



Circle of Freedom

Student Guidelines

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INTRODUCTION AND PURPOSE

The purpose of the Circle of Freedom women's residential program is to reach and train women ages eighteen (18) and over who have life-controlling problems. Our program's success is due to one thing: the power of Jesus Christ to completely deliver.

Considering that, the one essential for every student entering the program is a willingness to allow the Lord to work in her life through the ministry of Circle of Freedom.

The following pages contain guidelines that have been developed to maximize the discipleship process. The guidelines are strict and are designed for your protection and growth. They assist staff personnel in maintaining an orderly environment in which women can live harmoniously. Without these guidelines, chaos reigns. With them, a structured environment is maintained in which everyone can grow together.

It is important to note that once you are accepted, you enter with the understanding that you plan to complete the entire program, which is a minimum of twelve (12) months in length. We are offering you an opportunity for freedom and new life in Jesus. If this is what you want and you are willing to submit and put in the work, then Circle of Freedom is for you!

GENERAL GUIDELINES

ACCEPTANCE INTO CIRCLE OF FREEDOM

We require students to respect and abide by the teachings of Circle of Freedom's Statement of Faith, and moral teachings, throughout their tenure at Circle of Freedom. The Statement of Faith is printed in Appendix 1 at the end of these guidelines. Please thoroughly review before making application.

Letters of acceptance into Circle of Freedom are void thirty (30) days after the date of that letter. You must have a valid driver's license (or state issued photo ID) to enter Circle of Freedom. If you need help getting this, please ask us.

You must have a Social Security card or have applied for one to enter Circle of Freedom. If you don't have a card, you must provide proof that it has been applied for. If you need help getting this, please ask us.

You are required to detox from drugs, alcohol, and nicotine prior to entering Circle of Freedom.

You must have a physical exam, which has been completed within one (1) month prior to your entry date. This includes blood work showing HIV and Hepatitis status, proof of Tetanus vaccination, and documentation of skin disorders. This is required prior to entering Circle of Freedom. Ask for help, if needed.

Before entering Circle of Freedom, you must provide one of the following: 1) all test results, or 2) proof that the physical has been completed and results are being sent to Circle of Freedom. Adequate proof consists of a signed doctor's statement submitted on prescription pad or letterhead. There is a \$750 cost for processing entry into the program due upon entrance in the Circle of Freedom program. This cost is non-refundable regardless of drop-out or dismissal. Checks or money orders payable to Circle of Freedom are acceptable forms of payment. Scholarships may be available for qualified applicants. If you need help, please ask us.

You must provide proof of having earned a high school diploma or High School Equivalency Diploma (HSED) previously GED. If you have not earned one of these, you must be willing to complete this during the

program. We will provide you one on one support, as needed, to help you accomplish this goal.

Everyone entering the program will undergo a complete search of person and possessions to eliminate any forbidden items. A drug test will be required at this time. We also reserve the right to check your person or possessions or require you to submit to a Urine Analysis at any time. Money brought with you will be kept in our safe, under your name. The remaining balance, if any, will be returned when you leave Circle of Freedom.

NECESSARY ITEMS

You will have your own closet with approximately forty-two inches (42”) of hanging space (hangers are provided) with shelves below, and two (2) under bed storage containers for your clothing and personal items. Do not bring more than you will need! Anything that will not fit in your space will be shipped back at your expense. We do not have storage space for excess clothing and personal items, and we will not be responsible for items left in the case of termination.

Dress, casual, and work clothing are necessary. Please refer to the Dress Code section for specific clothing items needed as well as those not permitted.

You will need paper, writing materials, envelopes, and stamps. Bibles are provided if you do not have one. Basic hygiene products (deodorant, soap, shampoo, etc.) must be able to fit in your shower caddy or under-bed storage area.

Shower shoes and shoes appropriate for outside or dirty work are required.

FORBIDDEN ITEMS & ACTIONS

Circle of Freedom is a Christian discipleship program—it is not a treatment program or rehab facility. We utilize Biblical principles to identify and deal with root issues leading to sin. Considering that, anything that might contradict Biblical truth is not permitted. This includes personal clothing items, music, pictures, and keepsakes, as well as relationships and contact with people who might be detrimental to your walk with the Lord. The determination as to whether an item is prohibited is at the sole discretion of Circle of Freedom.

