**MALTA FARMS**

**Residential Handbook**

## Rules and Basic Expectations

 The rules and basic expectations of Malta Farms are provided, and if needed, enforced, to help sustain a positive environment in which each resident can continue to grow and heal through their transformation process.  Our hope is that each person who voluntarily chooses to be a part of our program will maintain a genuine desire for positive change, as well as a humble attitude towards those who want to help him.

1. Respectful attitudes should be maintained at all times. This involves avoiding gossip, keeping oneself from complaining and murmuring, and showing respect to all residents and staff.
2. Maintain program schedule and attendance requirements. Participation in all program activities is required of all residents, except for residents who are in the work phase. [Note: Residents in the work phase should still participate when they are available.]
3. Each resident is expected to abstain from the use of alcohol, tobacco, vapes, illegal drugs, and unprescribed pharmaceutical medicines.  (RESIDENTS MAY BE REQUIRED TO TAKE A DRUG TEST AT ANY TIME DURING THEIR STAY AT MALTA FARMS, WITHOUT NOTICE.)
4. Staff housing should be considered off limits at all times, without prior invitation.
5. Except for scheduled and staff-approved situations, all residents will remain on site unless accompanied by a staff member.
6. Only literature given or approved by a staff member is allowed.
7. While residing at Malta Farms, this mailing address should only be used for correspondence with immediate family, and important legal or business matters.
8. All facility owned electronics, and devices, are to be operated by approved people only.
9. Physical altercations with staff or fellow residents, illegal drug use or possession, the ingestion or possession of alcohol, refusal to follow basic expectations, and blatant disrespect of any staff member, are grounds for immediate dismissal.
10. Please bring any problems or requests to the attention of the house leaders, or staff members.
11. No personal cell phones, or other personal communication devices, are allowed during the first phase of the program at Malta Farms.
12. If removed from the program for violations, or if you voluntarily leave the program, you will not be considered for reentry for six months.

**Rules for Resident Housing**

1. Keep lights off if not being used. If you are last to leave a room you are responsible for turning off the lights.
2. Report damages to staff immediately.
3. No Food will be allowed in rooms. No exceptions!!
4. Respect personal areas. Do not be found going through property of other residents
5. Only Authorized students are permitted to drive WORK RELATED VEHICLES on Malta Farms property. Residents must have a valid drivers license, and be authorized by staff, to drive a vehicle off of the property.
6. Residents in the first phase of the program must be **out of bed by 6:30am**. (From 6:30 - 7:00am this is a time for your personal reading, prayer, meditation, etc.) Residents must also be present for the morning group devotion, from 7:00am until 7:15am.
7. Residents will not be allowed to go back to bed between 7am to 5pm, Monday through Friday; unless approved by staff for specific scenarios.
8. Rooms and dorm areas are subject to search at any time.
9. Radio stations are not to be changed in Farm vehicles. Christian channels will be dialed in at all times.
10. Must be fully dressed before breakfast and ready to start your day.
11. Must be fully covered when exiting showers.
12. Please be mindful of standing in doorways when changing in rooms.
13. Cleanliness of rooms and living areas is a must. Visitors may come to observe our facility and a clean house is our goal.

**Cleaning Procedures**

1. Before coming to breakfast, beds will be made and rooms will be cleaned.
2. Personal areas will be kept neat. Clothes hung in appropriate places, or folded and put away neatly.
3. Dusting is required on personal shelves, beds, room furniture and window seals, daily.
4. Laundry will be washed in the evenings and on weekends. Not during classes or other events.
5. Perform your daily chore duties

**Regarding Legal Responsibility**

1. Before a resident is accepted into the program all legal situations should be taken care of.
2. Residents shall inform our staff of any probation, parole, or court requirements.
3. Residents who are required to report to a locally assigned officer will be transported to any such appointments by a family member, a staff member, or designated resident. Appointments need to coincide with the scheduling of our program, and be reported to staff at least 7 days in advance, or as early as possible.
4. Any resident with active warrants will be required to turn themselves in immediately.
5. We cannot guarantee your attendance to, or completion of, court ordered classes while in our program. Any responsibilities that interfere with the program could be cause for dismissal.
6. Community service hours can be obtained, but cannot be guaranteed.
7. All students must sign consent for release of confidential information to Malta Farms

**FOOD**

1. Respect will be shown to the kitchen staff at all times.
2. Complaints about the food served will result in a write-up.
3. Water is the only beverage that can be taken from the kitchen/food area, unless approved by staff.
4. Do not waste food or drink. If you pour a cup of coffee, drink the entire cup. If you open a bottled water bottle, or any other approved bottled or canned drink, consume the entire drink. Do not put more food on your plate than what you will eat. Be considerate of other residents who also need to eat.
5. There is a three (3) cup, per day, limit on coffee. (Normal cup sizes only. Approximately 8-12oz.)

