

# ROCK SOLID REFUGE

"The LORD is my rock, my fortress and my deliverer;  
my God is my rock in whom I take refuge."

-Psalm 18:2

STUDENT HANDBOOK

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We are so glad you are coming to Rock Solid Refuge! The God of the universe has provided this place just for you so you could discover His plan for your life. **Yes, God knows who you are:**

Psalm 139:16 says “Lord, you saw me before I was born and scheduled each day of my life before I began to breathe. Every day was recorded in your Book.”

He knows where you have been, yet **He still loves you!**

**He knows where you are going! :**

“For I know the plans I have for you,” says the Lord. “They are plans for good and not disaster, to give you a future and a hope. ....if you look for me in earnest, you will find me when you seek me!” Jeremiah 29:11 -13.

Not only has God prepared this place for you but He has prepared the staff as well to help guide you in your journey. This is much more than just a job to us. All of us are here because God called us to bring light, hope and victory to your life. Because He first loved us, we can love you!

We believe God has the power to transform any life! Your new life is going to be awesome so . . . get ready!

### **WHAT IS ROCK SOLID REFUGE?**

We are a year long faith-based residential program for teen boys 13-18 years of age, like you, who are struggling with life controlling issues. We believe in a Christ centered approach to finding freedom, victory and joy in life. We recognize that when you are tempted by or struggling with addictive behavior you need tools and support to make healthy decisions. **You need a reason to change!** You need time to learn and have fun without drugs, alcohol and partying. You and your family need hope that you can change and stay changed for the better.

### **THE CONTRACT:**

While at Rock Solid Refuge you are entrusting your life to the care of people who are committed to your healing and growth. We ask for your trust. You show trust by laying down certain personal rights and freedoms. You, as a struggling teen have learned certain responses that actually cater to your lifestyle of poor choices. All of the game-playing, manipulation, and street survival techniques that have been a part of your day to day philosophy must be laid down. We require honesty with yourself, with God, and with the Rock Solid Refuge staff. A person who is open and transparent, will be able to focus on his desperate need to be free of his life controlling issues.

### **A WORD ABOUT DISCIPLINE.....**

We are not here to punish anyone. You are not here for punishment, but to learn discipline, self-control and self-direction. Violations of the Rock Solid Refuge rules and other behavior guidelines will result in loss of privileges, loss of opportunity to participate in outings, extra work assignments and/or loss of an off-campus visit.

There are consequences to the decisions you make. You alone are responsible for your decisions. We will not accept excuses. Basically, we respond to what you tell us about yourself. If you show us that you are not trustworthy, we will treat you as such. If you show us that you are trustworthy, dependable, and honorable, we will give you the responsibilities and opportunities to prove and sharpen these traits.

How you comply with these guidelines determines your progression on levels. Your willingness to seek God and allow Him to heal the hurts in your life and to be Lord of your life (allowing Him to be in charge of your life) will determine your spiritual destiny. Your attitude toward discipline, as well as your willingness to work on the areas in your life that need improvement, will determine how much you will change and become the person Christ has created you to be.

**Don't be discouraged if you are put on discipline.** Please know that there are two sides to love – affection and discipline. The main purpose of discipline is for you to learn. This means it is an opportunity for you to get alone with God, and allow Him to change those things which have caused you to be on discipline in the first place. This is one of the main purposes of the program.

**HOW TO APPLY** (if you have not already done so):

Read the Rock Solid Hand Book. Fill out the application form and mail it to the address at the bottom of the form. Have a doctor fill out the pre-entrance medical exam form and include it with the application form. The directors will need to have an interview with the applicant and his parents/guardian before acceptance is granted. Rock Solid staff will contact you and set up an interview time.

**CHORES AND RESPONSIBILITIES**

All bedroom, lounge, kitchen, bathroom and ground duties will be posted. Please check the chart to find out your responsibilities.

1. You will thoroughly clean and do any chore as assigned and posted.
2. The chores will be inspected and if not completed satisfactorily, you will be given a do-over and you will continue to do the chore until it is satisfactorily done.
3. Make sure you know what your duties are and how to perform them.
4. Don't help another student or ask anyone else to help you with your chores without getting the permission of the staff on duty.
5. A staff member may ask you to perform special chores from time to time.
6. If a do-over causes you or the other students to be late for any function, you may receive an extra discipline.
7. If a student is sick or off site his roommates will be asked to do his chores. If that is not possible, the staff will reassign the chores.

