A message for students:

• We are pleased that you are choosing Life Changers Outreach to begin your recovery from addiction. Life Changers Community Outreach is a spiritual program. Some of the procedures may be a new experience for you. We simply advise that you approach them with an open mind. We are here to tell you that God cares about you and can help you. Jesus Christ is our program. Without him we do not have a program. If you will be honest and yield yourself to the Holy Spirit while you are here, He will reward you.

• Coming into a program can be difficult at first. When the effects of drugs or alcohol wear off a variety of emotions can be experienced. Feelings of anger, pain, guilt, home sickness can creep in on you. During this time period it important to understand that almost everyone experiences similar emotions at the beginning of their program and past history shows us that if you allow God to help you and strengthen you during this first few weeks, you will be victorious over your emotions and you will be able to go on to be successful in this program. During this time it’s also important to communicate your struggles with a staff who can pray with you, remember; we are here to help.

A message for the Family:

• Family, we need you to be strong on behalf of your loved one. You must shut the door on every excuse to leave the program prematurely. As brave as the student may appear, the fear of facing the challenge of changing their life is real. The family’s natural instinct is to relieve pain, but no growth happens without it. We need the family to be strong with us as we help the student take a good hard look at his life. Life Changers Outreach needs have the support of the student’s family throughout the process of change. Whenever the subject of leaving comes up, please encourage your loved one to stay the course and complete the healing process no matter what they feel. It’s not uncommon for the student to attempt to manipulate their family and paint a picture that’s simply not accurate. Be strong and refuse to support an early departure from the program. Recovery is for the whole family and the healing process takes time. We will work together with you to help your loved one receive total
deliverance and restoration from the Lord while he or she is here. We want to facilitate healing for the entire family or spouse as well. Please speak with the Director if you have any issues or concerns and we will help in any way we are able. We are committed to do all that we can that is feasibly possible to help your family member retain full and complete recovery, find restoration and forgiveness. If you have any questions about this manual, please feel free to call our office.
PROGRAM LENGTH

A student who is in need of life change does not miraculously transform overnight. Change requires a process over time, and a student must be willing to commit to whatever time is needed in order to effect change. Although many recovery programs are much shorter in length, the longer-term programs seem to have more success. Many times, students who enter our program have spent years trapped in their addictions, and it requires time before they are truly ready to receive the proper tools to change.

• Life Changers Community Outreach is one year in length. Depending upon circumstances, program length may be extended, but will not be shortened. This includes check-ins that are both voluntary and court-ordered. Although the Court may impose less than a one year sentence, our program has a minimum length requirement of one year. If a court-ordered student still elects to enroll in the program, he must agree to serve the entire year, or whatever time it takes for completion of the program. We will not provide a successful completion letter, or graduation certificate to the Court for any time less than the prescribed time for that student, which will never be less than, but can be greater than one year. Time is typically added to a student’s stay if the client incurs any major infractions of policy during his stay in the program; hence the possibility of completion of the program taking more than one year.

• Completion of the program is critical to the success of the student. Therefore, it is imperative that he/she is supported to this end. Family members should not allow any room for discussion of removing the student from the program before he/she has completed all requirements of the program. Upon enrolling a student, family members must agree that they will not assist the student in exiting the program before completion of the program.

Passes and Student Visitation

Life Changers Community Outreach Center maintains strict policies concerning student passes and visitation, mail and telephone calls. Please note that students who are on disciplinary action may have passes, phone calls and/or mail privileges temporarily suspended. A list of approved family and contacts will be made upon entry. This list may be limited to 5 people not including children.
Students should not be given cell phones at any time, including passes and other visitations. Students are not allowed to have or use cell phones. A student found with a cell phone could be dismissed, or the person discovered to have given the student the cell phone, or the use thereof, could lose all visitation and communication privileges.

Students may not have visitors at their work sites or at fundraiser events or rendezvous at any location other than what is allowed during approved pass times. Failure by family members or friends to respect these policies could result in dismissal of the student, or loss of all future passes.

