

# **Student Handbook**

## **RESTART**

### **TRAINING CENTER MINISTRY**

**“LOVING PEOPLE to SPIRITUAL RENEWAL”**

#### **Mission Statement**

“To change the lives of men with addictions and their families by introducing them to Jesus Christ as their Lord and Savior, helping them process their past trauma and presenting problems in a healthy, productive way, and become positive members of society and train them to help others.”

#### **Vision**

“To Transform Addicted Men and Their Families into Disciples of Jesus Christ”

**Proverbs 24:11 “Deliver *those who* are drawn toward death,  
And hold back *those* stumbling to the slaughter.”**

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### Welcome...

to Restart Training Center Ministry. You are here to train into a disciple of Jesus Christ by cultivating a personal relationship with Him. Through your relationship with Jesus, you will learn to live victorious and free from all your life-controlling problems that will lead to peace in your relationships and life.

The ministry of Restart Training Center was envisioned by successful Christian business men and leaders from the Susquehanna Valley region in 2015 that recognized the great need for a training center that could offer both spiritual and life-skills training to men and their families who struggle with various life-controlling problems. It is their desire to provide a safe place for you to come and learn what it means to be a disciple of Jesus Christ and good citizen.

This student handbook is intended to be your rules guideline for conduct, and daily activity at the Training Center. This is your home until the RTCM staff sense from God you have achieved your goals in coming to us for help. You must honor God, the staff, and your fellow students with the love of God.

1. You will be on a two-week blackout, which means no phone calls.
2. Letters are permitted immediately to write or receive to only approved contacts.
3. You will be assigned a counselor within one to two weeks at Community Care & Addiction Recovery Services (CCARS).
4. No visitations of any kind will be allowed for your first 30 days.

### General

1. Possession, distribution or use of drugs or alcohol will result in your **immediate dismissal**. In case of situations involving illegal drugs, the police will be notified.
2. Cursing, street slang, drug talk, gambling or inappropriate talk about women is not permitted. Discipline will be given for violation of this policy. 2pt
3. Students must follow the program schedule (see bulletin board). 1pt  
\*Schedule is subject to change
4. Use acceptable forms of address to and about others. 1pt
5. No requests to staff who are **off-duty**. See bulletin board for "staff on duty". 1pt
6. Students must arrive to class, chapel, prayer, study, devotion, meals, etc. **at least 5 mins. prior** to start times. *\*If late for any reason, you must get a pass from the staff responsible for your being late.* 1pt
7. Room doors **must** remain at (90 degrees) open at **all** times. 1pt
8. No hand signals allowed when taking pictures for public relations. **Discipline will be given.** 1pt
9. **All** counseling issues must go through your RTCM pastoral counselor. 1pt
10. Students are not permitted to knock on staff's rooms (this does not include office's). 1pt
11. Students are not permitted to touch any bulletin boards or information boards except for signing up on

the phone call list, haircuts, and/or visits.

- a. Students **must** have staff permission to go outside of center building. 3pt
12. No food or drinks allowed in vehicles, during class, or chapel. 1pt
13. No **GUM** allowed while in RTCM. 2pt
14. Students are not permitted in **off limits** designated areas. 1pt
15. Except for scheduled free time, no lying down or sleeping during the day without staff approval. 2pt
16. Violence/fighting are never tolerated. This includes a push, shove or a threat to do so. Any violation of this policy will result in **immediate dismissal** and our contacting the police. **\*There is also to be no horseplay or pranks of any kind.**
17. If you are ill in the morning, see the staff on duty for permission to be on bed rest. 2pt
18. Bed rest is permitted only if you are sick or have been injured. Students are limited to bedrooms for **entire day**. Liquid meals will be served to sickbed students the entire day. *\*All bed rest must be approved through staff on duty and director informed.* 1pt
19. Tobacco or E-Cigarette use is not permitted. 30 days extra in the center for first violation and **dismissal** will result upon second violation.
20. Students are not allowed to touch any Center electronics or appliances without prior staff permission (i.e. air conditioners, phones, TV remotes, etc.). 3pt
21. Lights in classroom/dining room are to always remain on during business hours when occupied. 1pt
22. Lights are to be turned off in classroom/dining room, bedroom, and bathroom whenever leaving that area unoccupied. 1pt
23. Statements of Faith conversations that do not follow the *Ministry's* Statements of Faith are not allowed by students or staff (see Bulletin Board). 2pt
24. All requests, questions, and/or concerns about the program must be done through the proper channels of staff which apply to that issue (e.g. counseling issues to counselor, legal/medical issues to Asst. Director etc.). 1pt
25. Whenever walking to and from locations students are to travel together **as a group**.
26. Business Hours: *Mon.-Fri. 8:30am-4:30pm Please inform your approved contacts.*
27. Disrespecting staff, challenging the authority of staff, attempting to manipulate staff, rebellious/defiant behavior, murmuring/complaining, whispering/conspiring, attitudes of ingratitude and self entitlement, self righteousness and all behaviors unbecoming of a Christian **WILL NOT BE TOLERATED.** 3pt