**Bedroom, Lounge and Bathroom Rules**

1. Your bedroom, the lounge and bathroom must be kept clean at all times. This will require a group effort with everyone doing their part to make it happen. Keep your personal items put away in their proper place at all times.
2. The lounge needs to be kept clean at all times. Remember, if you get something out put it back where you got it when you are done!
3. Please turn off the lights in rooms not in use.
4. Do not congregate anywhere without a staff member.
5. No conversations are to take place between students without a staff member present. Conversation will be allowed based on trust and the current level that they are in.
6. Do not enter or touch a bed area that you are not assigned.
7. After leaving your room for the morning, you will not be allowed back in, except for chores, until evening or with the permission of the staff on duty.
8. Your bed should be made tightly and neatly (sheets must be tucked in on all beds and quilts or sleeping blanket neatly placed on bunk beds) and the room must look neat and tidy before chapel.
9. All clothes must be folded in your storage bins or dressers at all times.
10. Pictures you will be allowed to have in your possession will depend on your level.
11. Dirty laundry must be kept in your laundry basket which will be provided.
12. You must shower and shave regularly. No students are allowed to grow facial hair.

13. During your shower time your boxers will be put on in the shower area. You will receive a write up with consequences if you are caught outside this area undressed.

## **BEHAVIOR**

1. If you're at home or on an outing, good manners are a must! Your behavior during school, at church, or on an off site activity is expected to be maintained at the same high standard that is expected at Rock Solid Refuge.
2. No cigarettes, drugs or alcoholic beverages are allowed anywhere, not on or off the property of Rock Solid Refuge. Your belongings and person are subject to staff inspection at anytime while you are in the program. Your bags will be subject to an inspection upon arrival to Rock Solid Refuge.
3. Disrespect to staff will not be tolerated! Any disrespect to staff will result in an immediate word fast and/or other disciplines. Disrespect includes horseplay, talking back, complaining, sarcasm, bad attitude, arguing, threatening, name calling, cursing at or blatant disobedience.

### **Interaction**

1. TREAT OTHERS THE WAY YOU WANT TO BE TREATED!
2. Be polite at all times.
3. Don't be a know-it-all.
4. Don't interrupt when someone is talking.
5. Say "please" and "thank you".
6. No disrespectful teasing or pestering.
7. Other students should treat you with respect at all times. You, of course, should treat other students with respect, as well.
8. Be gentlemen.
9. No fighting, swearing, threatening, horseplay, playing pranks, name calling or harassing other students at any time.

### **Conversation**

1. Talking to peers will be limited until Level requirement is met. Conversations can only happen when staff are present.
2. No profanity is allowed at any time. Profanity includes euphemisms (substituting words). Let your conversation be uplifting at all times.
3. Gesturing is considered a form of conversation and will be treated as such.
4. No secretive talking is to be done at any time (whispering or talking below audible level).
5. Your voice tone must be appropriate when talking with other students or staff.
6. Cursing, off color jokes, sexually-oriented conversation, name-calling or racist remarks are not allowed.
7. Discussion of or bragging about your past life with the other boys, regarding sex, drug/alcohol use, parent conflicts, former students, staff, friends etc., is not permitted. These discussions only glorify your dysfunction of the past. However, we do encourage you to talk about your past during group and personal counselling - about the problems and problematic thinking concerning your past life - the choices and mind set that brought so much destruction to bear upon your personal life and the people surrounding you.

## **GENERAL RULES**

### **Dining, Kitchen and Staff Room Areas**

1. No student is allowed in the kitchen area unless special permission is given by a staff member.
2. Students are never allowed in the staff room unless accompanied by direct contact staff at staff request.

### **Meal Times**

1. GOOD MANNERS WILL BE EXPECTED AT ALL TIMES.
2. Food or condiments are not to be touched until the prayer is said.
3. A staff member will always go through the food line before any students. Those assigned to do dishes will go through the line first.
4. Everyone is required to be at the table for each meal. At the end of mealtime staff will excuse everyone at the same time or by table. When you are dismissed from your table you are immediately expected to go to the chore you are assigned to or to read a book in the dining hall.
5. Please be considerate of others at the dinner table. Don't rush them, even if you are finished.
6. Appropriate dinner conversations will be allowed at all meals. If your conversation is inappropriate, staff may give a warning and/or a discipline. You must refrain from yelling, screaming or raising your voice during meal times.
7. Sickness- If a student is in their room or in bed because of sickness, a sick tray will be taken to their room.

### **Chapel and Speaker Sessions**

1. Be respectful and attentive to the speaker.
2. Sleeping will not be tolerated.
3. Prayer time will be respected by closing your eyes in order to give the other student's privacy and to help eliminate distractions.
4. There will be no talking among yourselves during any chapel or session time.
5. No hats, sunglasses or hoodies are to be worn during any sessions.

### **Personal Devotion**

Personal devotions will be every night ½ an hour before lights out. Each student is expected to journal while they do their devotion time. This will be used for level advancement. Appropriate journaling will be one-half page minimum of quality journaling. Staff will oversee that you have been journaling. Staff will provide further information. There will be no talking during devotion time unless allowed by staff for spiritual discussion. Everyone must be quiet after lights out. Lights out are immediately after devotion time.