All visitors coming onto the property must dress appropriately and be properly covered. Animals and pets are not allowed anywhere on property. When visiting your family member, please leave your pets at home. Visitors should remain in designated public areas only. Male or female visitors should not mix with other students and must remain with family members in public areas at all times. Family members should visit with each other as the process of healing begins by talking and communicating openly. All visitors, family members and students should respect others’ visitation times, keeping appropriate boundaries.

During visitations students should visit with their own families and guests only. Visiting with other guests and family is prohibited. If not a family member: touching, hugging, slapping, toying with, holding, etc. with minors of any age is grounds for immediate dismissal.

Only those contacts approved on a student’s communication list will be allowed to visit with them on their visitation and/or passes unless special permission is given by their counselor. When arriving, visitors and family members should check in first before they see their student. Visitors and family members may visit in the designated visitation areas. Visitors and family members are not allowed in the dorm rooms. If the student has an off campus pass then he/she may go ahead and leave with his family after check in but must be back to check in at designated time. All minors must be in company of an adult and not left unattended or to wander outside.

**Guidelines for Passes and/or visitation**

- A student is prohibited from communicating with girl friends or boy friends while on or off campus

- If married, student must produce e a marriage certificate to receive visits or to be eligible for off campus passes. Common law marriage is not recognized as a legal marriage
• Monthly Visits are on a pre-scheduled Sunday, from 2:00 PM to 6:00 PM except by special permission. No guests are allowed in any dormitory area. Visits are restricted to the Chapel, Family Rooms or assigned outdoor areas. Visitation request must be turned in days 10 prior to the requested visit. All visitors must be approved by the Program Director. If you receive an unofficial visitor, they may be asked to leave. All visitors are asked to sign the visitation log in the office.

• A student is not allowed to visit any person of inappropriate character or any place of questionable reputation.

• A student may not smoke, use tobacco products, use drugs or alcohol, or use the following types of medications: pain medication, sleeping pills and sedatives. Also, a student may not use other drugs that are narcotic type drugs while he is in the program. If a student is under a physician’s care that feels the student must take narcotic type drugs that student should seek a different facility for assistance, as we are not a medical facility.

• A student may not have money in his/her possession at any time. Family and friends are requested to refrain from giving the student cash while he/she is on pass. A student who is found to have money in their possession when returning to campus is subject to discipline or dismissal. Family members may provide money for the student’s account, but all funds should be given to a staff member only, not to the student.

• Students may withdraw money from their student accounts for use while they are on off campus passes. Students are responsible to return all funds and receipts for expenses immediately upon return from passes. Failure to balance cash and receipts may result in disciplinary action.

• Transportation for off campus passes will be provided by family or approved church leadership. When travel arrangements are made after business hours the student is responsible to secure their transportation and communicate to appropriate staff two weeks prior to pass.

• Students must not be late in returning from passes. Returning late may jeopardize the student’s next pass or other privileges, or possibly extend his/her time in the program.

• Students will be searched upon returning to the campus for contraband and will be drug and nicotine tested.
• Upon returning to campus, a student may not be given food items or soda for future use, as all food products are not allowed in the dormitory rooms. All items of this nature left with the student will be confiscated upon his return to campus.

• Family members may not smoke or use tobacco products while anywhere on the Life Changers Outreach campus. No internet use. The consumption or possession of alcohol, either before picking up the student, during the pass, or returning the student to campus, is also prohibited. Family members must be free of any type of intoxicants during the student’s pass. The use of alcohol or drugs by a family member while a student is on pass with them will result in that family member losing visitation and communication privileges.

• During visitation ensure that children do not get separated from their families, all children of all ages must be supervised and be escorted at all times by an adult family member. Family members will not be allowed to wander away from the designated areas for safety reasons. All families will be required to STRICTLY adhere to these rules. Failure to follow these rules may result in visitation restrictions or other loss of privileges for individuals who do not follow these policies. Life Changers Community Outreach Center will not be responsible for any incident that may occur with an unescorted child of any age.

Timelines for Passes:

4 months: one 8 hour off campus pass

8 months: one overnight pass with family

10 months: 24 hour pass with family

On campus visits will be scheduled once a month

Pass Eligibility:

Students must have a proven ability to remain obedient to rules and policy.

Student must maintain academic requirements of the program

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Student must be free of all disciplinary action for a period of 30 days.

Students must produce marriage certificate to prove married. Common law marriage is not approved.

