vows, pay your bills, be responsible, honored, respected, given positions of trust, be confided in and depended upon, be well spoken of, be a valued friend and faithful marriage partner.**

3. Without character you inevitably become disorganized, defeated, jealous, envious, selfish, stingy, lonely, looked down upon, deserted, poor, easily led, not committed, not dependable, will get in debt, and will be full of inconsistencies.

**With character you can make yourself do what is right and what is best for you and expected by your parents and God. You can keep yourself from doing foolish, unwise, harmful and wrong things. You can work hard and stay at it without someone watching. You don't try to get out of things that take effort. You can study, get to work and school on time, stick at your job, be a valued employee, be promoted, be better organized, have more influence, give more, save more, be looked up to, lauded, praised, honored and be more secure.**

4. Without character you are changeable, easily upset, unstable, controlled by your moods, unreliable, people are unsure of you. You don't keep friends, jobs or peace of mind. You are disliked, avoided, not respected.

**With character you are stable and reliable. Your principles and goals change, people**

**can count on you, understand you, be comfortable around you. Despite your moods within, outwardly treat people the same. People feel secure with you and know that you are not two-faced or fickle. You feel in control, secure, serene, sure and confident.**

5. Without character you are not in control of your life, are weak-willed and easily led. You are indecisive, float with the crowd, give up quickly under temptation or opposition, can't stand for anything strongly and are easily pushed around, dominated, duped and defeated.

**With character, you are determined, resolute, undaunted, persevering, undeterred, strong-minded and strong-willed. You do not give up and never give in. You have unshakable convictions and are not easily discouraged. You are outstanding and a leader of others.**

## APPENDIX A LEVEL APPROVAL FORM

I, \_\_\_\_\_, am seeking approval of my \_\_\_\_\_ level.

School	Maintenance Points	Achievement Points
_____ On schedule	_____	_____
_____ Ahead of schedule	_____	_____
_____ Behind _____ weeks	_____	_____ (fifth level only)

In order to gain my level, I understand that I must complete the requirements as outlined in the Student Manual, including memorizing verses, physical requirements, house vote, and *See You at the Top* questions within one week of earning the required points (i.e. before 9:00pm Saturday)

Verses Memorized	Physical Requirements	Other Requirements
_____	_____	House Vote (3rd-5th) _____
_____	_____	<i>See You at the Top</i> (2nd-5th) _____
_____	_____	Rule Test (3 <sup>rd</sup> only) _____
_____	_____	

Teacher's Signature (2nd-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 S. S. & G. Signature (3rd-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 Housefather's Signature (1st-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 Director's Signature (4th-5th) \_\_\_\_\_ Date \_\_\_\_\_  
(Student copy)

## LEVEL APPROVAL FORM

I, \_\_\_\_\_, am seeking approval of my \_\_\_\_\_ level.

School	Maintenance Points	Achievement Points
_____ On schedule	_____	_____
_____ Ahead of schedule	_____	_____
_____ Behind _____ weeks	_____	_____ (fifth level only)

In order to gain my level, I understand that I must complete the requirements as outlined in the Student Manual, including memorizing verses, physical requirements, house vote, and *See You at the Top* questions within one week of earning the required points (i.e. before 9:00pm Saturday)

Verses Memorized	Physical Requirements	Other Requirements
_____	_____	House Vote (3rd-5th) _____
_____	_____	<i>See You at the Top</i> (2nd-5th) _____
_____	_____	Rule Test (3 <sup>rd</sup> only) _____
_____	_____	

Teacher's Signature (2nd-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 S. S. & G. Signature (3rd-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 Housefather's Signature (1st-5th) \_\_\_\_\_ Date \_\_\_\_\_  
 Director's Signature (4th-5th) \_\_\_\_\_ Date \_\_\_\_\_  
(Record copy)

**APPENDIX B**  
**STAFF-STUDENT PRIVILEGE REQUEST FORM**  
**(House Copy)**

I, \_\_\_\_\_ and \_\_\_\_\_  
(Staff) (Staff)

am/are requesting permission to take \_\_\_\_\_ and \_\_\_\_\_  
(Student) (Student)

out for \_\_\_\_\_  
(Specified Activity)

from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Time) (Date)

_____ (Student)	_____ (Date)	_____ (Student)	_____ (Date)
_____ (Staff)	_____ (Date)	_____ (Staff)	_____ (Date)
_____ (House-father)	_____ (Date)	_____ (Program Director)	_____ (Date)

**STAFF-STUDENT PRIVILEGE REQUEST FORM**  
**(Student File)**

I, \_\_\_\_\_ and \_\_\_\_\_  
(Staff) (Staff)

am/are requesting permission to take \_\_\_\_\_ and \_\_\_\_\_  
(Student) (Student)

out for \_\_\_\_\_  
(Specified Activity)

from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Time) (Date)

_____ (Student)	_____ (Date)	_____ (Student)	_____ (Date)
_____ (Staff)	_____ (Date)	_____ (Staff)	_____ (Date)
_____ (House-father)	_____ (Date)	_____ (Program Director)	_____ (Date)

**APPENDIX C**  
**STUDENT PRIVILEGE REQUEST FORM**

I, \_\_\_\_\_, would like to use my \_\_\_\_\_ level privilege of  
\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ am/pm to  
(plans for privilege)  
\_\_\_\_\_ am/pm. Transportation to be used will be \_\_\_\_\_.