### **Education/Homework**

1. Each student will be required to continue their education from the time they come to Rock Solid Refuge until they leave.
2. Rock Solid Refuge will work with you and your education. We will put you into the grade level you are at and you will attend school every week day as per the schedule of the program.

3. Homework is expected in any subject that you are below grade level and in any subject that you did not reach your daily goals, as assigned by the teacher. This will be incorporated into your schedule as needed.
4. There is to be absolutely no unnecessary talking during class time.
5. No passing notes of any kind.
6. All homework will be completed at the homework/discipline table or discipline desk. Advanced Level students may be allowed to do homework at desk in another room with staff permission only.
7. There is absolutely no free time if you have homework, or disciplines.
8. Homework can be assigned to any student at discretion of staff.

### **Movie and Video Game Time**

1. Only staff on duty will be in charge of putting on a movie or adjusting the volume.
2. Staff has the right to turn off a movie or program for any reason.
3. Only movies approved by the program directors will be allowed. Generally movies will only be watched on weekends.

### **Van**

1. Everyone will be required to sit in their assigned seat properly and wear a seat belt as it was designed to be worn. (That means the shoulder strap is over the shoulder not under the arm!)
2. Only after the van is stopped will you remove your seat belt and begin to exit the van.
3. You will not be out of your seat for any reason while the van is moving.
4. No rowdy or rough play in the van or other vehicles. You will remain in your seat belt at all times.
5. When the van is stopped for refueling or for any other reason, you will remain in your seat belt until you arrive at your destination. You can only leave the vehicle for bathroom breaks and must receive permission to do so. You must be accompanied by a staff member to and back from the bathroom.
6. For safety purposes, the driver has the authority to ask for absolutely no talking in the van. Music will be at the discretion of the driver. Please don't ask the driver to turn it on.

### **Dating and Special Outings**

1. All relationships with girls must be put on hold for the entire time you are at Rock Solid Refuge. This includes no phone calls, letters and no visits from girlfriends. Remember, you are not here to date girls, but to get your life together!
2. Special outings such as day trips to farms or other events, weekend trips, the canoe trip, church functions outside of Rock Solid Refuge property, etc. will be scheduled. These are privileges that are earned with positive behavior.
3. Your behavior away from Rock Solid Refuge at any church, activity or trip is expected to be maintained at the same high standard that is expected on the Rock Solid Refuge premises.
4. Do not draw attention to yourself by acting out. Do not engage in conversation with the opposite gender while on an outing or at church functions. Speaking to the opposite gender is only allowed in the church building with approval of direct contact staff.

5. You must not give out your last name or address to anyone that you might meet on a group outing.
6. You must be with an approved partner during any group outing and you must never leave the group. If you leave the group without supervision and permission, this will result in immediate discipline.
7. You must attend all classes, small groups, chapels, work assignments, Sunday church, and group outings as required.

### **Church/Attendance**

You will be attending a variety of churches. Going to church off site is a privilege.

### **Free Time**

1. All letter writing and receiving mail will be done on free time after homework, disciplines and chores are complete.
2. You will not be allowed to have free time if you have homework or have a discipline assignment (extra chores, essay or sentences).
3. You will be responsible for completing your writing assignments. The staff on duty will not continuously remind you that you have assignments to complete.
4. Free time earned during study hall can only be used for quiet activities such as reading, letter and journal writing, and quiet games. Activities not allowed during study hall include talking, music, guitars etc. Staff will determine what is appropriate and inappropriate.

### **Swimming**

1. Proper swimwear must be worn for swimming.

### **Walks**

1. Walks will be taken with direct contact staff only or in full view of direct contact staff at all times, depending on levels.
2. Walks are limited to the driveway or the yard and coral areas.
3. Do not pair up or walk in groups unless special permission is given by a director.

### **Outdoor Activities**

1. You are not allowed outside with other students unless staff is present or permission has been given by a staff member.
2. In order to participate in any outdoor activities, staff must accompany the entire group. (i.e. volleyball, basketball, hikes etc.)
3. After any outdoor activity the whole group is responsible to ensure all equipment used is placed back in its proper storage place. This includes fishing gear, any items used for swimming, frisbee's, basket balls, etc. Any equipment left outside will be kept for 7 days.

### **Clothing**

All clothing must be clearly marked with the student's initials. This includes shirts, pants, jackets, socks, and underwear.

1. You need to dress appropriately at all times and for the occasion. Staff will make the final determination of what is appropriate and what is not.