**Emergency Passes**

- Special passes beyond the regular pass schedule are NOT allowed. Emergency passes for death or sickness are allowed for immediate family members only, and are not granted for friends or extended family members. Time determined on individual basis.

**Passes for Students on Community Control and Probation and Misc.**

- Any pass given to a student on probation is approved only under the conditions specified by the Court and/or the student’s Probation or Parole Officer. Students are not allowed to take a pass and commit any action or violate any clause specified by the Court or the Probation and Parole Office. Any student on a court order is not allowed to have a pass without proper authority from the courts. They are confined to the property, except where they are attending assigned L.C.O.C functions or duties, including work sites.

- If a student feels the need to seek non-emergency dental or medical attention outside of scheduled passes, he/she may request a miscellaneous pass but it may be at the sacrifice of pass time

**Clothing Restrictions**
Life Changers Community Outreach Center is a ministry, and as a ministry, its campus, students and pastoral leaders should be treated with the highest level of respect. Therefore, all persons coming on to the campus must be properly clothed at all times. The pastoral leaders of Life Changers Outreach Center expect family members, friends and guests to adhere to these clothing policies. Failure to heed these rules will result in a pastoral leader requesting that you dress appropriately for the campus, or to leave the campus immediately.

• Female family members, friends and guests should never come onto the campus wearing inappropriate clothing. Female family members should also wear appropriate undergarments. Examples (not all inclusive) in inappropriate clothing are:

  - See-through garments
  - Tight fitting garments or garments that are revealing
  - Shorts worn 3” above knee length
  - Skirts or dresses shorter than 2” above the knee
  - Tank tops
  - Shirts or blouses which reveal the navel or midriff
  - Garments that allow undergarments to be seen
  - Garments with inappropriate themes or words

• Male family members, friends and guests should also be aware of their dress code. Examples (not all inclusive) in inappropriate clothing are:

  - Tank tops or fishnet shirts
  - T-shirts with inappropriate themes or shirts which advertise alcohol, cigarettes, bars or nudity
  - Any pants style that reveals undergarments
Jewelry with symbols of the occult or horoscopes.

**Telephone Calls**

- Telephone calls are a privilege and may be restricted as a part of disciplinary action.

- Students may not receive incoming phone calls.

- A student is eligible to place phone calls after he/she has been in the program for 14 days, provided he/she is not under disciplinary action.

- All phone calls are monitored.

- Each student has an assigned time and day(s) to place his/her phone call(s).

- If a student makes a call during the day or at any other time apart from his assigned time(s), that phone call must first be approved by administration.

- If a student makes telephone calls at any time or at any place without permission, he/she has committed an infraction that can be grounds for disciplinary action or dismissal.

- A student may have phone visits with the following persons:
  
  Spouse and/or Children

  Parents and Grandparents

  Siblings

  An approved pastoral leader

  Any other person within the family structure who has been pre-approved by the Director

- Phone calls are 15 minutes in length, made twice a week.
Mail

• Students may send and receive mail immediately upon admission to the program.

• Students are to put outgoing mail in an unsealed envelope and turn into staff screening and mailing. Staff reviews all out-going and incoming mail, and inappropriate mail will be destroyed.

• Any letters found to have foul or vulgar language; inappropriate content or themes that are questionable in nature will be destroyed and will not be given to the student.

• Students may receive mail from family members and appropriate church leaders only that are on the approved contacts list for that student.

• Any package or letter that contains inappropriate or illegal contraband will be turned over to proper legal authorities.

• Students are responsible for their own postage.

Medicine policies

• We do not accept students who take addictive medications that are narcotic type medications. Such medications include, but are not limited to, painkillers, muscle relaxers, sleeping pills, benzodiazepines and sedatives. If a student is prescribed an unacceptable medication while he/she is in the program and chooses to take the medication, then the student will be required to leave the program.

• The Program Director or his designee must approve all medication. Do not purchase over the counter (O.T.C.) medicine, unless you have obtained staff permission first. The staff will dispense all O.T.C. medication and prescription medicines. Medicine of any kind, including aspirin, cough syrup, etc. may not be kept in your room. Violations of this rule may result in discipline, and possible expulsion from the program.

