



MALTA FARMS

Residential Handbook

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Basic Expectations

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1. 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 students.
3. Complete abstinence from the use of alcohol, drugs, and pharmaceutical medicines is expected from each resident. (ALL RESIDENTS CAN BE REQUIRED TO TAKE A DRUG TEST AT ANY TIME DURING THIER STAY AT MALTA FARMS)
4. Horseplay is unacceptable.
5. Staff housing should be considered off limits at all times without prior invitation.
6. Outside of scheduled work time off the farm, all residents will remain on site unless accompanied by a staff member or as proper phasing allows.
7. Only literature given or approved by a staff member is allowed.
8. Only mail received from family will be allowed. Your mailing address while residing at Malta Farms cannot be use for any other mailing purposes.
9. All classroom and facility electronics to be operated by approved people only. NO EXCEPTIONS
10. Fighting with staff or fellow residents, drug or alcohol use of any kind, refusal to follow basic expectations, blatant disrespect of any Staff member are grounds for immediate dismissal.
11. Please bring any problems or requests to the correct people within the chain of Command.
12. No cell phones or electrical devices are allowed during your time at Malta Farms.
13. If removed from the program for violation or if you voluntarily leave the program you will not be considered for reentry for six months.

Rules for Resident Housing

1. **Spitting in trash cans, water fountain, urinals or sinks, is prohibited.**
2. Keep lights off if not being used. If you are last to leave a room you are responsible for turning off the lights.
3. Report damages to staff immediately.
4. No Food will be allowed in rooms. No exceptions!!
5. Respect personal areas. Do not be found going through property of other residents
6. Authorized students will be permitted to drive **WORK RELATED VEHICLES ONLY** on Malta Farms property **always** with accountability.
7. Students must be out of bed five (5) minutes from wake-up. Students must be present in cafeteria for every meal , even if not eating. Students will not be allowed to go back to bed --under the covers -- from 8 a.m. to 5 p.m. from Monday Friday. During these hours two feet must be on the floor while lying in your bunk (top bunk must sit up)
8. Lights out are to be enforced without disturbance. Respect of other residents will be practiced at all times.
9. Rooms and dorm area are subject to search at any time.
10. Radio stations are not to be changed in Farm vehicles. Christian channels will be dialed in at all times.
11. All residents must be inside when it gets dark outside.
12. Must be fully dressed before breakfast and ready to start your day.
13. Must be fully dressed when exiting showers.
14. Please be mindful of closing curtains when changing in rooms.
15. Cleanliness is a must. Visitors may come to observe our facility and a clean house is our goal.

Cleaning Procedures for Rooms

1. Before coming to breakfast, beds will be made and rooms will be cleaned.
2. Beds will be made in an orderly fashion.
3. Personal areas will be kept neat. Clothes hung in appropriate place, or folded and put away neatly.
4. Dusting is required on personal shelves, beds, room furniture and window seals.
5. Clean windows daily.
6. Sleep in your beds between the sheets. NO sleeping on top of bedspreads.
7. Laundry will be washed on scheduled laundry days.
8. All bathroom hygiene will need to be done before breakfast.

Regarding Legal Responsibility

1. Before a resident is accepted, all legal situations should be taken care of.
2. Students shall inform our staff regarding probation, parole, or court requirements.
3. Students required to report to a locally assigned officer, will be taken by a family member, a staff member (or designated student). Appointments need to coincide with Farm scheduling.
4. It is the Students responsibility to report.
5. Student with active warrants will be required to turn themselves in immediately.
6. Court ordered classes are not to be completed while in the program.
7. Community service hours are only allowed on Saturdays.
8. All students must sign consent for release of confidential information.

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.
4. Removal of any dishes from the building is prohibited.
5. If you pour a cup of coffee, drink the entire cup. There is a three (3) cup per day limit.
(Normal cup sizes only)

STUDENT PRIVILEGES

1. During the first two weeks there will be no phone calls made. Letters can be written.
2. Communication of any form is for immediate family ONLY. Immediate family include: parents, grandparents, siblings, wife, and children
3. All students will be provided two ten minute call per week. All numbers must be approved by staff and is limited to wives and immediate family only.
4. Saturdays and Tuesdays will be Scheduled days to make phone calls.
5. Visiting times are: Saturday 1pm-5pm. and Sunday from 5pm-7. **Visitors are not allowed in the dorm area.** The dining area, recreation area and outside seating areas are where visits will take place.
9. After (3) three months students will be eligible for an (8) eight hour pass on Saturdays from 9am-5pm. One eight hour pass will be given with each month that passes. Passes do not carry over, if you miss your pass you will have to wait until your next month pass and so on. Passes must be turned in 2 weeks in advance. All changes to these times must be approved by the Director.
10. All incoming and outgoing mail and packages will be checked by the Staff . Inappropriate material will be destroyed.
11. If you have any mail -- it will be given to you. **PLEASE DO NOT** ask for mail.