**RESIDENT PRIVILEGES**

1. During the residents first two weeks there will be no phone calls made. This is considered a “blackout week”. Letters can be written.
2. Communication of any form is for immediate family only. Immediate family include: parents, grandparents, siblings, wife, and children. Special circumstances may be considered and approved at the discretion of the Director.
3. All students will be provided two ten minute phone calls per week. All phone numbers must be approved by staff. A review of the phone numbers dialed may be reviewed by staff at any time. Phone calls are to be made to immediate family only, as mentioned above.
4. Saturdays and Tuesdays will be Scheduled days to make phone calls, unless advised otherwise by staff.
5. Visitations privileges will begin for each resident after the resident has completed 30 days in the program. Visits are for immediate family only. **Visiting times** are: Saturday 1pm-4pm. **Visitors are not allowed in the dorm area.** The dining area and outside areas are where visits will take place.
6. After three months residents will be eligible for a pass, which allows the resident to leave the premises, with an approved friend or family member. **Passes will be taken on Saturdays between 10am & 6pm**. One pass will be given each month. Passes do not carry over. If you miss your pass you will have to wait until your next pass. Passes must be scheduled with staff two weeks in advance.
7. All incoming and outgoing mail and packages are subjected to be checked by the Staff. Inappropriate material, or unapproved items may be destroyed.
8. If you have any mail, it will be given to you. **PLEASE DO NOT** ask for mail.
9. T.V. will be allowed for evening news, between 6 and 7pm. Occasionally T.V. may be allowed for Sporting events, when approved by staff. T.V. privileges can be lost for the whole dorm due to an infraction of the rules by any resident.
10. Movies are allowed beginning on Friday evenings at 6pm. Movies can also be watched on Saturdays and Sundays, unless otherwise directed by a staff member. Movies on T.V. are not approved, only DVD’s which have been approved by the staff, and streaming movies that are staff approved.

**CHURCH**

1. DO NOT take any church literature.
2. Stay in your seat and face the front. Walking around and talking is not allowed
3. We will sit together. Remain with the group.
4. Follow the directions of the Staff.
5. Prepare yourself for no restroom breaks during service. Make every effort to use the restroom before service.
6. You are required to take notes in every service you attend.

**CLASS TIME, AND DEVOTIONS**

1. The wake-up time, at 6:30am, is required so that each resident has the opportunity to engage in personal prayer, meditation, and/or reading. This allotted time is from 6:30 - 7:00am. Do not disrupt or disturb other residents during this time.
2. The scheduled morning group time, (7:00-7:15am), is a time for group reflection of God’s word, giving thanks, gratitude, singing, and/or encouragement. Being disruptive or talking out of turn is prohibited.
3. The scheduled class times are from 8am - 9am, and 9:15am - 10:30am. These class times will be led by an approved guest speaker, or a staff member, unless advised otherwise.
4. During class times talking without permission is prohibited.
5. Restroom and water breaks must be taken before and after class times. There will be no breaks during class, without permission from the person leading the class.
6. Sleeping during Study Hall may result in a write-up. If you are having trouble staying awake you may quietly stand next to or behind your seat, instead of sitting.
7. Pay attention to the class speaker(s), and take notes.
8. Failure to adhere to the guidelines may result in a write-up and loss of privileges.

**WORK DUTIES**

1. Be completely ready for work at 11:00am. Assignments will be handed out accordingly.
2. During work duty hours students are not authorized to turn on the stereo, radio, television, or listen to personal music device players.
3. Breaks will be scheduled by the overseer.
4. Use of power tools, vehicles, or other machinery are prohibited without overseer supervision.
5. Clear work vehicle and job site of all job site materials when completed.
6. Shop will be considered off limits without staff supervision or staff permission.
7. Pick up, and throw away, all trash from inside of your transport vehicle upon arriving back from the work day.

**DRESS CODE**

[8am - 10:30am, M-F] - FOR CLASSES

* Dressed neatly, and ready for the day.
* No pajamas.
* Casual shoes can be worn -- NO slippers or sandals.

[11am - 4:30pm, M-F] - FOR WORK

* Nice shirts or T-shirts must be worn while working.

CHURCH

* Collared shirts
* Clean jeans or slacks.
* No Sandals

GENERAL

* Hair should be combed and neat
* Daily showers are required.

