

BETHESDA ADULT LIFE TRAINING CENTER

Resident Handbook

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WELCOME TO BETHESDA ADULT LIFE TRAINING CENTER!

This handbook has been designed by Bethesda Adult Life Training Center to help you understand our program and to give you some necessary information. Please read it carefully. Reviewing it from time to time will help you make the best of your experience here.

If, at any time, you have questions concerning the handbook or are puzzled about correct procedures, you are encouraged to discuss them with me or any of our staff.

We hope you'll find your stay with us a happy and rewarding experience. **WE'RE GLAD TO HAVE YOU WITH US!**

Sincerely,

Brian Miller, MSW
Executive Director

BETHESDA ADULT LIFE TRAINING CENTER IS . . .

Bethesda Adult Life Training Center began in 1966 on 160 acres in northeastern Oklahoma as a program for boys called Bethesda Boys Ranch. With an old farm house and barn as our only buildings, we took in three boys with the purpose of helping them find a better way of life.

Those first buildings are long gone now, but our purpose has not changed. Today we have three spacious cottages where we can care for up to twelve residents each. Five shop buildings house our steel fabrication, print shop and maintenance facilities. Not only do we do steel work, but we have also added a greenhouse. With this addition, we feel that we can offer you a larger variety of job skills. Our office building, recreation building, dorm, and staff housing complete the picture of growth that has taken place over the years.

In that first year our program centered around one milk cow and a pickup truck we used for hauling hay. With that start, we taught the residents in our program how to work and how to help themselves spiritually. We sent them to school to develop their education. And after a hot day in the hay fields, we let them jump into the pond to enjoy some recreation.

Today the principles of our program haven't changed, but the way that it is carried out has changed drastically. We've grown! Our work program has changed to a full production steel fabrication shop, greenhouse, and print shop, where residents are exposed to many job opportunities.

The current educational program is much more practical. We hold Oklahoma State Adult Education classes here so a resident will not only receive some beneficial classes, but he can earn his high school equivalency diploma. For those residents who do not have a driver's license, we have drivers' education. Also offered is an independent living skills simulation called "The Game or Life" where residents learn how to keep a check book, pay bills, rent an apartment, and buy a car.

With the size of our staff today, we are much more able to meet the needs of each resident spiritually. Not only do we have interdenominational church services, also time is set aside for private counseling sessions. We are able to give each resident a chance to stop and think about the more serious things of life and how they will affect his future.

ABOUT THIS HANDBOOK

To make your experience at Bethesda Adult Life Training Center more rewarding and less confusing, we have put together this handbook. It has been designed to be read easily and to help you find the information you need. Bethesda Adult Life Training Center reserves the right to modify the policies in this handbook at any time.

The Bethesda Adult Life Training Center Director, Assistant Director, Admissions Officer, your house parent or other staff members will explain necessary specifics and additional policies or procedures which you may need to know. You can jot them down in the available space in this handbook.

WHAT'S IN IT FOR YOU?

We don't want to kid you--adjusting to the daily routine and handling your new responsibilities will be tough. However, you can expect more than just "institutionalized living." As a resident at Bethesda, each day can bring rewarding new experiences and opportunities.

You'll learn how to function successfully in the work environment and learn to balance your day so that each part of your schedule will benefit you the most. You will become more aware of the spiritual side of life. And our Adult Education classes give you the opportunity to leave Bethesda with a high school equivalency diploma.

The experiences you'll have with us will help you in many other ways:

You'll get excellent practical experience in dealing with people and making new friends.

You will have a better understanding about your relationship with God.

You'll learn how to work as part of a team.

Your job experience at Bethesda will aid you in finding a job once you complete the program.

You'll learn useful job skill at one or more of the different job opportunities offered.

Your Bethesda Adult Life Training Center experience will be helpful in any job you undertake. A reference from us can open many doors for you in the future.

PLACEMENT TIME

Placement time for every resident is not less than nine months. However, some residents may be required to pass the GED test before they will be considered to have completed the program.

BASIC RESPONSIBILITIES

The most important thing to understand about your responsibilities here at Bethesda is the same thing we all must understand about dealing with the authorities in our lives. That is: do as you are told with a good attitude. To be more specific about your day-to-day routine here are some of the things you will be required to do.