It's been said, "If you always do what you've always done, you'll always be what you've always been." Our intention is not to control your life, but to establish an environment where you can make a break with things that have held you back and begin to live your new Life in Christ. In light of that, listed below are examples of forbidden items and actions. This list is not exhaustive and additional items and actions may be determined to be forbidden by Circle of Freedom, nor is the list of behaviors that may result in dismissal exhaustive.

The following actions are forbidden:

- Leaving Circle of Freedom property unless accompanied by staff
- Back-talk or arguing with staff
- Any form of disrespect (verbal or body language) towards any person
- Physical or verbal abuse
- Possessing and/or playing secular music
- Name-calling
- Grumbling or complaining of any kind

- Stealing
- Touching children of staff, students, or visitors
- Abusing or damaging Circle of Freedom property
- Giving, trading, or buying items for or from the staff
- Moving furniture or other items in the building without permission from staff
- Relationships with the opposite sex outside of spouse and family

The following items are forbidden:

- CD's or audio tapes/CD players/iPods and mp3 players are not allowed
- Perfume/Body Spray
- Cell phones
- Books other than the Bible and/or personal journal
- Magazines or newspapers

*If you have any of these items at intake or at any other time during the program they will be confiscated and will not be returned to you.

The following behaviors may result in dismissal:

- Lying or deceit of any kind
- Assaulting staff or students
- Encouraging other students to drop out
- Talking to other students about suicide or attempting suicide
- Leaving the property unless accompanied by staff

EXPENSES

Students will need money on account for travel, education, and miscellaneous expenses. Expenses are handled differently than contributions. Contributions are optional gifts given to Circle of Freedom to be used for general operations or specific capital projects. Contributions are not committed to the care of a particular student or her needs, therefore, the donor will receive a tax-deductible receipt for their gift.

Expenses are specifically applied toward a particular student's needs. Because expenses are involuntary, payees are not eligible for tax-deductible receipts for payment.

TRANSPORTATION

When you need Circle of Freedom to provide transportation to personal appointments, money will be withdrawn from your account (or charged to your expense log if funds are unavailable) at a per mile rate to cover transportation expenses. The mileage rate is based on the current year Internal Revenue Service reimbursement figure. Costs are per student, regardless of how many students are transported at one time. Mileage is based on Google Map from 400 E 4th St, Seymour, IA 52590; drivers may or may not drive that route. Mileage is rounded to the nearest whole miles. Signatures on your account register will document the withdrawal date, amount, and reason for the transaction. The driver and student will complete an expense log entry following each trip. If family or others handle transportation, you may be subject to drug, alcohol, and nicotine testing upon return. There will be a \$10 expense to cover the cost of this testing.

MISCELLANEOUS EXPENSES

You will be responsible for cost of any damages caused by you to Circle of Freedom property or property owned by others.

HEALTH, HYGIENE & APPEARANCE

HIPAA

All students will execute HIPAA releases so that Circle of Freedom may be present at medical appointments and receive information regarding medical treatment while enrolled at Circle of Freedom.

HEALTHCARE PRECAUTIONS

Students with coughs and colds are not permitted in the kitchen. You are required to wear rubber gloves when cleaning toilets. You are required to shower daily. Showers may be taken only at pre-arranged shower times. You may not walk around in bare feet at any time. Circle of Freedom provides a new pillow for you upon program entry. Each bed is fitted with linens. The liner is disinfected once the bed has been vacated. Sheets are laundered weekly. You are not to use other students' personal hygiene products including soap, deodorant, hair products, combs, razors, tweezers, etc.

Staff personnel have access to phone numbers to summon medical aid and treatment in case of a serious emergency.

You will be given the opportunity to enroll in a major medical health care policy upon program entry. This is to offset the costs of medical expenses should you be injured or become seriously ill during the lifetime of the policy. You may accept or decline this coverage, in writing. You will be responsible for all policy premiums if you choose to accept this coverage.