2. You must adhere to a dress code for all Rock Solid Refuge activities: chapels, work assignments, Sunday church and group outings.
3. Students will dress up for church and chapel times (Collared shirts, nice Jeans or Pants on Sundays).
4. All clothing will be worn properly and be in good condition. Extremely large, sagging, torn, stained or excessively tight clothing will not be allowed. Underwear cannot be showing. You must wear a belt if necessary.
5. All shirts with written words, pictures or promotions are not allowed. Plain shirts only will be allowed.
6. Exchanging clothes, shoes or any other personal items with staff or other students is strictly prohibited.
7. You must be completely dressed for the day before doing morning chores and breakfast.
8. Appropriate clothing needs to be worn for certain weather days or activities. Directors or Direct contact staff may ask you to change your clothing if it is deemed not appropriate.
9. No torn or stained shirts or jeans may be worn except during work time.
10. All clothing that does not pass approval will be kept locked in storage until you leave Rock Solid Refuge.

### **What to Bring:**

Some suggested personal items students should bring:

- clothes for all kinds of weather and dress clothes for chapel and church (washer and dryer are available on site)
- work clothes (something that can get dirty!) / work gloves
- work shoes / sandals or everyday shoes
- sleeping bag / pillow (a few available on site if needed)
- toiletries like soap, shampoo, toothbrush and paste, etc.
- towel that is marked with your name
- sun glasses / hat
- sunscreen / bug spray
- flashlight
- swim trunks / water shoes
- backpack or small bag (for out trips and to bring on the canoe trip)
- electric razors only
- winter clothing, coats, mitts, toque and boots

What **not** to Bring:

- personal music, iPod, MP3 player, etc.
- cell phone
- electronic game devices (ex. Gameboy)
- knives or weapons of any kind
- personal money (all your needs will be provided for by the Rock Solid Refuge)
- Magazines, Books, Comic Books will all require approval by the Directors

### **Jewelry**

1. The only acceptable jewelry while at Rock Solid Refuge is a watch. Other jewelry may be evaluated for approval according to the student's level and with the director's approval. Any items that are not approved will be kept for you for the duration of your stay at Rock Solid Refuge.

### **Music, Media and Reading Materials**

1. Only music approved by the Directors will be allowed and appropriate. Students will not be allowed to bring music or movies from home unless they are clearly Christian-based.
2. The program director or his designee must approve all reading material.

3. No games, including computer games will be brought from home.
4. Only staff on duty will be allowed to turn music in the dorm on or off or to adjust the volume.
5. Only videos approved by the program director or his designee will be viewed.
6. iPod, MP3 player, electronic game devices (ex. Gameboy), or cell phones will not be allowed at any time.
7. Personal Music will only be allowed based on level
8. No burned cd's are allowed.
9. Approved level students may listen to approved music only during free time.

### **Money/Gifts**

1. Please do not bring any personal money (all your needs will be provided for by the Rock Solid Refuge)
2. No money, gifts, clothing, or jewelry can be given to other students.
3. Students will not keep money on their person at any time.

### **Personal Hygiene**

1. It is mandatory that all students take a shower every other day.
2. Each student is allowed ten minutes for a shower time. One half of the boys will shower at night and the other half in the morning. The ten minutes start when the first student enters the shower stall area.
3. Showers cannot be "called". Only staff is allowed to assign a shower stall. Any student that "calls" or holds a shower with his hygiene items will be disciplined and not allowed to take a shower until all other students are finished.
4. Students will brush their teeth every morning and every evening.
5. Only electric razors/trimmers are allowed.
6. No aerosol cans are allowed while at RSR.
7. No personal hygiene items with alcohol will be allowed.
8. Hair cut should be decent and well kept. Directors will determine if a haircut is needed.

### **Personal Possessions**

1. All personal items will be stored in your dresser, or in your bin under your bed, or in your personal box in the storage room. Items stored in the room may only be accessed by staff.
2. Personal items that become a problem will be placed in the care of the directors until it is deemed appropriate for you to have them again.
3. All personal belongings not approved will be stored in the Rock Solid Refuge security lock-up.

### **Diet/Food**

1. Breakfast is not optional.
2. Snacks will be provided on weekdays and is optional. Only snacks provided by Rock Solid Refuge will be served. No personal snacks from parents are allowed until you are at level 2. If your parent decides to donate food to Rock Solid Refuge it will be shared with all the students at the discretion of the cook.
3. There is to be absolutely NO FOOD OR DRINKS IN THE BEDROOMS.
4. Water and Tea is the only beverage served after 6:00 pm except on Friday and Saturday evenings. Herbal teas with no caffeine prepared by the staff are allowed. Students are not to prepare their own tea including not adding any sugar or honey to the tea.
5. Caffeinated drinks will be very limited to students.

### **Fasting**

You must have a letter from your parents giving permission and stating that it is for a religious reason why you want to fast or you must have a Doctor's note for a medical reason to fast.