1. Household duties at your cottage
2. Work duties at one of the shops
3. Attend regularly scheduled church services and daily devotionals
4. Attend Adult Education classes and complete required assignments (for those with no high school diploma)

COMMUNICATION

One of the major problems all of us face in life is understanding what is expected of us. Sometimes, here at Bethesda, there are misunderstandings that create problems. These problems are usually between the residents or between residents and staff. Also misunderstandings can be between one of the residents and a family member back home or his probation officer. In most cases, we've found that better communication will solve the problems. When a resident in our program understands why certain people are responding to him the way they are, it helps him accept their behavior or change his own attitude to settle the problem.

1. Cottage Meetings

Cottage meetings are scheduled periodically to discuss policy, cottage rules, or special situations.

2. Communication Sessions

Communication sessions are private discussions each resident has with his houseparent, director, or assistant director. This is a good opportunity for each resident to discuss any questions or problems he may be having. These sessions can be scheduled or as needed.

3. Bulletin Boards

These are located in each cottage to post daily chore lists and to record the day's points for each resident. Any special notices that pertain to that cottage will be posted as well.

4. "The Open Door"

We realize that a resident may, from time to time, have problems or concerns which he will want to discuss with a staff member with whom he feels the most comfortable or with whom he feels is in the best position to handle his problem. We encourage you to schedule a meeting to discuss these situations with the director, assistant director, admissions officer, Adult Education teacher, shop supervisor, or your house parent.

WORKING HOURS

Your work schedule will consist of working in the area assigned to you at least six hours a day on the days you have Adult Education class and eight hours on the days you do not, plus four hours on Saturdays.

JOB ROTATION

We believe in the practice of job rotation. This enables you to experience some of the different aspects of Bethesda's operations and gives you an opportunity to be a well trained and versatile person who can be assigned to any of several stations in a specific shop. Normally during rush periods, you will be assigned to your best station so that our work gets done in the most efficient way. During slow periods, you may be asked to work at other stations to gain a well rounded job experience.

WELDING HOODS

Welding hoods are provided in the welding shop as protective eye wear. The light from a welding arc is bright enough to burn unprotected skin like a sun burn. It will also burn the skin on the eyeball if the eyeball is unprotected. The lens in the welding hood will filter out the light waves that damage human tissue.

It is required that all residents and workers in the steel fabrication shop use welding hoods when welding and take protective measures by not exposing the eyes to a welding arc when working in the area where welding is being done.

PAY

There is another advantage of our program. While getting on-the-job training, you will also earn credit points. These points represent your savings account. They can also be used to buy personal items as needed. At the end of a successful stay at Bethesda, your points will be totaled and Bethesda will present you with a gift, in dollars, equal to the number of points you have accumulated. Your credit points will be determined by the hours worked, by the level you attain less any fines or expenditures you may have incurred. Expenditures also include "homepass cash." "Homepass cash" is given before each homepass. The amount each resident is given is based upon his level. A level one resident will receive \$10; level 2, \$20; level 3, \$30; and level 4, \$40.

LEARN WHILE YOU EARN

Most of the training you will receive at Bethesda is on-the-job training. We have found that practice and having your question answered make an effective training program. We will see that you are correctly instructed and have an opportunity to practice at most work stations.

The Credit Point System

Credit points represent the monetary incentive that give scheduled positive reinforcement. As stated above, credit points can be earned for work done on the job. The amount of credit points earned will depend upon the amount of hours worked and the job level that the resident is on when he earns them. At job level one, a resident earns ½ credit point per working hour. At job level two, a resident earns 1 credit point per working hour. At job level three, a resident earns 1½ credit point per working hour. At job level four, a resident earns 2 credit point per working hour. These credit points are accumulated and reported to the resident each month. The resident is also given “homepass cash” before each homepass. This money is taken from a resident’s credit points. A level 1 will receive \$10, a level 2 will receive \$20, a level 3 will receive \$30, and a level 4 will receive \$40. A resident may spend more if a specific need arises, (i.e., he needs a pair of pants or a pair of shoes). When a resident has successfully completed the program, Bethesda Adult Life Training Center gives the resident a gift in dollars in the amount of the number of credit points he has earned.