All students will be required to pay for any medical services they receive at the time of treatment.

HIV+ POLICY (and other blood borne diseases)

Circle of Freedom does not discriminate against those who are HIV positive in our admissions procedures. Because a large number of intravenous drug users have been infected by the HIV virus and other disorders, at any given time there may be one or more students enrolled who are HIV positive or infected with other diseases. Circle of Freedom does not require students who are HIV positive to notify other students of their HIV status.

Circle of Freedom is not a medical care facility and is unable to provide medical supervision. Therefore, all students desiring entrance into Circle of Freedom must be in good health and able to participate in all activities. If your health deteriorates to the point where you are no longer able to participate in daily activities or your medical condition requires supervision, you will be required to withdraw from Circle of Freedom's program.

SICKNESS, DENTAL & MEDICAL CARE

It is your responsibility to notify staff personnel when you are sick. Scripture teaches that it is the responsibility of the sick to call for prayer by spiritual leaders. If you're not feeling well, please ask staff personnel to pray for you and assist you in obtaining treatment.

Circle of Freedom is not a medical facility, and its personnel are not trained to provide medical services. Staff personnel will assist you by:

- Taking your temperature.
- Making a visual examination for signs of illness.
- Consulting a physician upon your request.

Many times, the Lord heals right away, and other times He uses physicians and other healthcare professionals. If you need a doctor, see the staff member on duty. Staff will arrange all healthcare appointments for you—you are not to schedule these on your own.

If you have pre-arranged appointments prior to entering Circle of Freedom, tell staff during the admission process, so we can make appropriate arrangements.

Unless you're extremely sick, for example, vomiting or severe diarrhea, you will be expected to be showered and dressed every day. If you are too sick to take part in the day's activities, you may return to bed with prior approval from staff personnel on duty. When you are sick, you will remain in your room all day, except to use the bathroom. Meals (consisting of broth and crackers) will be brought to you. You are not to visit with other students. Notify staff personnel immediately in the case of discharge (vomiting, bloody nose, bleeding cuts, etc.).

Our primary objective is to help people grow spiritually, which means we often minister to physical needs. However, in the process of ministering to hurting people, we don't want to leave health-care providers holding the bill. To accomplish both objectives, we observe the following guidelines: As part of the interview process, applicants are advised to have a verifiable means of payment in the event medical or dental care is necessary. Absence of these means does not necessarily equal non-acceptance into the program but brings awareness to a possible problem if care is needed. Applicants may be covered under a health-care plan carried by their parents, spouse, employer, or other persons. Information related to this should be copied and noted in the student file. Applicants are offered the option of enrolling in an individual health care plan as part of the post-admissions process.

Emergencies

In emergencies, call 911. Document everything pertaining to emergencies including date, time, and location of the emergency, witnesses, actions taken immediately following the emergency, etc. First-aid kits are in all multiple-passenger vehicles. They are also in various locations throughout the building. In addition, staff-on-duty have access to basic first-aid supplies.

Non-Emergencies

We utilize free health-care providers where possible. If a free provider is not an option, and the student is covered by a health-care plan, staff will set up an appointment. Appointments will be scheduled by staff outside of chapel and classroom time. Students are not allowed to schedule their own appointments or follow-ups. Circle of Freedom staff or approved volunteers will transport students to medical appointments and sit with them during the appointment. To verify results, the diagnosis, and plan of treatment, staff or approved volunteer will have personal contact with the physician or healthcare provider during or immediately following the appointment (prior to leaving the clinic). Staff or approved volunteer should receive paperwork from the provider following the appointment (diagnosis, prognosis, prescriptions, and other papers). If sample medications are provided, they need to be accompanied by the physician's signed and dated prescription on prescription pad or letterhead. If a prescription is advised, prescription documentation from the provider must be provided to Circle of Freedom. If the prescription is to be filled, a Circle of Freedom representative will accompany the student into the pharmacy for verification purposes. The filled prescription will be given to the Staff or approved volunteer, who will enter it into the medication closet, and make sure appropriate paperwork is completed.