### **Sick Call**

1. In the event you are sick, you should tell the staff on duty.
2. If you have a temperature of 100F degrees or more, or you are vomiting you will be allowed to take a sick day.
3. During a sick day, you will be confined to your bed so you can rest and recover.
4. You will only be allowed to read your Bible while in bed recovering or a book approved by a director.
5. Your roommates will be responsible to see that your chores are done.
6. If you take a sick day you are exempt from every activity during the entire day.
7. You will not be allowed to talk to any other students while on sick bed unless supervised.

## **DISCIPLINE AND CONSEQUENCES**

**Students are not allowed any free time while on discipline. Students are not allowed any privileges while on discipline (i.e. swimming, sports, movies etc.)** When you receive discipline the direct contact staff will give you a signed sheet of paper describing your discipline and when they expect the discipline to be completed. This will be posted in a safe place for your further reference. When you are completed your discipline you will sign your discipline sheet and hand it in to the direct contact staff for approval. **Refusal to sign discipline forms will result in the given discipline being doubled.**

Major discipline consequence, which is usually given in increments of weeks, means you are given **work assignments** during your free time Monday through Saturday, and have a suspension of certain privileges.

Minor discipline consequence, which is usually given in increments of days, means that you have a suspension of certain privileges.

Disciplines given:

- Sentences or essays
- Word Fast
- Extra Chores
- Physical discipline (push ups, jogging, etc.)
- Loss of Privilege

Privileges denied include:

- **No** phone calls - except legal or family emergencies.
- **No** sports at all (except during scheduled recreation) including basketball, weights, ping-pong, hockey, baseball, etc.
- **No** desserts
- **No** snacks during the evenings
- **No** seconds at meal time
- **No** tea
- **No** television or recreational movies

### **Sentences, Bible passages or essays**

1. While on a writing discipline, students must be seated in the dining hall or a place assigned to them by the direct contact staff. Sentences, passages or essays will be handed in to a director.
2. All writing assignments should be marked in the upper right hand corner with your name, the staff member the assignment is for and the date & time you turned them in.
3. Sentences must be neat and legible. Do not write outside the margins of the paper.
4. There is absolutely no free time until all disciplines are completed.

### **Loss of Privileges**

1. If you abuse any privilege you will lose it.
2. Loss of privileges can be anything from loss of free time to on/off campus passes.

### **Word Fast**

1. All new students will be on a 24 hour word fast from other students at the time of arrival. This can be extended at the directors discretion.
2. During word fast you will not be allowed to talk to anyone except the direct contact staff that is assigned to you.
3. Word fast may be assigned to one or all students as discipline.
4. Word fast includes gesturing or communication of any kind to staff or other students.

### **Extra Chores**

1. You may be assigned extra chores to complete.
2. There is to be absolutely no talking while you are completing these duties except with the direct contact staff assigned to you. When your chores are completed and you are waiting for other students to finish what they are doing, you will be reading approved material. This is not a time to visit with other students.
3. If you do not complete the chores to satisfaction, you will redo them until they are acceptable. Re-do's will be marked in the discipline log and counted towards your level advancement.
4. There will be no tolerance for complaining.

### **Physical Disciplines**

1. Physical disciplines may include, but are not limited to, chopping wood and running.
2. Physical disciplines will be completed at the students pace within their physical capabilities.

### **Grievance Reporting**

1. If at any time you feel your rights have been violated, you may fill out a Grievance Report Form. This form is available from any staff member and should be returned to any staff member for action from the Director.
2. The grievance must be filed within five days of the incident. The Pastoral Director or Student Life Director will respond to the grievance within 24 hours. The response will only acknowledge having received the form and to set up a time to meet and discuss the problem.
3. Grievance reports are to be kept confidential. Please don't discuss them with other students.

## **MAIL AND PHONE PRIVILEGES**

### **Mail**

1. You are encouraged to correspond with immediate family by mail.
2. All incoming and outgoing mail, including packages, will be reviewed/read by your direct contact staff or a director for approval before you receive or mail it. You will only be allowed to correspond with people on your approved mailing list which include immediate family, grandparents, counsellors and pastors. All other mail privileges depend on your level.
3. All letters sent and received must have a proper return address and name. Mail received without a return address and name will be forwarded to your parent/guardian or placed in your file.
4. All postal stamps received in the mail or brought in by family should be turned in to a director immediately.
5. All stamps will be kept in the office. You may ask for a stamp from your direct contact staff.
6. Mail call is during scheduled free time. If mail is not distributed at free time, it will be as soon as staff can get to it. Please don't ask staff on duty about mail call or if you got mail.
7. If correspondence from an individual causes distress, future letters from that individual will be returned to the sender, unopened, forwarded to your parent/guardian or placed in your file.
8. If at any time a direct contact staff has reasonable suspicion to believe that a student has contraband that would be harmful to the student or other students and staff, Rock Solid Refuge reserves the right to search quarters and personal belongings in the presence of another staff member and/or the student.
9. All money must be turned in to staff immediately.
10. Refer to level system for further mail limitations.