Fines are a method of punishment that Bethesda uses to curb certain behavior among the residents. It is important to understand that those behaviors that incur fines may not seem serious at the beginning of a resident's stay at Bethesda, but when a resident is nearing completion of the program, he becomes aware how much potential money may have slipped through his fingers. Each resident needs to think ahead when it comes to the potential earnings of credit points.

All residents begin the program on job level one. Before a resident can be promoted to job level two, he must have logged 150 vocational on-the-job training hours and have an average performance rating of two. To be eligible for job level three, he must have 350 hours vocational on-the-job training hours and have an average performance rating of three. For job level four, he must have 600 hours vocational on-the-job training hours and have an average performance rating of four.

Performance Ratings

Performance ratings are used to grade residents for promotion. The average of performance ratings helps determine if a candidate will be promoted. The following are our rating standards.

5 Outstanding - Distinguished. Outstanding performance is apparent to all. Truly exceptional performance with no significant areas of weakness. Is a continued pleasant surprise with the superior quality of their performance. Specific examples must be supplied to document performance.

4 Above Expectations - Well above fully satisfactory, contributes significantly to program successes well beyond job requirements. Resident fully achieves and often exceeds job requirements for job results, key job elements and competencies. Achieving this standard is a very significant level of performance and indicates the Resident is doing the complete job well.

3 Fully Satisfactory - Satisfactory, acceptable. Meets full job requirements and

expectations. Performs the job well and satisfies all requirements of the job and sometimes performs at levels beyond the requirements. Requires only normal supervision.

2 Needs Improvement - Below fully satisfactory but above minimum job requirement. Approaching acceptable fully competent but requires improvement in one or more key performance areas. Might be expected in a person new to a position but might be a negative for a person with more time in their position. May require more than normal supervision.

1 Unacceptable - Does not meet one or more major job elements of competency. Specific accountability examples must be documented. Immediate and/or considerable improvement is required or further action may result. A performance improvement plan should be developed with a specific timetable for improvement and communicated to the Resident.

BETHESDA ADULT LIFE TRAINING CENTER RULES

Read these rules completely and as many times as necessary to understand them. You will be subject to these rules at all times.

PERSONAL APPEARANCE

The purpose of the personal appearance policy at Bethesda Adult Life Training Center is to insure continuity with the purpose of preparing young men for independent living. It is our opinion that a child's mentality on personal appearance is not helpful for adult living. We feel that an adult mentality on personal appearance demonstrates a willingness to adjust personal preferences to that of the situation into which a person must function.

The following rules are subject to change based on the supervisor's discretion and the situation. We try to make life as comfortable as possible, but sometimes residents will try to force an issue simply to defy our overall purpose and the authority of the staff. The ultimate decision concerning personal appearance will rest with the director or, in his absence, the assistant director.

Pants and shirts will be worn at all times outside of the cottage except when approved by supervisors during sports activities. Shorts are acceptable during warm weather except in Church. However, the shorts must be acceptable for the situation. For instance, shorts are acceptable in the greenhouse because of the heat; however, they are not acceptable in the welding shop because of the lack of protection they provide. The length of the shorts will be dictated by the supervisors. Sports and greenhouse work are not the same, so longer shorts will be required in the greenhouse than in the gym. The residents working in the greenhouse, where customers often come will be required to be more presentable than the residents working in areas where the public does not frequent.

Steel-toed boots will be required in the welding shop, but more comfortable shoes will be acceptable elsewhere.

Earrings are not allowed. Jewelry is not permitted when working or while engaged in sports activities.

Hair is to be worn above the ears and collar. There are to be no pigtails, ponytails, or braids. Hair length varies from person to person. Some people's hair is neat at longer lengths than others simply because of the texture of their hair. The final authority on an individual's hair style will be that of the director or, in his absence, the assistant director.

A clean shaven appearance is required.

PERSONAL PROPERTY

No candles, incense, or fireworks.

No knives or any other item that can be used as a weapon.

No pornographic literature, posters, or photographs.

No selling or trading of personal items.

Radios are permitted; however, only those that have built-in speakers. Radios may be confiscated from a resident who does not keep the volume at a level that is acceptable to the houseparents or staff member supervising the cottage at the time. Confiscated radios will be returned to the resident for further use or to be taken home depending on the discretion of the houseparent.