• Any student who is either entering the program or who is currently in the program who has been prescribed a medication should take the medication exactly as ordered by the Physician. Failure to do so could result in that student’s dismissal from the program.
Life Changers Community Outreach Center is not a medical facility. All non-emergency medical or dental issues should be dealt with prior to entry or upon completion of the program.

Each person will be considered individually for entry. Life Changers Community Outreach Center, however, is NOT a medical facility, and is not allowed by law to make medical assessments.

Because we are NOT a medical facility, this is not a place for a student to detox from medications or intoxicants of any type. Before entering the program, every student should be completely detoxed from all intoxicating substances. Life Changers Community Outreach Center will not be responsible if a student does not act responsibly and detoxify himself/herself before entering the program.

If you have a condition such as diabetes, asthma, epilepsy etc., you are responsible to take your medicine at the med call times. If you have an episode between med calls, medicine will be given to you to help your condition. However, action may be taken if you have been negligent to take medicines as directed at appropriate med times.

Med call is at breakfast and supper times only, unless otherwise prescribed

**General Restrictions**

- No smoking (tobacco products of any kind), drugs, or alcoholic beverages are permitted including times when off campus.
- No cursing, foul language of any kind, or talk about former life, drugs or alcohol is allowed. Profanity, foul language, coarse or ethnic jokes, street talk or racial remarks, obnoxious behavior that creates unnecessary noise in the Center, such as shouting, whistling, slamming of doors are all prohibited.
- Students are not allowed to take food and drinks outside the dining hall. Food, as well as cups, plates, and utensils, should never be taken out of the kitchens. A bottle of water is permissible in dorm rooms. Do not fill your bottle with a non-water drink from the dining hall and carry it to your room.
- A student should flush the toilet each time he/she uses it.
• All clothing is to be marked when a student comes into the program. A student must not borrow things from other students. If a student does not have adequate clothing, he should talk to staff.
• No hats are to be worn in the building.
• Each student is expected to use acceptable forms of address, such "Ms Jane" or "Sister Jones" or “Pastor Smith”. Slang expressions and nicknames are not acceptable. Students are to address one another by their proper name.
• Students must show respect to all counselors, teachers, staff and students at all times, and must not curse, joke or jest in a negative or vulgar way, or fight. There is a NO TOLERANCE policy for striking a staff or student, and criminal charges will be filed in such cases.
• When being corrected by staff, do not attempt to justify or explain. Simply accept the correction and if appropriate apologize for conduct. Do not walk away. Be respectful.
• If a student leaves a personal item lying around at any time, it may be confiscated.
• You are not permitted to gamble
• Students are required to be ready and on time for all scheduled events. No excuses of any kind are accepted for being late.
• Fighting is never tolerated. Anyone caught fighting will be automatically dismissed.
• No one should be lying down during the day without written staff approval. You may not lie down during free time or at any time between 6:00 a.m. – 10:00 p.m. unless you are ill.
• If you are too ill to get up in the morning you must remain in bed all day. Your temperature may be taken and soup will be brought to you. You may get up only to use the bathroom. Otherwise you will be sent to the emergency room.
• Students having to go off campus an excessive number times (15) for personal reasons will have time added to the program. This includes going to doctor, dentist, probation officers, etc.
• No one is allowed outside the designated boundaries without staff accompaniment or approval.
• If you are given an answer to a question by a staff or intern do not ask anyone else unless you inform them of what the other staff or intern has said. Do not keep going to staff until you get the answer you want.
• No current student is allowed to talk to anyone who has left the program early.
• No secular reading materials of any kind are allowed unless the director gives special permission. Only approved Christian reading material is allowed.
• No stray animals are to be petted or fed.

Work Restrictions
• Do not take anything from the work crew sites. This is grounds for dismissal from the program. Do not take anything from the kitchen to your room. No cleaning supplies are to be removed from the cleaning closet without permission.
• Do not talk to members of the opposite sex if working in the community.
• It is required that you do all the work assigned to your specific job. Failure to do so can result in disciplinary action.

Music
• Acoustic guitars may be played outside or in room during free time but not meal times.
• Acoustic guitars may not be played in dorm rooms, or dorm halls.
• Secular music is prohibited in any form. Whether it is listened to, played on guitar, sung, whistled, etc...
• Do not turn on music without staff permission.