28. Any student saying anything in a public event setting that is derogatory in nature about Restart Training Center Ministry or the church being visited will be dismissed immediately and cannot return.
29. Having a cell phone will result in being put on indefinite discipline and 30 days longer in program (1st offense) and dismissal from center 2<sup>nd</sup> offence). 3pt
30. TV is a privilege and is allowed on weekdays only from 6:00pm to 9:00pm when schedule allows and staff approves. On Saturdays only after General Inspection Cleaning are completed per staff directions. Sundays only after church when schedule allows and staff approves. Only PG and Christian programming is allowed. Students do not decide TV programming to be viewed and can make suggestions to staff.

#### **Kitchen and Beverages**

1. No eating food in kitchen at any time. 1pt
2. No students allowed in kitchen unless it's your chore. 2pt
3. No students allowed in kitchen fridge or freezers. 2pt
4. Soda, milk, and juice are only allowed during meals (no soda at breakfast). 1pt

#### **Wake Up (Mon-Fri.)**

1. Wake up is at 6:00am. Feet **must** be on the floor by 6:05am. 1pt
2. Students must be ready for devotionals by 6:30am. Once devotionals start you are not permitted to leave (we recommend you follow Proverbs for the day) (no talking). 2pt
3. Students may go to classroom to pray a ½ hour prior to wake-up. This is a **quiet time** of prayer/devotions. ***\*NOTE:** Once student enters classroom he is confined to the classroom until staff announces wake-up time.* 1pt

#### **Shopping**

1. No student is allowed to check out by themselves. We check out as a group with staff present. 2pt
2. Students will shop with assigned staff and remain in aisle until staff okays movement to next aisle. 2pt
3. No bathroom breaks without staff approval and always with a partner. 2pt
4. All item purchased must be in compliance with the standards of RTCM. All food, drink, and candy not allowed in room must be eaten by room time the same day. There can be no storage of any food or drink items in any location of RTCM (other than allowable hard candy/water items in room). 2pt

#### **Chapel, Devotions, and Church**

1. No talking to opposite sex in churches without staff permission and presence. 3pt

2. All students are to sit together in all church related services on front roll in front of staff. **With permission given by Staff on duty** immediate family member can sit with their student with group only. **(NO Girlfriends unless approved by Executive Director)** Family must be dressed appropriately. 2pt
3. Shorts or sandals may not be worn too outside church/chapel services without staff permission. 1pt
4. Dress clothes must be worn at all church/chapel services outside RTCM. 1pt
5. You are not permitted to visit or exchange addresses/phone number with anyone, *especially women*. 3pt
6. You must get staff permission to go to the restroom and you must go in pairs.  
*\*No going to the restroom once Church service has begun (absolute emergencies only)!* 2pt
7. Prayer time is for prayer **ONLY**. 2pt
8. Morning and evening devotions are for bible reading or approved devotional book only.  
**a. Devotional books must be approved by house manager or director.** 2pt
9. Students must bring a Bible and notebook to *all* church services, bible studies, class etc. 2pt
10. Students may go into the classroom evening devotion time for quiet reflection and personal devotion and prayer or bible reading. **THIS IS A PRIVILEGE AND CAN BE SUSPENDED.** This is a quiet time. Please be respectful of your brothers.