ROOMS

Rooms will be kept clean at all times and will be inspected daily.

Posters depicting rebellion, drug use, or pornography will not be allowed.

Posters will be allowed on the bulletin board that is in each room. Only two bulletin boards will be allowed per room. Only staff may install or remove bulletin boards.

All rooms will meet fire code standards at all times.

SMOKING

Smoking is only allowed in designated smoking areas. If a resident is caught smoking in non-smoking areas, he will be fined the amount of his homepass cash and will not receive his homepass cash on the next homepass that he would ordinarily receive cash. If he is caught smoking in the cottage there will be an additional 200 credit point fine.

PROFANITY

Profanity is not acceptable and will be penalized by a fine or loss of points.

DRUG USE

Using or possessing inhalants, alcoholic beverages, or illegal drugs is a violation of Bethesda Adult Life Training Center rules and the violator will be fined 500 credit points, lose all levels and his probation officer (if applicable) will be notified. He will also lose homepass cash on the next homepass that he would ordinarily receive cash.

CONTRABAND

Weapons, pornography, inhalants, alcoholic beverages, drugs not prescribed by a doctor, or other drug paraphernalia and tobacco products will not be allowed. Rooms and baggage can be checked by the house parents at any time. A personal search and baggage search may be conducted for residents returning from a home visit if the director has reasonable cause to believe that contraband is being used. Personal searches and random drug screening may be conducted at any time.

BOUNDARIES

During the hours a resident is under the supervision of the houseparents, he will be restricted to the area enclosed by the drive on the west and the county road. He may cross the county road only with permission of the house parents or when reporting for work.

Leaving the facility without permission will be recorded on the offender's records as being absent without leave (AWOL), his home pass will automatically be canceled, and all credit points on his account will be forfeited. There will be unannounced room checks by house parents. If a resident is missing, he will be considered AWOL.

Other cottages are off limits, unless permission is given by the houseparents from both cottages.

Other resident rooms are off limits without house parent consenting.

House parents' quarters are off limits without their approval.

After dark, all residents are restricted to the cottage and sidewalks around the cottage.

After lights-out, all residents are restricted to the cottage. If a resident is missing from the cottage after lights-out, he will be considered AWOL.

TRIP POLICY

Residents may leave the facility from time to time other than on a homepass. The reasons for leaving the facility are:

1. A resident is on a work crew doing outside work such as lawn care work, hay hauling, etc.
2. A resident is on an outing, such as camping, etc.
3. A resident is shopping or on an outing such as going to the movie, bowling, etc.

MAIL, GIFTS, AND TELEPHONE

Each resident may send and receive uncensored mail. Staff has the right to inspect all mail in the presence of the resident in order to remove contraband. Any restriction placed on mail shall be explained to the resident, clearly documented, and reviewed monthly.

Gifts sent to, or purchased for a resident must be of the type that does not violate existing policy on dress, contraband, or prohibited articles.

Telephone communication will also be uncensored. A resident may place one local or one collect phone call per week to his family. He can also call to make arrangements for homepasses. Exceptions will be made for emergency phone calls. The length of each call will be limited to ten minutes. A resident is free to call his probation officer (if applicable) at any time during the work week with permission from the director, assistant director, or admissions officer.

CHORES & DUTIES

Each resident is required to do chores, designated by the house parents, on a daily basis. The chores will be considered done properly when they pass inspection by the house parents.

RELIGIOUS PRACTICES

According to a task force report on juvenile delinquency and youth crime by the President's Committee on Law Enforcement and Administration of Justice, "religion can be an important element in the prevention and control of delinquency. The teaching of its basic tenets reportedly results in a person whose behavior reflects a strong sense of personal worth, a clear purpose in life--an individual who respects his neighbor and lives as a peaceful citizen."

According to Existential Psychology, human beings, in their rush to obtain the material comforts offered by modern technology, have lost their ties to church, religion, and family, and thus have no values to protect them against the demands for social conformity. They do not choose; they follow. And the result is the denial of the true self. This condition is called alienation, a sort of spiritual death.