Dorms
• You are responsible for the cleanliness of your room or area.
• Students are not allowed in any other student’s room for any reason.
• No congregating or hanging out in the halls.
• Students are not allowed to go through another student’s belongings.
• There will be no standing or walking around the dorm in boxer shorts or underwear. You must be wearing a proper shirt at all times when out of your room. No tank tops.
• Your bed must be made every day before devotions.
• Clothes are to be hung neatly on hangers.
• You must keep your clothes and undergarments folded neatly.
• You may not adjust the thermostat.
• Do not put your feet on any furniture or sit on chair arms, sofa backs, counters, or anywhere that is not specifically made for seating.
• Nothing is to be hung on the walls anywhere in the building by a student. Nothing is to be hung on bunks, or ceiling, or anything that is Life Changer’s property.
• Footwear is required for all common living area.
• Cleanliness and order is required in each student’s personal living area.
• There is a ZERO TOLERANCE policy for being destructive to L.C.O.C property. Destructive behavior to the building, belongings and property could result in immediate dismissal or legal action.

Devotions
• Devotions are a time set apart in “devotion” to the Lord. You should use this time in a manner consistent with honoring Him.
• No sleeping.
• No eating.
• No talking.

Chapel and prayer times
• Your bed must be properly made and your area neat before prayer time in the morning.
• Morning Prayer sets the pace for your whole day. You may not be accustomed to praying out loud, but let us encourage you to try.
• All students must sit together in all church services. When at church you are expected to focus your attention on those conducting the service. Do not stare at the members of the congregation. Students are not permitted to visit with, or receive addresses or phone numbers from members of the opposite sex they might meet during chapels or church services. Students are not permitted to go to the restroom without staff permission. Do not ask unless it is an emergency. When attending churches you are not to be going to members of the church and praying for them. You are not to be taking any action that draws attention to yourself. Arms are not allowed on the backs of the pews.
• During a church, choir, or chapel service, residents of the men’s and women’s centers are not permitted to talk, pass notes, wave, or even look at each other at any time. This is a strict no tolerance policy. No kind of contact at any time is ever permitted between the male and female students. Violations will result in dismissal.
• Do not put your name on mailing list of churches, ministries, or other organizations while you are at Life Changers Outreach.

Meals (Food & Drink)
• It is required that students stay out of the kitchen and not enter it unless assigned by staff.
• All food served must be eaten in the designated dining areas, never in the dorm.
• All fasting must be approved by the Program Manager at least one day in advance. Mandatory fasting is not required at any time.
• If a student is sick in bed, the only food at every meal they will receive is soup and crackers.
• Meal times are appointed. Anyone absent from meal time forfeits that meal. Meals are not served at your convenience. No complaining about meals. Be thankful for the food God has provided.
• You should never argue with the kitchen crew about anything. If you have a problem, go to staff. Do not harass or argue over anything with the kitchen crew.
• No food, drinks, utensils or dishes are ever to be taken from kitchen.
• Do not take food or drink out of the dining hall or to your room. Eat your meals in the dining room. Please do not request second portions unless offered. You are not required to eat the entire contents of your plate, but you must eat a satisfactory (healthy) amount. Fasting is only allowed with Program director approval 24 hours in advance. You are allowed only one cup of coffee or tea (if offered) at breakfast.
• No drinks, food, gum, candy, etc. of any kind are allowed in the chapel.
• No one is allowed to make any "special" food or drink of any kind.

General Classroom Rules

• No rowdy disturbances in classroom at any time.
• All classroom materials should be treated with proper care. There should be no writing in study materials provided for you unless specified by your teacher. Chairs, tables and desks are to be treated with care and respect. Damage of materials may result in discipline and legal action.
• No food or drinks are allowed in the classroom for any reason. No gum or candy.
• Do not leave your seat or talk without permission.
• During class or study hall, if a student needs assistance, he/she must raise his hand.
• Do not turn around or make noises to gain the attention of a staff member. Wait patiently for someone to respond to you.
• Use the restroom before class starts. You will not be given permission to go to the bathroom during class.
• Before coming to class, a student must be properly groomed. His/her clothes must be neat and hair and body must be clean.
• Students should always bring books, pencils, pens, paper, notebook and Bible to class. L.C.O.C may provide some training books and educational material.