MEDICATIONS

As part of the admission process and for the duration of your time as a student of Circle of Freedom, all medications (prescription and over the counter) must be reviewed and approved in advance on a case-by-case basis by Circle of Freedom's Executive Staff in consultation with our partnering medical doctor. Your individual stability and safety, as well as the stability and safety of all residents will be taken into consideration. After review of an individual's diagnoses, medications and/or circumstances, Circle of Freedom may determine our center is not an appropriate program for that individual. There may be instances where students will be required to taper off a medication because the addictive nature of the medication would cause interference with the recovery process. As an applicant or student of Circle of Freedom, you must agree in these instances to request a titration/taper schedule from your health care provider and titration/taper will be completed under the supervision of your physician.

When you need medication, you are responsible for asking staff personnel on duty at med-call. A detailed log of medications taken while enrolled in Circle of Freedom will be kept for each student. Staff personnel will have a current list of students requiring prescription medications in the medication closet. Med-call is conducted at breakfast, lunch, dinner, and bedtime. Special consideration will be made for prescription medications that must be taken at other times. Medications (prescription and over the counter) are to be taken according to label directions only. No use of over-the-counter medication that conflicts with the directions on the bottle will be allowed without first seeing a physician and receiving signed doctor's orders on prescription pad or letterhead. You are required to take and complete all prescriptions unless released by a medical doctor. This written release must be submitted to Circle of Freedom and will be kept in your file. All medications (prescription and over the counter) must be in their original containers with label directions and prescription information legible. Prescription medication samples must include signed and dated documentation of each medication from the provider. Multiple medications must be stored in separate containers. Multi-vitamins, antacids, decongestants, etc. will be locked in the medication closet and dispensed by staff personnel. All oral medications are to be taken at med call, in the presence of a staff member. Students are permitted to take a maximum of 4 supplements in addition to a daily multivitamin. These must be staff approved. Additional supplements would require a written doctor's note. If the

medication requires water, bring water with you to med-call. You may not take energy producing or muscle enhancing products without a doctor's prescription.

Inhalers and external medication may be kept by the student with the approval of staff personnel. Medications prescribed for one student will not be administered to another student or employee. Unused, outdated, or recalled drugs are disposed of in a manner that assures they cannot be retrieved.

Students shall be responsible to ensure that they are taking all medications. Circle of Freedom staff will not be responsible for ensuring that students are taking medications on schedule.

HYGIENE

Circle of Freedom's policy is that your hygiene and appearance be appropriate for the environment you are in (chapel, work time, etc.). You may not cut your own hair or another student's hair without written permission from a Program Staff each time. Hair coloring will be allowed but must be a natural hair color (no drastic coloring). If your hair is colored an unnatural hair color at your time of admission, you may be required to have it colored to a natural hair color.

Showering is to be done daily. Shower accommodations includes a private shower. A schedule of shower times and locations will be posted on a regular basis. Showers are to be no more than ten (10) minutes in duration with total time in the bathroom limited to twenty (20) minutes. After you get dressed you are to return to your room to finish getting ready (hair, makeup, etc.) to free up the bathroom.

You should not be around other students while naked. In addition, you may not sleep naked. Shorts or pants and a full-coverage shirt are required for sleeping. You must always wear undergarments (bra and underwear) during the day and evening except when showering. You can remove your bra at bedtime in the bathroom. All dressing and undressing is to take place in a bathroom with the door locked. Do not leave wet towels or clothing laying around.

Towel/ laundry policy is as follows:

- Circle of Freedom provides you with two (2) bath towels for showers. You are allowed to use only one towel per shower.
- You are to hang your shower towel to dry on the hooks on the outside of your closet door immediately after leaving the bathroom.
- You are responsible to launder your bath towels with your other laundry according to laundry schedule.
- Washrags are available on the towel racks in the bathrooms.
- You are to put washrags in the "general laundry" basket in the laundry room immediately after leaving the bathroom.
- Others may not get towels for you. They may get a staff member to assist you.

DRESS & APPEARANCE

Part of beginning a new life includes looking and dressing the part. As a Christian, you represent Christ all the time, not just while you're at Circle of Freedom. The dress code always applies, including during your visits and passes. All clothing is subject to staff approval.