### Mail

1. All incoming mail will be opened by Director in student's presence.
2. All letters not on your communication list will be previewed by director before it is given to you. If the letter is not appropriate you will be required to shut off all correspondence with them.
3. You are not to correspond with friends from the street, or prison, or anyone not Included on contact list. 2pt
4. Mail will be handed out by director. Do not ask for it or investigate whether you received any. 1pt
5. All outgoing mail must be in director's bin for approval prior to sending. Director will then place outgoing mail in mailbox. *\*All mail, incoming and outgoing, must have a return address on envelope.*  
**Please note that all incoming mail must be addressed in the following format:**  
 Restart Training Center Ministry  
 c/o (your name)  
 PO Box 153  
 Strasburg, PA 17579  
**Any mail not addressed as above will be returned to sender (per the US Postmaster).** Thank You! 2pt
6. Any incoming/outgoing mail that does not have the correct postage will be returned to sender.

## Phone Calls

1. You must be here for two weeks before making phone calls. **All calls are out-going only (no incoming calls).**
2. All calls/phone numbers **must be dialed by staff on duty only**. Students are not allowed to dial the call. 2pt
3. You may only call those on your communication list, unless special permission is given by director with call pass. 2pt
4. In 1<sup>st</sup> month (30 days after intake date), you are permitted **four** phone calls per week, at 15 minutes max per call. *\*(No grace calls without counselor permission)*. Phone privileges increase with monthly progression pending counselor's approval.
5. Calls are only to be made within the phone call schedule.
6. You must sign the board **BEFORE** 8:00am on the day you wish to make a call. 2pt
7. If you do not sign the phone list, you do not make a call. **NO EXCEPTIONS**. 2pt
8. You cannot switch with other students on the list. 1pt
9. No splitting phone time (i.e., three 5 min. calls equaling one 15 min. call). 2pt
10. No combining calls (i.e., one 30 min. call equaling two 15 min. calls). 2pt
11. You must sign and print the phone log after you make a phone call. 2pt
12. All calls are to be made in phone room area and are supervised by staff. 1pt

## Meals

1. No food in student rooms, other than hard candy or water. 2pt
2. No food is to be brought back by students from **any** off-campus outings or activities.  
*\*This includes visits, or any other off-campus activities without prior staff approval.*
3. No food or drinks may be taken out of the dining hall. 2pt
4. You will periodically be assigned to clean the tables, sweep, etc. 1pt
5. You must have written permission to fast from director. 1pt
6. **No** white T-shirts or tank tops can be worn in dining hall. 1pt

## **Money**

1. **All** money must be turned in to the Director to be secured. **You must get a receipt signed by a staff member.** This is to be turned into the Director as well as the monies to be added to your account.
2. While in the Center, students will be permitted to have \$50 dollars max at any given time in their possession. Students violating this policy will have their money confiscated and that money will become the property of the Center (searches will be conducted unannounced). 2pt
3. Students receive/ask for commissary money on Monday, Tuesday, and Thursday afternoons.
4. Student's visitors **must** turn in money to staff on duty only. And sign a receipt to give to the director.
5. Money for bookstore etc must be requested the day before, during business hours. A receipt must be turned in to the Director.
6. There is to be **no loaning** of money to/from staff or fellow students. All financial transactions/exchanges must be done through executive director. 3pt

## **Musical Instruments**

1. You may bring/keep your own instruments upon approval of the Director.
2. The use of the instrument may be suspended if it is abused.
3. Instruments may be played outside, in your room (with roommates' permission), or the classroom (with permission of other students in classroom). Instruments may only be played after business hours, during free time only. 2pt

## **Personal Hygiene and Grooming**

1. Shower daily 1pt
  - a. The student rooms will get ½ hour per day to take showers
  - b. Each student is permitted a 5-minute shower
  - c. Shower time will start when staff on duty says to start, do not ask other staff members
  - d. Order in shower will be based on seniority in room
  - e. No showers in the morning unless staff approves
  - f. One shower allowed per day, per student*\*If showers for a room goes over ½ hour time period, the entire room receives discipline. 1pt*
2. Be covered with clothes or a robe, both to and from bathroom area when showering. 3pt
3. No sharing razors with other students. 1pt
4. Wash your hands after each use of the bathroom. Mandatory! No Exceptions! 1pt
5. Socks must be worn with all footwear. 1pt



6. Torn and/or tattered clothing is **not allowed**. 1pt
7. Pants, shorts, pajamas, etc. **must be kept** at the waist. 1pt
8. No piercings of any kind. 1pt