• Students will accomplish more by staying focused. A student should keep his/her head up, keep his eyes on his work, and not look around the room.

• Unnecessary noise is very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner

• Students must not talk or pass notes during class. There is to be no talking or any form of communication in class without the teacher’s permission.

• There is absolutely no communication allowed between any of the male and female students for ANY reason. If you have a question raise your hand and direct the question to your teacher

• Students must keep their work area neat and clean at all times.

• Don’t wad up paper during class. Save trash until after class.

• Do not get up out of seat without permission.

• Always work on material pertaining to the class. Bible reading may be done in free time or devotions.

• All students must be early to class. Class starts at the appointed time.

• During group classes, do not talk while the teacher or another student is talking.

• If you are sleepy, you may stand up for a period of 60 seconds. Do not fall asleep.

• Do not write discipline or letters home during class

• Do not lay your head down at any time during class

• For students who show lack of concern for their academics and are more than 1 months behind, disciplinary action could be taken

**Quiet Time and Lights Out**

• All games, letter writing, and other activities should be put away.

• Conversations should cease and everyone should be either in their room or the bathroom.

• Quiet time is a time to wind down and get ready for bed.

• No showers will be taken during quiet time.

• At the appointed time of lights out, all students must be in their beds.
• Preparation for bed should be completed before lights out, during quiet time.
• Students should remain in their beds and go to sleep at this time.
• There is no talking permitted during lights out.

Office and Staff Areas, Staff and Volunteer Relations
• Students may not enter the main office or any staff person’s office without prior approval from a staff on duty.
• Do not go to the staff housing.
• You should not be in the hall where the staff quarters are for any reason, unless it is an emergency.
• Staff members are not permitted to lend or borrow from students, have business arrangements that might include buying, selling or renting property, cars, money, or personal items. Students should not ask staff, and staff should not ask students to enter into any type of business relationship beyond the professional relationship of client and counselor.
• No student shall exchange personal information which includes email address, mailing address, and phone numbers to any volunteer, staff or church member.

Church and Outside Meetings
• On Sunday morning, students are to be ready to leave for church at the scheduled time.
• Once at the church, you are to go directly to the sanctuary as quietly as possible.
• Students must use the bathroom in a group of at least two. You may not use the bathroom alone and may not use bathroom during service.
• Students will sit together as a group with a staff person.
• Do not talk to members of the opposite sex under any circumstances.
• When the service is over, please wait for a staff member to tell you to leave. When directed, go promptly to the vans.
• Do not use the church’s musical instruments.
• Bring your Bible and a notebook to every service.
• Do not raise your hand to receive information from the church, or for promotional products. Don’t sign up for mailings.
• Students will remain under staff supervision at all times.

Money
• Students are not allowed to have money of any kind on their person or in their belongings at any time; however, we do allow students to have a Wal-Mart card, pre-paid visas and cash to be kept in their locked student file

Musical Instruments
• Only approved Christian music and such practice music as necessary to develop your skills are allowed. The use of any musical instrument is a privilege. It may be suspended if abused. No one is allowed to play any of the instruments that are in the chapel, or any church we attend without permission from L.C.O.C staff

Personal Hygiene and dress code
• A shower must be taken everyday. Showers are to be limited to 15 minutes or less, a maximum of 15 minutes in the bathroom per student. Only one shower a day unless approved otherwise. Any personal items left in the bathroom may be thrown away.
• Hair must be clean and neatly brushed according to haircut and style. Hair must be kept away from face and eyes. Nor outrageous haircuts, colors, or styles. Haircuts and color must be pre-approved by Program Director.
• Faces must be kept cleanly shaved or a mustache to the corners of the mouths and sideburns to the bottom of the ears
• Hair must be clean, well combed, and moderately styled. At Program Director discretion
• Saggy pants or styles that show undergarments are never permitted
• Tight clothing or anything low-cut or revealing is not allowed
• Each student will dress neatly and appropriately for all occasions. Blue jeans and/or sneakers (tennis shoes) may not be worn to church services
(this includes the Tuesday night praise in) unless approved by Director. Sandals, flip-flops, etc. must be approved by program director.