### **Phone**

1. For the first two weeks you will have no phone contact of any kind.
2. Each student will be allowed to receive or place one 10 minute phone call to an approved contact on their phone list once per week after the first two weeks of the program. This approved contact list may include your mother, father, or guardian, grandparents, pastor or counselor only. This does not include aunts, uncles and siblings until Level 3. Students with separated parents may make 2 five minute calls. As level advancement increases phone call time will increase.
3. Call times will be assigned by the director.
4. For any student who exceeds the 10 minute limit, his calling privileges will be reduced the next phone night by 1 minute for each minute over.
5. Phone conversations must be appropriate. If a student is cursing, yelling, or being disrespectful the direct contact staff on duty has the right to end the phone call immediately.

6. A staff member will be present during all your phone calls. A student is not allowed to demand a staff member to leave them alone during any part of a phone call.
7. If a crisis situation occurs during a student's call, staff may ask student to end phone conversation.
8. Refer to level system for further phone limitations.

### **Medical Appointments & Prescriptions**

1. All routine medical appointments including dental, eye and other yearly visits will be the responsibility of the parent / guardian to coordinate. If one of these appointments happens to fall while you are at Rock Solid, Rock Solid will provide transportation for you unless your parent is able and willing to provide that for you.
2. All medical emergencies will be taken care of immediately by calling EMS or transporting the student to the local emergency room and the parent / guardian will be notified as soon as possible.
3. In the event of an injury at a Rock Solid event, Rock Solid will transport the student to the hospital at Rock Solids' expense unless there is need for an ambulance at which time parents will be required to pay or the insurance company covering the child.
4. If medical attention is needed for an illness, Rock Solid will transport them to the hospital or clinic, but will ask parents to reimburse them for the travel and the cost of medication.
5. The student's parent / guardian will be responsible for paying any medical expenses incurred that are a result of ongoing conditions or prescriptions that were already present before the student came to Rock Solid Refuge. Rock Solid Refuge is willing to pick up prescriptions. Parents are asked to give detailed information about each prescription the student brings including how many refills are remaining and what the prescription is for. Parents will receive a log of any medical/travel expenses and will be asked to help pay for these expenses.
6. All students are strongly recommended to have some extra health insurance in place for their time at Rock Solid Refuge (ie. Blue Cross).
7. Medication is kept in our medication room and is administered by staff only, at set times. All medications must be declared when you enter the program.

### **Fire Drills**

1. Periodic fire drills will be conducted to insure everyone's knowledge and speed in getting out of a building. Everyone must participate in these drills.
2. When the fire alarm sounded:
  - A. Leave by the exit that is the shortest route possible. Follow the emergency evacuation plans posted throughout the buildings.
  - B. Everyone must meet at the staff house for roll call.

## **SCHEDULE**

**A schedule will be available at Rock Solid Refuge when you arrive**

### **Wake Up Times**

1. You are responsible for getting up on time in the morning when the staff wakes you. It is not the responsibility of the Staff on Duty to make sure you are up once you have been told to wake up. When you get up you are to stay up. You may not go back to sleep on the couch, chair, bed or anywhere else.

### **Departure Times**

1. Staff on Duty will let you know what time the van will leave for any scheduled activity.
2. You will be responsible for being ready to leave at the scheduled times for any activity.
3. You should be ready to walk out the door after being told only one time.
4. You will be required to have all your personal belongings out of the living areas before leaving. This includes the lounge, dining hall, chapel and bathroom.
5. Anything left out will be picked up and kept for minimum of 7 days. If it is an item you are required to have such as your shoes or Bible, you will be required to write sentences for each item. (i.e. First time offense for a pair of shoes left out is 10 verses of the Bible)

### **VISITATION**

#### **Family Week:**

Family Week for the families of the students will be held at various times throughout the one year program. There will be activities planned for all ages such as: swimming, sports times, inside and outside games, and chapels. There will be sessions for parents to attend to discuss the challenges of parenting, to learn from other parents and also to encourage each other in their parenting roles. Dallas Block, the president of the board, will present a Parent to Parent session for parents every morning. There is a suggested donation of \$100/parent (no fee for kids under 12). Family members 12yrs and under are welcome to come for this event. No siblings 13yrs and older are permitted to come.