I will be going with \_\_\_\_\_  
(student(s) going with you)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Homelife Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Housefather: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed two days before the planned activity (unless your level allows otherwise.)

House Copy

-----  
**STUDENT PRIVILEGE REQUEST FORM**

I, \_\_\_\_\_, would like to use my \_\_\_\_\_ level privilege of  
\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ am/pm to  
(plans for privilege)  
\_\_\_\_\_ am/pm. Transportation to be used will be \_\_\_\_\_.

I will be going with \_\_\_\_\_  
(student(s) going with you)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Homelife Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Housefather: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed two days before the planned activity (unless your level allows otherwise.)

SS&G Copy

## APPENDIX D

### Personal Account Form

This “checkbook” represents your personal account with Escuela Caribe. You will be responsible to maintain an accurate of your expenses and allowances. You are also responsible to keep this book in order and to be able to account for all your checks. Nothing can be bought from personal account without these checks.

Check:

Escuela Caribe	
Jarabacoa, DR	
West Indies	Date _____
Withdrawal of: _____	\$ <input style="width: 50px;" type="text"/>
Description: _____	
_____	
Staff Signature: _____	Student Signature: _____

Record:

Date	Ck #	Description	Amount	Balance

# APPENDIX E

## REQUEST FOR DISCIPLESHIP

I, \_\_\_\_\_, being on \_\_\_\_\_ level, am requesting to be  
(Student)

disciplined by \_\_\_\_\_ We have agreed to meet for discipleship every  
(Staff)

\_\_\_\_\_ at \_\_\_\_\_ for one hour.  
(Day) (Time)

I have asked my Housefather, or the Education Department Head (depending on when discipleship will occur), if this time is convenient for them. Their signatures below indicate that they are in agreement with this day and time. The material/areas that my discipler and I have agreed to look at in my discipleship session is as follows:

Book/Study: \_\_\_\_\_ Author: \_\_\_\_\_

Week One: \_\_\_\_\_

Week Two: \_\_\_\_\_

Week Three: \_\_\_\_\_

Week Four: \_\_\_\_\_

Week Five: \_\_\_\_\_

Week Six: \_\_\_\_\_

\_\_\_\_\_  
Student (disciplee) Staff Member (discipler)

\_\_\_\_\_  
Housefather (if needed) Education Department Head (if needed)

\_\_\_\_\_  
Discipleship Program Head

Date discipleship program to begin: \_\_\_\_\_

- Copy to discipler
- Copy to student file
- Copy to Housefather
- Copy to Discipleship Program Head

**APPENDIX F**  
**CONTRACT FOR STUDENT TO STUDENT**  
**OR**  
**STUDENT TO STAFF**  
**TRANSACTION**

I, \_\_\_\_\_, have agreed to buy/sell

\_\_\_\_\_

from \_\_\_\_\_ for the price of \$ \_\_\_\_\_

Reason for transaction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE SIGN AND DATE AFTER ABOVE FORM IS COMPLETED:**

Buyer: \_\_\_\_\_ / \_\_\_\_\_

Seller: \_\_\_\_\_ / \_\_\_\_\_

SS&G: \_\_\_\_\_ / \_\_\_\_\_

Housefather: \_\_\_\_\_ / \_\_\_\_\_

Homelife Director: \_\_\_\_\_ / \_\_\_\_\_



**APPENDIX G**  
Certificate of Affection



**Certificate of Affection**

On this day of subdued passion,  
the \_\_\_\_\_ of \_\_\_\_\_,  
We \_\_\_\_\_ and \_\_\_\_\_  
feel that our relationship has developed to the  
point where words are no longer enough.  
Thus we desire to be able to show physical  
affection to each other and no one else.  
We realize the privileges and responsibilities  
involved and are willing to accept them as well  
as the consequences if they are broken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

.....  
We agree to the above and do so grant all the privileges  
and responsibilities therein.

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Counselor Signature

**APPENDIX H**

PARENT VISIT PERMISSION FORM

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

LEVEL: 0 1 2 3 4 5 OFF POINTS

TOTAL MONTHS IN NEW HORIZONS: \_\_\_\_\_ TOTAL MONTHS IN ESCUELA CARIBE: \_\_\_\_\_

By requesting a visit with my parent(s), I understand that I am responsible to be on or ahead of schedule in school. I realize that I am responsible to discuss with my teacher and/or director of education a plan to make up any school work that I will miss during my parent visit.

\_\_\_\_\_  
Student Date Teacher/ Director of Education Date

By requesting a visit with my parent(s), I understand that I am responsible to make any necessary arrangements so that my duties and responsibilities in the house are completed. I am to arrange with the necessary students and/or housefather prior to my visit.

\_\_\_\_\_  
Student Date Housefather Date

By requesting a visit with my parent(s), I indicate that I have recently reread the program expectations for a parent visit as outlined in the Student Manual and I will abide by these expectations. I am anticipating that my upcoming parent visit will provide me an excellent opportunity to:

\_\_\_\_\_  
Student Date Counselor/ Director of Guidance Date

I would also like to have permission to make phone calls, e-mailings, or faxes while on my PV. I understand that I must have written permission from the Program Director and verbal permission from my parents before making contact with friends. I must also get a copy of this form to show my parents on the PV if I want to make contacts. I would like to contact the following people:

Does this student have permission to contact the above friends on the PV? \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

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