• Shorts may be worn for sports or work duties on campus only. They must reach to the middle of the kneecap and be hemmed (no cut-offs). Appropriate causal dress must be worn to class; such as nice jeans, casual slacks, khakis, nice pullovers or tees. No sleeveless wear whatsoever is permitted. No mid-rib shirts, tight fitting apparel, spandex is ever permitted. Sweat-pants, or exercise clothing are permitted during the approved times, such as evenings (after 6 pm) or rec time.

• All choir services require dress pants and dress shirts.

• The Student is allowed to wear jewelry, but is limited to wear only one at a time of each of the following: wedding ring, wristwatch, and one necklace. The Director must approve any other items.

• Scarves on the head, neck, or dangling from the pocket are not permitted. Sun glasses and hats may only be worn if working out in the direct sunlight and all hats must be worn properly.

• Rock group T-shirts, motorcycle club type T-shirts, displays of women, tobacco, beer, etc. are not allowed at any time. (All slogans and symbols must be approved). Tank tops are not permitted at any time.

• Torn and/or tattered clothing such as patchy jeans, etc. are not allowed.

• When leaving the shower to go to your room, you must be covered with a robe or fully dressed. Do not walk around unclothed in your room.

• Nails must be kept clean and at moderate length.

• No mouthwash containing alcohol is permitted.

Recreation

• All students are required to participate in all phases of the recreation program. When you are involved in recreation at outside facilities, stay in the designated areas. It is expected that students will maintain a Christian witness in all sports or leisure activities. Ping-Pong, basketball, etc. are privileges. You may lose access to these activities if you abuse them. The first abuse is not asking permission. Staff or intern must supervise team sports. Students on discipline are not permitted to be in the area.

Rooms

• Room doors must remain open at all times, unless permission is granted otherwise. Do not leave fans running or lights on, if you leave your room. This will result in consequences. (They may be taken). Your room must be
neat and clean at all times. You will be personally responsible for your own area.

* All clothing must be properly hung in your closet, or neatly folded in your dresser. Towels must be hung on the hook inside your closet. Sheets, blankets, etc. are not to be hung on the sides of the beds. Dirty clothes must be taken care of appropriately. Do not leave them in a pile in your closet.

* Your bed must be made immediately after wake up (every day), and remain made up until you retire in the evening. All desks, window ledges, etc. must be kept clean. Rooms may be inspected any time. You are not allowed out of your bed before wake-up time, except to use the bathroom.

* You are expected to be in your dorm before lights outs. Devotion time is the last 30 minutes before lights out; all students shall be in a posture of devotion at this time. Lights are to be turned out immediately after devotion. All personal items must be taken care of prior to devotions. (Going to the bathroom, getting drinks, getting clothes ready for the next day, etc. is to be done before devotions start, not afterwards. When the lights are turned out, BE QUIET. NO TALKING. From lights out until wake-up you are expected to remain in your bed. If you are found any place other than your room, or the bathroom, between these hours, you will be considered off the premises without permission.

* Stay out of other resident's rooms. Never take anything from another resident without permission; you may be accused of stealing.

* Nothing is to be tacked, nailed, or stapled to any walls, ceilings, or furniture.

**Televisions, Radio, and Electronic Equipment**

* Except for approved movies, television viewing is not a part of the program.

* No type of electronic equipment is permitted in the dorms. This includes but is not limited to radios, CD players, computers, televisions, electronic games, etc.

* Cameras are generally permitted, but can be confiscated if abuse if suspected.

* You may be charged for the materials that you lose.
Work

- Each student is required to do regular work duties. You should accept your assignment as an adult; complaints will not be condoned. Job duties for each student will be announced and posted each week (if you do not have a job you must notify the staff on duty). If you complete a task early you are responsible to find the staff on duty and request further assignment. If duties are not completed properly, some form of consequences will be given out. You are not to be in your rooms during work times. You will receive a grade for your work.

- If you are written up for any reason, don't complain about it, or criticize the staff---he/she knows his job. We prefer that you will receive the correction like an adult, and improve in that area the next time.