### **Recreation**

1. Attendance is required in all recreational activities.
2. When involved with a recreation at outside facilities, stay in designated areas. 2pt
3. Maintain a Christian witness in all sports and leisure activities. 2pt
4. Tank tops may only be worn for sports activities or in gym, and in room only at bedtime. Shorts may be worn indoors after 4:30pm. Outdoors, **in season only** (May 15 – Sept 30). Shirts must be worn at all times. 1pt
5. Board games (chess, etc.) are privileges and may be taken if they are abused.
  - a. Gambling **will result** in discipline or dismissal. 2pt
6. No workout equipment of any kind is allowed in your room. 2pt
7. Listening to music upstairs, and **all** recreational activities are to be done in the student lounge area **only**.  
*\*All recreation (Movies, music, games, etc.) ends for the night per schedule or at staff discretion.* 1pt
8. **No secular material allowed** unless approved by director in writing. *\*No CDs, DVD's, cassette tapes, etc. of any kind allowed in rooms at any time.* 2pt
9. No recreation of any kind is permitted during business hours. *\*(8am-4:30pm)* 1pt

### **Rooms/Bedtime**

1. Food, candy and drinks may not be in your room. The only exception is water or individually wrapped hard candy. 2pt
2. Do not leave lights on when you leave your room. 1pt
3. Rooms are to be neat and clean at all times. (Neat bed with no clothes on it, clothes put away). 2pt
4. Do not add to the decor of your room (i.e., thumb tacks, nails, tape, etc.). 1pt
5. You may have pictures of your family only. A photo album would be recommended. No pictures on the walls. 1pt
6. All clothing is to be properly hung in the closet or neatly folded in the dresser. 1pt
7. Robes are to be hung in your closet and towels on your bed rail. 1pt

8. Laundry is done on your day based on the schedule (check announcement board). Laundry must be brought downstairs by 8am. 1pt
9. Rooms may be checked/searched at **any** time.
10. Other than using the toilet (not sink to get ready & showering), you **must quietly remain in your rooms** between scheduled **lights out** time and scheduled **wake-up** time (unless in prayer chain). 2pt
11. Having lights (other than small book lights) on after lights out time is **not** permitted. 1pt
12. Be in your room and quiet **BY** devotion time, prepared for bed. *\*Must remain in rooms between p.m. devotional room time and lights out.* 1pt
13. **Do not** enter another student's room. *\*This includes reaching, standing, leaning, etc. in the room doors. No breaking the plane of the doorway area.* 2pt
14. In regard to scheduled room times, when there is a conflict of scheduling, the staff on duty will make necessary schedule changes to accommodate scheduling conflict.
15. Lights must be on in rooms at all times when occupied, other than scheduled *lights out*.
16. There is to be no talking after *lights out* time. 1pt
17. There is to be no loitering in **any** doorways at **anytime**. 2pt
18. Only a personal bottle of water is to be kept in your room, **NO extra bottles**. 1pt
19. Room doors must be kept 90 degrees open at all times. **Close door only when guests are here and you are getting dressed with staff permission.** 1pt

### **Movies and Music**

1. Movies will only be viewed on weekends or Fri. Nights. **Movies played any other time must be approved by the House Manager.**
2. Videos allowed are G, and PG only, with House Manager's approval.
3. The television and radio are only to be touched by Staff. 2pt
4. Students are **not allowed** to pick videos. 1pt
5. Secular music is **not allowed** at all in the program or in vehicles. 1pt
6. Students may not have radios, MP3 –type players, tape/CD players, clock radios, etc. 3pt
7. During business hours all movies/videos are to be Christian-based only.

## Visits

1. Visits are every Saturday of each month from 8:00am to 5:30pm and per student privilege level.
2. Visits start at the time visitor arrives, between 8:00am-5:30pm. Student is allowed to visit for their allotted time, **within** the visiting hours/privileges. Visits end at 5:30pm regardless of visitors' time of arrival.
3. Pastors may visit once per week, with 24-hour notice, any day of the week.
4. All visitors must sign in when they arrive. Student must sign his visitation schedule. All visits must be in the family room. *\*Staff permission is required to visit outdoors.* 1pt
5. Visitors who are not family members will not be permitted. Violation will result in one-month loss of privileges.
6. No visitor is allowed in any rooms except the visitation area and the restrooms. 2pt
7. If your family brings food and or drink during visitation, **they must bring enough for the entire student body** and it must be cleared with your counselor and the house manager.
8. The visitation area is off limits to other students on Saturdays from 3:00pm to 6:00pm, when students are visiting with their families.
9. All packages brought by visitors must be turned in to staff for inspection. All items deemed not suitable at RTCM **must be returned to family before they leave.** 2pt
10. All money from visitors must be turned in to staff on duty. The visitor must receive a receipt from the staff member and turn in signed receipt along with money to the Director or the House Manager.
11. You may not participate in another student's visit. 1pt
12. If you have fathered a child, visits will be allowed for the express purpose of seeing your child. The child's mother is not to visit at all if the child is not present. 2pt
13. No talking on cell phones. 2pt
14. Do not touch or pick up any children, unless they are your own. Know where your children are at all times. 3pt
15. Do not enter the vehicle of any visitor. 2pt
16. Do not take food from any visitor. 1pt