### **General Rules**

1. All passes must be coordinated with the program director at least one week in advance and all final confirmations and preparations must be made by the Thursday before the pass. Please remember to make tentative plans when scheduling passes. Things can happen quickly, such as an unexpected discipline. Rock Solid Refuge will make every effort to notify parents as soon as possible if something does change affecting a pass.
2. **Passes are privileges and are dependent upon your behavior.**
3. In the event a student is on discipline, he will not be eligible for any passes and will not be allowed to leave the facility.
4. During any pass you must have parental or staff supervision. You will be expected to abide by Rock Solid Refuge regulations while on pass.
5. All passes are restricted to time spent with immediate family, legal guardians or a staff member.
6. Only parents, legal guardians or staff will be allowed to sign a student out for a pass. (no friends etc.)
7. All homework and disciplines must be completed before a student can leave on pass.
8. Students are not allowed to go on pass together or meet another student while on pass.
9. When leaving for passes you are not allowed to take any personal belongings or Rock Solid Refuge property with you.
10. When returning from passes you are not allowed to return wearing prohibited items. We reserve the right for drug tests after a pass and we also reserve the right to do searches as we feel is required.

You are not allowed to drastically change your hairstyle while on pass.

**Not adhering to the rules of visitation may result in loss of future passes.**  
**If student is not on appropriate level all passes will be on campus day passes.**

### **Day Passes**

1. Day passes (both on and off campus) will be from 8:00 am to 5:00 pm on what ever day is most suitable for the staff.

## **LEVELS AND ADVANCEMENT**

The level system is designed to represent the amount of trust and responsibility given to you while you live at Rock Solid Refuge. You need to understand your behavior is what helps staff to determine when you should progress from one level to another.

The following are general guidelines. Special cases may need to be considered and evaluated by the Staff on Duty.

### **ENTRY LEVEL**

You must be with a staff member at all times. It is **your** responsibility to stay with the staff.

Length is two (2) weeks. There will be no phone calls or visits for the remainder of the two weeks. At the end of the two weeks, the student will progress to Orientation Level.

On entry level the student will be allowed to have the following

- Personal products: shampoo, conditioner, body soap, solid deodorant, toothpaste, toothbrush and hair gel.
- Only electric razors are allowed.
- A watch is the only jewelry allowed.
- Only 2 pictures of parents/family are allowed.

The Entry Level student will be given a weeks grace to learn his routine, unless behavior warrants otherwise.

There will be no video games

There will be no leaving campus unless for a church event

The student will be required to discuss in depth with program director or designated staff the assigned Bible study work before advancing to the next level. Students should be able to explain the portion of Scripture in their own words, be able to answer questions from staff, and give life application of the Scriptures.

### **Assigned scripture study is Proverbs 2 Memorize Chapter 2:6-8**

For every level including Entry and Orientation the students will be required to journal three times a week on the passage of Scripture that they are memorizing and any other Scripture that they are assigned by either a staff or a director. If a student desires to read any other portion of Scripture then they must get approval from their staff and journal accordingly.

### **ORIENTATION LEVEL**

Minimum length is four (4) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs. You must be with a staff member at all times. It is your responsibility to stay with the staff.

While on this level, you will be allowed:

- To receive and send mail to parents/pastors.
- Be allowed to receive phone calls from parents at scheduled times each week (see call schedule).

- According to behavior and length of time at RSR, the student may be eligible for one (1) on campus day pass.
- Allowed 4 pictures of family.
- All other restrictions apply on the entry level.

The next four (4) levels are dependent on your obedience to the rules. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff evaluation and approval.

The student will be required to discuss in depth with Student Life Director or designated staff the assigned Bible study work before advancing to the next level. Students should be able to explain the portion of Scripture in their own words, be able to answer questions from staff, and give life application of the Scriptures.

Reward: On-Campus Pass

**Assigned scripture study is Ephesians 2:1-10 and 4:17-32.  
Memorize Ephesians 2:4-7**

Maximum number of disciplines each week - 6

Maximum number of Re-do's each week – 4

The student must write an essay on why they feel they should move up and an essay on why they might not get to move up. The staff will evaluate each student's advancement.

**LEVEL 1**

Minimum length is six (6) weeks.

The privileges are as follows:

- May be eligible to attend service trips.
- Allowed to receive phone calls from parents and / or immediate family on phone list at scheduled times.
- Will be allowed to receive and send mail to parents and immediate family on mail list.
- Allowed to have 6 pictures of parents and immediate family that have been approved.
- All other restrictions on the entry level apply.
- For additional privileges refer to privilege list

**Assigned scripture study is Ephesians 1, 5.  
Memorize 1:4-8 and 2:8-10**

Level Advancement can only be made when the scriptures have been quoted. You will also be assigned to read a book and write a two page (front and back) book report. There will be extra reading assigned by the Director.

With level compliance: 1 Day Pass off Campus (8:00a.m. – 5:00 p.m.)

Maximum number of disciplines each week – 4

Maximum number of Re-do's each week – 3

**LEVEL 2**

Minimum length is eight (8) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff approval.

Privileges to include:

- You may attend social activities with a staff member present.
- Eligible for 2 on-site day passes.
- Allowed 8 pictures of family.
- For additional privileges refer to privileges list.