- On workdays in the community, or at any other locations, you will be expected to behave as a representative of Life Changers Community Outreach and will be responsible to report to the work supervisor for your particular assignment. Any money that is paid for work done by students will come to Life Changers Outreach as a part of the ongoing support of the ministry.

- The Program Director or his designee must approve all medication. Do not purchase over the counter (O.T.C.) medicine, unless you have obtained staff permission first. The staff will dispense all O.T.C. medication and prescription medicines. Medicine of any kind, including aspirin, cough syrup, etc. may not be kept in your room. Violations of this rule may result in discipline, and possible expulsion from the program.

Boundaries

- All offices, staff living quarters, the kitchen, the pantry, and shop areas are off limits to students, unless assigned to work there. You must knock and receive permission to enter all offices. DO NOT just walk in. No one is allowed in the main office building without permission from the staff on duty, you must have permission before you go to the offices. Also, be sure that you have a valid and worthwhile reason to go.

- Anytime a student leaves his or her campus or designated boundaries without staff permission, he/she shall be dismissed from the program.

- No winks, whistling, calls, hand gestures or any other type of communication shall be made at any time between male and female students for any reason.

- No communications (spoken or written) between student and any non-family persons are allowed at any time whatsoever unless approved by staff.
Off Campus Privileges

• Any time a student leaves the campus he must have a staff member or intern (or an individual assigned by staff) to accompany him to and from any destination. This includes trips for shopping, dentist, doctor, hospital, probation/parole officers, or any other place.

• This time away must be approved in advance by the Program Director. The costs involved for transportation for the student and her escort shall be provided by the student, who wants to leave the campus.

Discipline

• Inappropriate behavior, which may include the breaking of written rules or policies or failure to take direction from staff, will result in disciplinary action.

• If the student receives more than 1 demerit weekly, phone call privileges will be suspended for the following week.

• Disciplines may include demerits, writing projects, the loss of privileges, loss of phone calls or visits, extra work duties, loss of passes and other privileges, added time to the program or other disciplinary action as needed. Severe or repeated inappropriate behavior can result in dismissal.

• Failure to comply with disciplinary procedures could result in dismissal.

Discharging Students

Infractions of any rules or policies may result in a student being dismissed from the program if he does not respond to discipline. Once a student has been dismissed from the program, he must wait a minimum of thirty (30) days before re-applying. Acceptance back into the program will be considered based upon attitude and available bed space.

The Executive Director or Program Director will authorize all dismissals.

A student who damages any L.C.O.C property or who engages in fighting or physical struggling will face grounds for immediate dismissal and possible criminal charges.

L.C.O.C will not hold a student’s personal belongings longer than a period of 5 days after the student has been dismissed or leaves. Arrangements need to be made by the family to pick up the belongings as soon as possible or they may be disposed of after the 5 day period.

L.C.O.C is not responsible for lost, damaged, or missing belongings should a student leave prematurely.

If a student is dismissed or has chosen to leave the program on his own, L.C.O.C holds no obligation for his transportation or return home except to transport him to his chosen mode of transportation back home, such as the bus station or the airport. If a student leaves the program or is
dismissed, or if he walks off the property (which will result in his dismissal), he should carry all his personal effects with him at his time of departure. After his dismissal or exit from the program, that student is no longer allowed on property.

A Final Reminder...

• Please remember that you sought us out for help, and when you agreed to come here, you agreed to submit to the program and its rules. If this program is not to your liking, remember that you are always free to leave. If you do choose to stay here, please do so in an adult manner without complaining or whining about the rules.

STUDENT ACKNOWLEDGEMENT

Rules for Acceptance and participation in the program are the same for everyone without regard to Race, Color, and Age, Sex, Disability, Religious Creed, National origin or Political belief.

I agree to complete the entire program.

I understand that my $500.00 induction fee is non-refundable.

Once you decide to leave or are dismissed you must receive prior approval to come back on campus each visit that you make.

Should the application fee not be paid upon entry into the program, I understand that I am responsible for the fee when I am able to pay.

I, ________________________________, have received a copy of the student rules; I have read and understand them. I agree to abide by the rules as stated.

_________________________________________  ____________
Student Signature  Date

_________________________________________  ____________
Staff Signature  Date