Student 7

CHURCH

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

STUDY HALL, CHAPEL, CLASS, AND DEVOTIONS

1. Study hall will be for personal study of God's word and completion of work assignments.
2. Talking is prohibited without staff/intern permission.
3. Read only those books that pertain to your class work.
4. Restroom and water breaks must be taken before and after Study Hall. There will be no breaks without permission from person leading study hall.
5. You may not go back to your room during this hour.
6. Devotion time is for reading your Bible and individual prayer. Talking during devotions is prohibited.
7. Sleeping during Study Hall, will result in a write up.
8. No letter writing will be tolerated during these scheduled times.

Failure to adhere to the guidelines may result in write-up and loss of privileges.

Student 8

WORK DUTIES

1. Be completely ready for work at 11:30. Assignments will be handed out accordingly.
2. During work duty hours students are not authorized to turn on the stereo, radio, and Television or listen to personal cd players.
3. Breaks will be scheduled by overseer.
4. Use of power tools 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.

DRESS CODE

CLASSES and CHAPEL

- * Sleeved shirts will be worn with nice, clean jeans or slacks.
- * Shirts will be buttoned to a cover bare chest.
- * Casual shoes can be worn -- NO sandals.
- * Warm-ups allowed during evening study hall period.

WORK TIME

- * Nice shirts or T-shirts must be worn while working.
- * No torn shirts under shirts or tank tops.
- * Shirts must be worn all the time.
- * Hats must be worn correctly or not at all.

AFTER SUPPER, SATURDAY, AND SUNDAY AFTERNOON (SCHEDULED FREE TIME)

- * Warm ups are allowed, if they are neat and clean with NO HOLES, in dorms only.
- * Shoes and socks must be worn at all times.

RECREATION

- * No tank tops.
- * No clothes with holes.
- * Sweats are preferred.
- * Shorts, knee length.

CHURCH

- * Collared shirts and clean jeans or slacks.
- * No Sandals

GENERAL

- * Hair must be combed, neat, and no longer than collar length.
- * Shoes and socks must be worn at all times.
- * Facial hair is allowed but must be kept neat, clean, and properly trimmed.
- * All piercings are prohibited. (**No Exceptions**)
- * Daily showers are required.
- * No jewelry except approved by Staff.
- * Flip-flops may be worn with socks.

DISCIPLINE POLICY

Program rule violations will result in being given a write-up or warning write-up. A staff member, Staff Intern or Dorm Leader may give a write-up after prayerful consideration of the situation.

A write-up will consist of various forms of disciplines including but not limited to; talk fasts, extra work duties, essays, missing of free time, dish duty etc. The extra work duty will be assigned by the Staff Intern. The proper time for a student to defend himself is in front of the discipline board.

When a write-up is given the person giving the write up, if he deems necessary will:

1. Explain to the student why the write-up **is** being given.
2. Explain appropriate alternative behavior to the student along with the long term and spiritual implications of continuing his present conduct.
3. Give a thorough explanation of the reason for the write-up on the write-up form; sign it, have the student sign it, and place it in the Program Director's box.

When a student continues violating the program rules and policies, commits violations that are deliberate and intentional, or violates policies that may require dismissal, the staff shall report the violation to the Director. The Director shall decide the appropriate discipline. The steps given for issuing a write-up shall be followed when issuing any other discipline. The discipline shall be administered in a just and equitable manner.

Student Rights

You do not waive your rights as a citizen when you enter Malta Farms. The right to confidentiality is recognized by our facilities and no part of this chapter is intended to neither 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, procedures, and standards 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 grow and mature in Christ when you enter Malta Farms. 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 in charge where they will put it in 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 week days 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

CLOTHES

Shirts (4 Dress, 4 casual, and 4 work)
Pants (3 Dress, 4 casual, and 4 work)
Shoes (1 Dress, 1 Work, 1 Casual)
Belt (2)
Sandals (1)
Briefs (7)
Socks (7)
Jacket/Coat (1 Dress, 1 work, 1 casual)
Shorts (2)
Sweats (2)

OPTIONAL

Stamps
Pencils
Pens
Stationary
Envelopes

TOILETRY ITEMS

Bath soap
Shampoo
Toothpaste
Toothbrush

OTHER ITEM

Bible
Hanger
Pillow
Identification

Deodorant
Razor/Shaver
Hairbrush
Towels (2)
Washcloths (2)

DO NOT BRING

Books
Electronic Devices
Tobacco Products

This is just an outline. You are not required to have all of the above to enter into Malta Farms. Please note that none of your clothing can advertise non Christian principles. (Beer, Tobacco, Music groups, etc...) Please limit how much you bring. The allotted space that you will be given is limited.