Viktor Frankl, a student of Freud, said, "traditional psychology, in dealing with human beings only in the biological and psychological dimensions, was omitting an all-important third dimension: the spiritual life."

Non-denominational church services are held on Sunday and Wednesday, and devotions are held daily in the cottages to deal with the spiritual aspect of life.

At the inception of Bethesda Adult Life Training Center, it was determined that a non-denominational organization would best serve the needs of the residents. We felt that the needs of a resident would be met only by the stirring of his inner self rather than the outward show of joining a church or religious organization. Therefore, the policy of Bethesda Adult Life Training Center is to expose each resident to Christian training, but not to force him, through embarrassment or harassment, to accept our teachings.

We have church services Sunday morning and evening and on Wednesday nights. Residents are required to attend when they are on campus. Although the residents are required to attend, we do not pressure them to embrace our beliefs. However, our approach is to teach a resident, and to insist that he respect our services just as any of us would respect any church service or other formal gathering. During the services, the emphasis of the instruction is in the Bible and Christian principles and not denominational dogmas.

VISITATION

If a resident is eligible, he will be allowed to go home for a two day visit in the middle of the month and a three day visit at month's end. Homepass begins after work on the first day of the homepass.

Visitors who are approved by the director are allowed to visit a resident twice a month. A resident may receive permission to leave the facility with a visitor. A resident may receive an emergency homepass in the event of the death of an immediate family member or other extenuating circumstances.

Use of any unauthorized drug, alcohol, or inhalant automatically disqualifies a resident from homepass. Returning from homepass with any unauthorized substance also disqualifies him from the next homepass. The use of unauthorized drugs, alcohol, or inhalants may lead to dismissal.

Returning from a homepass late for any reason will result in a minimum deduction of fifty (50) credit points.

To be eligible for homepass, a resident must earn the required cottage points.

BAD CONDUCT

If a resident is unmanageable by the staff, makes no attempt to conform to the rules, is a bad influence on other residents, is abusive to other residents, or cannot be confined to the property, he will be reported to the director who may discharge him from the program. In which case, all credit points earned will be eliminated.

MISCELLANEOUS RULES

No horse playing, wrestling, or running in buildings. Residents participating in these actions will be disciplined and the cost of any injuries or damage to property will be deducted from his credit point account above and beyond any fine for the offense.

Damaging facility or resident property will cause automatic deductions from the offender's credit point account.

Each resident is required to participate in devotions each evening throughout his stay. Each resident is required to participate in any cottage function such as attending church and special cottage outings.

If houseparents allow radios/tape or CD players in the cottage, the volume will be limited to what the houseparents or acting houseparent allow.

A key to every lock used by a resident must be in the possession of the staff person responsible for the area where the lock is used.

No resident is to build a personal project in the shops without permission from the director. No shop-made projects are to be taken to the cottages without the permission of the director.

No betting will be allowed. No bets will be paid. No trading or selling personal possessions without the permission of the director.

Because residents are responsible for their own money, any money stolen from a resident will not be the subject of search or disciplinary action by the house parents or staff unless it is apparent that this action would be in the best interest of all residents.

SAFETY & HEALTH

During working hours, eye and respiratory protectors must be worn where applicable.

Doctor's visits will be scheduled for residents who are ill. However, the degree of the illness must warrant the visit. It has been our experience that a resident may not feel well for reasons that do not require a doctor's attention.

All injuries must be reported immediately.

Residents will not be given bed rest for an illness without doctor's orders.

Emergency

Depending on the seriousness of the situation, residents will be transported by staff to Bartlett Memorial Hospital or 911 will be called.

OTHER POLICIES AND PROCEDURES

EATING POLICY

Because food needs to be eaten to have nutritional value, each resident should eat everything he takes at each meal.

CASH POLICY

Bethesda Adult Life Training Center will not be responsible for any cash a resident may have. It should be understood that money can be lost or stolen anywhere you may be. Any cash that a resident may have will be his responsibility to safeguard.

DISCIPLINE POLICY

Discipline is a teaching process requiring close, sustained, personal involvement. It focuses on logical consequences, the resident's responsibility for his own behavior and providing options for improving behavior.

The end product of discipline is the establishing of principles that are acceptable spiritually, morally, and socially to the resident as well as society.