**Assigned scripture study is Romans 3:9-31 and 4 and 5.**

**Memorize 3:21-25 5:1-5**

You will also be assigned a book and write a two page (front and back) book report on each.

Maximum number of disciplines each week – 2

Maximum number of Re-do's each week – 3

***With level compliance- 1 Day off Campus and 1 Day On-Site***

### **LEVEL 3**

Minimum length is twelve (12) weeks.

In addition to all privileges stated in previous levels, the student may:

- Allowed outside for 30 minutes alone twice a week.
- Allowed to have written communication with one (1) male friend that has been approved by staff and parents/guardians.
- Eligible for one off site day pass every 30 days
- Allowed to have 12 pictures of family and approved friend.
- For additional privileges refer to privilege list.

**Assigned scripture study is 1 Corinthians 13 & 15.**

You will be assigned to read 2 books and answer the questions given. You will also be assigned one other book by the Director and be required to write a report.

Maximum number of disciplines each week - 1

Maximum number of Re-do's each week - 2

***With level compliance: 2 Day Passes – Off-Site and 1 Day On-Site***

### **LEVEL 4**

Minimum length is twelve (12) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff evaluation and approval.

In addition to privileges listed in previous levels, the student may:

- Sit away from the group at church with permission of the staff on duty and provided the student stays within eyesight of staff (not seated behind them).
- Allowed outside for 1 hour alone twice a week
- May also receive calls from one (1) male friend; the same friend approved for written communication on level three (3).
- Eligible for two off site 2 day passes.
- Allowed 25 pictures of family and approved friend.
- May have a tape/CD player and approved tapes/cd's in your room.
- For additional privileges refer to privilege list.

**Assigned scripture study is Hebrews 12 and one chapter selected by staff based on the needs of the student.**

You will also be required to read two books of your choice from an approved list and write a three page (front and back) on each book.

Maximum number of disciplines each week - 1

Maximum number of Re-do's each week - 2

Disciplines should not be occurring at this level. If discipline problems arise, a student may be required to repeat level three (3).

**With level Compliance: 2 Day Passes Off-Site and One Weekend Pass from Friday to Sunday.**

**In the completion of the Rock Solid Program and upon recommendation the youth may be recommended for a 3 month internship to enhance his leadership skills.**

### **PRIVILEGE LIST**

Personal Fans  
 Care packages from parents  
 Extended phone times  
 Half day shopping trip  
 Hand or body wash with a brand name of their choice.  
 Computer and or XBOX360/PS3 game time.  
 Privileges are not limited to this list.

### **ROCK SOLID REFUGE POLICIES:**

#### **Fire Drills and Emergency Situations**

1. Periodic fire drills will be conducted to insure everyone's knowledge and speed in getting out of a building. Everyone must participate in these drills.
2. When the bell alarm is sounded:
  - a. Leave by the exit that is the shortest route possible. Follow the emergency evacuation plans posted throughout the buildings.
3. In case of fire, tornado, storm, or other emergency situation: Any time the fire alarm is sounded, everyone meets at the staff house living room. At that point the directors will decide if the whole campus should evacuate to Millar College of the Bible. In case of severe storm or tornado all working staff and students will meet in the downstairs lounge. While the program is operating out of the two story house the procedure is as follows: In case of a fire alarm meet in the quonset. In winter meet in the basement of the east Director's house. In case of a storm or tornado, meet in the basement of the two story house.

**Abuse Policies** – We will follow the procedures set out in the Provincial Child Abuse Protocol 2006

**Policies on a student leaving Rock Solid Refuge** - 1) Chooses to leave early - we will do all we can to keep them on-site with us. Counselors, under the leadership of the directors will do all they can do to keep them on site. Transportation away from Rock Solid Refuge will be primarily the parents' or guardians' responsibility and they will make arrangements with us for the best transportation if they can't be picked up by them directly. This will never be an immediate process but will take at least 24 hours to arrange. Belongings will be held until arrangements are made and agreed upon. Wallets and id will be kept by staff. 2) Student runs away - look in the immediate vicinity -search, inform the police, inform neighbors at a practical time, inform parents. 3) Under certain circumstances, students may be asked to leave and/or police may be asked to be involved for the situations of illegal activity, severe violence, abuse issues, or if the well-being or safety of others is being threatened by the student when deemed necessary by the directors.

**Education Policies** – Each student will be required to continue their education from the time they come to Rock Solid until they leave. Each student is required to do a minimum 3 hours of school work per week day. Students will be registered under Chinook School Division. Teachers and tutors will be on site to assist students with their school work.

#### **Additional Information:**

If you have any questions please contact us at [info@rocksolidrefuge.com](mailto:info@rocksolidrefuge.com) or check out our website at [www.rocksolidrefuge.com](http://www.rocksolidrefuge.com)