### Class

1. Arrive to class **at least 5 min.** prior to schedule starting time, seated, ready to begin. 1pt
2. Fully complete all class assignments on time. 1pt
3. A charge may be given for any lost materials.
4. Study Time is a quiet time-No talking at all. 1pt
5. Turn in all RTCM materials. Materials may be purchased if available.

### Chores

1. Daily chore duties are required and will be done at 5:45pm daily. 2pt
2. House chores may run on a rotating basis per the desecration of House Manager and will be posted.
3. **All chores** will be checked by staff on duty.
4. When there are work days in the community or at other specific places, behave as a representative of RTCM and Jesus Christ. 3pt

### Medication

1. All medication **must** be approved by the Director. Medications containing any form of narcotic, including codeine, are not permitted.
2. Students **must** report to house manager or director one week **before** their non-narcotic prescriptions run out to get a refill, as prescribed by a doctor. 1pt
3. Students requiring irregular medical attention **will be given** a medical dismissal from the program, with the **exception** of emergencies.
4. Do not purchase over-the-counter medicine. Only exceptions are vitamin C and multivitamins. **NOTE: if these are purchased, they will be for HOUSE use.** 2pt
5. No students are to touch the medicine cabinet. It is grounds for possible dismissal.
6. Medication will be dispensed, according to dosage schedule, or as prescribed by doctor, or manufacturer only.
7. A cup of water must be brought with you when getting medication. **No water, no medication, period.** Student will then report to back of the line with water. 1pt
8. No medication, internal or topical, is to be kept in your room. *\*Includes sunblock.* 1pt
9. **Do not accept** any medication from outside sources, except a medical doctor.

### **Discipline**

1. Discipline is given to aid in the development of self-discipline.
2. Discipline is given when a rule is violated, or an inappropriate attitude is manifested.
3. Discipline consists of a significant loss of privileges and/or additional work assignments and/or memorization assignments, or other measures deemed appropriate by staff.
4. After continual disciplinary problems, a suspension from the program for at least thirty days may become necessary and probable. *\*This includes indefinite discipline. Any tickets rec'd during indefinite discipline results in automatic 30-day suspension and restarting 6 months program.*
5. Violation of certain rules such as threats, fighting, attempting to get high, or the possession of drugs, etc., will result in immediate dismissal.
6. Discipline is to be received as an adult, and that area improved upon.

### **Point System**

**11 points – automatic 30 extra days in program**

**15 points – automatic added 30 extra days in program**

**18 points – dismissal**

### **Graduation Requirements**

1. Complete all memory verses.
2. Complete all classes and counselor requirements.
3. Be approved by the staff of readiness for graduation and an approved re-entry home plan.
4. RTCM program Student length of stay is a case-by-case basis, depending on students' progress and behavior and majority of staff discernment.

### **A Final Reminder**

Always be aware that **you** came to **us** for help. **You** sought **us** out in your time of need. **We** did not come to **you**.

Therefore, **you** have submitted yourself to all that this program entails. This means that complaining, whining, etc., about the program will not be tolerated. If this program is not to your liking, remember that you are always free to leave. If, however it is your desire to stay and grow within the limits set for you, do so as an adult. If you leave the program, you will not be allowed back in this specific center.

The staff will always be available to help in any way they can. Please take advantage of their counsel and experience. We encourage you to dedicate yourself to the Lord while you are here, remembering that, “**God rewards those who diligently seek Him**” (Heb. 11:6).

**GOD BLESS YOU**

# **Student Handbook**

## **Restart Training Center Ministry**

I \_\_\_\_\_, hereby acknowledge that I have read,  
(print name)  
understand, and will obey the rules of the Restart Training Center Ministry Handbook.

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Student's Signature

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Date

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Intake Coordinator's Signature

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Date