Only staff members shall administer discipline.

A resident shall not be punished by physical force, deprivation of nutritious meals, deprivation of mail, or solitary confinement.

Harsh, humiliating, cruel, abusive, or degrading punishment shall not be allowed.

The customary response to most anti-social behavior will commonly be counseling.

The use of physical force will be permitted only under the following circumstances:

- a. for self-protection;
- b. to separate residents who are fighting;
- c. to restrain residents in danger of inflicting harm to themselves or others

When physical force is authorized, the least force necessary under the circumstances shall be employed.

A pink slip is a record of violation. It is given to residents who break policy. In order to work off a pink slip, a resident must work four hours for the staff member who gave him the pink slip. If the pink slip is not worked off by the time of homepass he will not be allowed to leave for homepass until the four hours are worked off.

In more serious cases when other discipline measures haven't worked, the offender's credit points will be reduced.

The performance of each resident will be reviewed monthly. The rating he receives for his performance determines what level of privilege he may have. The higher the rating, the higher the level of privilege

SEXUAL HARASSMENT

Bethesda Adult Life Training Center prohibits sexual harassment of any resident or staff. Sexual harassment is prohibited because it is intimidating, an abuse of power, and is inconsistent with policies, practices, and management. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment will not be tolerated in staff or residents.

POLICY OF RIGHTS

Bethesda Adult Life Training Center subscribes to the Civil Rights Act of 1964. It is the policy at Bethesda that all people--whether staff or residents--be treated fairly regardless of race, sex, religion, nationality, age, or handicap. To ensure this fair treatment, the following policies will be followed:

1. Bethesda Adult Life Training Center will have written policies and procedures to ensure the rights and responsibilities of the staff and of the residents who are accepted for placement.
2. Each resident has a right to an individualized service plan, which focuses the services of the facility towards meeting his needs. This service plan will be approved by the resident and staff within thirty days of admittance.
3. Each resident will have facilities and supplies for personal care, hygiene, and grooming.
4. Each resident shall possess personal clothing and have a safe place in which to keep it.

POLICY OF CONFIDENTIALITY

Each resident's right of confidentiality is respected at Bethesda Adult Life Training Center. All information pertinent to each resident is treated in a confidential manner. All written material is kept in a locked area and is accessible only to authorized staff. All discussions regarding a resident and his family are treated as confidential and limited to authorized personnel.

GRIEVANCE POLICY AND PROCESS

It is the philosophy and policy of Bethesda Adult Life Training Center that all people are treated fairly, whether by staff or residents.

If anyone feels that he has been treated otherwise or has any other legitimate complaint, he may fill out a grievance form and turn it in at the office. Each grievance will be placed in the resident's or staff member's file along with a description of the action taken.

THE GAME OF LIFE

The following is a brief description of our independent living skills simulation.

Preparation:

Students first receive a “graduation” gift of \$1,500 educational money with which they open a bank account. They next hunt for an inexpensive, but reliable car from the *Picture Post* or a newspaper. After purchasing a car and paying related costs such as insurance, they prepare a résumé, choose a job for which they are qualified from the classified ads or a job-hunting guide, fill out an application, and go for a personal job interview (with our director). If accepted for the job, each student is told what his wage will be. If not, he must interview for a different job. When they can afford it, students rent an apartment. Finally, they are given a list of monthly bills.

Ongoing:

Students receive paychecks on the 1st of each month. They may keep up to \$200 cash, but if it is lost, it is not replaced. They are responsible for paying all of their bills on time and keeping track of their money in their check register and on the computer. The teacher grades each register at the end of the month and has a group meeting to discuss how the students did. For example, someone may have missed a day’s work because he forgot to purchase gas for his car. Another may learn that a fee was required for a late payment.

By the time they have completed the nine month program at Bethesda Adult Life Training Center, residents have not only learned some valuable skills for adult living but have also come to understand the importance of education in their lives.

Residents failing to maintain their “Game of Life” will be fined one half of their homepass cash each homepass they are behind.

CREDIT POINTS AND FINES

Level one residents will receive 1/2 credit point for every hour worked.

Level two residents will receive 1 credit point for every hour worked.