**DISCIPLINE POLICY**

* Violations of rules may result in being given a write-up.
* A write-up may include various forms of disciplines, including, but not limited to; extra work duties, essays, missing of free time, dish duty, or a loss of privileges.
* If a resident receives a write-up, but believes that any portion of the write-up should be contested, amended, or omitted, then the resident should inform a staff member, as soon as is reasonably possible, that they would like the write-up to be reviewed by the Director.
* If a resident receives three write-ups they will be dismissed from the program.

When a resident receives a write-up, that resident has the right to be informed of the following:

1. Why the write-up isbeing given.
2. Appropriate alternative behavior, along with the long term, and spiritual, implications of continuing the present conduct.
3. A thoroughly written explanation of the reason for the write-up on the write-up form
4. The right to have it contested, and reviewed by the Director.

**Rights of Each Resident**

You do not waive your rights as a citizen when you enter Malta Farms. The right to confidentiality is recognized by our facility and no part of this handbook is intended to either contravene nor violate applicable federal, state and local statutes or ordinances pertaining to a person's civil and human rights. Where a conflict exists between adopted student rights, policies, and procedures, and applicable federal, state, and local statutes or ordinances, statutes or ordinances shall prevail.

You have the right to a safe environment in which to reside, heal, and grow. You may file a grievance if you feel that your rights have been violated by being subjected to inappropriate behavior such as physical, verbal, or sexual abuse by another student, staff, or volunteer. Such complaints and grievances shall be filed by using the following procedures.

Write out your grievance or complaint on paper, within 24 hours of the incident, indicating all the circumstances relevant to the complaint. (Students who cannot read or write are entitled to have an individual assist them in the process.) Hand the complaint to the staff member in charge and they will hand it in to the Executive Director, the Associate Director, or designee, for review. You will be able to meet with the Director, or designee, at some point in the investigative process to discuss the details of the complaint or grievance. This investigative process shall take place within 24 hours on weekdays and within 72 hours on weekends. Any action required on the complaint or grievance will be addressed within seven days of staff notification.

**PERSONAL PROPERTY TO BRING**

The following lists of clothing items, and quantity, are only a suggestion. You are not required to have all of the above to enter into Malta Farms. Please limit how much you bring. The allotted space that you will be given is limited. If you are in need of any clothing items we have resources to provide for any clothing needs.

CLOTHING

Shirts (4Dress, 4casual, and 4work)

Pants (3Dress, 4causual, and 4work)

Shoes (1Dress, 1work, 1casual)

Belt (2)

Sandals (1)

Briefs (7)

Socks (7)

Jacket/Coat (1 Dress, 1 work, 1 casual)

Shorts (2)

Sweats(2)

OTHER ITEM

Bible Towels (2)

Pillow Washcloths (2)

Identification

OPTIONAL

 Stamps

 Pencils

Pens

Stationary

Envelopes

TOILETRY ITEMS

Bath soap

Shampoo

Toothpaste

Toothbrush

Deodorant

 Razor/Shaver

 Hairbrush

 Hanger

**General Daily Schedule**

**Sundays** 7:00am Wake-up / Out of bed

8:00am-12pm Church (Varies depending on which Church we attend.)

 5pm.-7pm. Visitations / Free Time

**Monday**

**Thru** 6:30am Wake-up / Out of bed

**Thursday** 6:30-7:00am Personal meditation, prayer, reading, etc.

 7:00-7:15am Morning Group Devotion

 7:30am-8:00am Breakfast

 8:00am-9:00am Teaching (Led by Staff, or Volunteer leaders)

 9:15am-10:30am Class Time (Curriculum Based)

 10:30am-11am Prepare for Work (Work clothes, lunches, etc.)

 11am-11:30am Receive Work Duties and Proceed to Work Sites

 12pm-5pm Work Program

 5pm-5:30pm Showers

 5:30pm-6pm Dinner

**Friday** 6:30am Wake-up / Out of bed / Make beds / Be Dressed

 6:30-7:00am Personal meditation, prayer, reading, etc.

 7:00-7:15 Morning Group Devotion

 8am-9:30am Breakfast / Bible Study

 9:30am-10am Prepare for work day (Work clothes, lunches, etc.)

 10am-430pm Work Program

**Saturdays** 7:00am Wake-up / Out of bed / Make beds / Be Dressed

 8am-11:00am Volunteer at the Dream Center (Unless advised otherwise).

 1:00pm-4:00pm Visitations

 5pm-Bed Free Time

***Wednesday nights are church nights. Some Churches will start at 6:30pm and others at 7pm***

***Thursday nights are evening bible studies at Malta Farms***

***Fridays nights are optional for attending Celebrate Recovery - Starts at 6:30pm***

***Saturday nights are optional for church attendance***