Level three residents will receive 1 1/2 credit points for every hour worked.

Level four residents will receive 2 credit points for every hour worked.

No credit points will be given while a resident is in GED class or is sick.

THE FOLLOWING VIOLATIONS OF RULES WILL RESULT IN THE LOSS OF ALL CREDIT POINTS AND ALL LEVELS:

Leaving the facility boundaries without permission when resident has more than 500 credit points.

THE FOLLOWING VIOLATIONS OF RULES WILL RESULT IN A FIVE HUNDRED CREDIT POINT FINE AND THE LOSS OF ALL LEVELS:

Use or possession of illegal drugs or inhalants.

Leaving the facility without permission when resident has less than five hundred credit points.

THE FOLLOWING VIOLATIONS OF RULES WILL RESULT IN A TWO HUNDRED CREDIT POINT FINE AND CAN INCLUDE THE LOSS OF LEVELS.

Vandalism

Stealing

Horseplay or fighting in cottage

Using abusive language towards a supervisor

Breaking into unauthorized areas

Horseplay or fighting in work area

Unauthorized use of phone

THE FOLLOWING VIOLATIONS OF RULES WILL RESULT IN A ONE HUNDRED CREDIT POINT FINE:

Possession of contraband

Leaving assigned work area without permission

Refusing to work where assigned

All residents in a cottage when a fire extinguisher is sprayed without permission and no resident confesses to doing it

Refusing to obey rules

CONCLUSION

Again, welcome to Bethesda Adult Life Training Center. We look forward to working with you. We will do everything we can to make your stay with us a pleasant one.

Please remember to review this handbook from time to time. Above all, when you aren't clear on something, please ask.

We will occasionally review and make changes in your handbook. This information will be passed on to you at the earliest possible time.

We hope this helps you get off to a super start. The real key from this point forward is your own attitude.

Resident Schedule

WEEK DAYS*

6:30 a.m.	Wakeup call
6:40 - 7:30 a.m.	Breakfast, Chores, Clean Rooms, Personal Hygiene. No resident in bed until the above is completed. All residents must be in kitchen for prayer before breakfast is served.
7:45 a.m.	Leave for work.
8:00 - 10:00 a.m.	Work or GED
10:00 - 10:15 a.m.	Break
10:15 - 12:00 p.m.	Work or GED
12:00 - 12:30 p.m.	Lunch
12:30 - 2:15 p.m.	Work or GED
2:15 - 2:30 p.m.	Break
2:30 - 4:30 p.m.	Work or GED
4:30	Clean up for supper
5:00	Supper, then cleanup kitchen. All residents in cottage must be cleaned up (hands and face washed) and in kitchen for prayer before supper is served.

5:30 - 10:00 p.m. Recreation**

10:00 p.m. Devotions

10:30 p.m. Lights out

WEEKEND

SATURDAY

7:30 a.m. Wakeup call

7:40 - 8:30 a.m. Breakfast, Chores, Clean Rooms, Personal Hygiene. No resident in bed until the above is completed.

9:00 a.m. - 1:00 p.m. Work

1:00 - 5:00 p.m. Lunch, then Recreation

5:00 - 6:00 p.m. Supper, Clean kitchen

6:00 - 10:00 p.m. Recreation

10:00 p.m. Devotions

12:00 p.m. Lights out

SUNDAY

8:00 a.m. Wakeup call

8:00 a.m. Breakfast, Chores, Clean rooms, Personal hygiene. All residents must be cleaned up and in kitchen for prayer before breakfast is served.

9:45 a.m. Leave for Church

10:00 - 12:30 p.m. Church

1:00 - 2:00 p.m. Dinner, Clean kitchen. All residents must be cleaned up and in kitchen for prayer before dinner is served.

2:00 - 5:00 p.m. Rest and Recreation

5:00 - 6:00 p.m.	Supper, Clean kitchen. All residents must be cleaned up and in kitchen for prayer before supper is served.
6:00 - 7:15 p.m.	Rest and Recreation
7:15	Leave for Church
7:30 - 9:00	Church
9:00 - 10:30	Recreation
10:30	Lights out

* Wednesday night will have the same schedule as Sunday night.

** T.V., Games, Fishing, Gym with permission of cottage counselor.