Prohibited Clothing- Staff will determine appropriateness.	
Low-riding, sloppy jeans, or extremely tight	No hats or hoods may be worn inside any building.
Bath robes without pajamas or clothes underneath	Excessively worn clothing
Spaghetti straps/strapless. Modest tank tops are allowed if full coverage and bra straps do not show.	Shorts not long enough to reach the end of your middle fingers when you are standing with arms straight to your sides.
Body piercings. Modest and appropriate pierced earrings are allowed.	Bandana & Du-rag, Wigs (unless staff determines appropriate)
Clothing with sexual, alcohol, or drug & gang-related pictures, violent, racist, political, or other inappropriate pictures, wording or innuendo.	Shirts revealing cleavage, belly, or bra straps. If your belly shows every time you raise your arms, it isn't appropriate. If your cleavage shows when you bend over, it isn't appropriate.

RELATIONSHIPS & COMMUNICATIONS

CO-ED RELATIONS

Men are not the enemy. That may seem obvious, but it needs to be said in light of our guidelines concerning co-ed relations. The intention here is to help you “guard your heart” as the Bible says. The problem is not the opposite sex. The Bible makes it clear that the problem is our heart. While God works on your heart, here are some guidelines to help you as you grow:

- Conversations with men other than immediate family are to be kept to a minimum. A simple greeting as you pass by is sufficient.
- If someone tries to communicate with you outside of this guideline, don't be rude—politely withdraw yourself from the situation.
- Wisdom dictates that you are not in the same room with men other than immediate family without staff personnel present.
- In group activity, keep the conversation relevant to the activity of that group.
- At mealtime, make sure you're not seated at a table alone and interact with everyone at the table.
- If you are struggling with an attraction, discuss it with a Program Staff.

Program Phases

Genesis Phase – Planting the Truth and Freedom of Jesus and His Word in their Hearts and Minds

Length of this Phase: approximately 1 to 2 months

The Genesis Phase gives women an opportunity to transition into the program- adjust to the atmosphere, the flow of the program, the interaction between students and staff.

Student Expectations: attends and participates in daily chapel time, work projects, classes (Christian discipleship, and character), Biblical counseling sessions, and physical activity time. Completes daily Bible reading and class assignments and chore and work assignments at the center.

Life Reestablishment Goals: Catch-up on urgently needed medical attention including dental and vision.

Spiritual and Character Development Requirements for Promotion: Student shows consistent obedience to program guidelines whether staff is around to enforce or not (integrity). Student is respectful to everyone and complies with requests of staff and volunteers without displaying a negative attitude in words or body language.

Generation Phase - Training and Growing in the Truth and Freedom of Jesus and His Word

Length of this Phase: approximately 4 to 5 months

Student Expectations: Continue as listed in Genesis Phase with the addition of life skills training. Add GED classes, if needed. Student may be considered for a room monitor, senior student, or a Crew Chief in an appointed area at some point beginning in the Generation Phase.

Life Reestablishment Goals: Begin needed appointments towards reestablishing good medical, dental, and vision health. We will work with the student on restoring any missing pieces of personal identity (social security card, birth certificate). We will work with the student to evaluate and begin reestablishment of healthy, safe relationships with spouse, children and parents while learning and applying safe, healthy boundaries. Every situation is different. At this point, the spiritual, emotional, and physical health of the student is our top priority, but we also value family and especially relationships with children.

Spiritual and Character Development Requirements for Promotion: Student has a personal, active, love relationship with God (through salvation). Develops and consistently grows in that relationship, motivated by personal desire, through reading the Bible, prayer, worship and obedience. Leading of the Holy Spirit is present in their life. They have gained more understanding of Scripture shown by regularly applying Biblical truth to their life in personal ways. Shows consistent obedience to program guidelines whether staff is around to enforce or not (integrity). Student is respectful to everyone and complies with requests of staff and volunteers with a good attitude. The student exhibits the following good work ethics on a regular basis: punctual, dependable, productive, team player, passionate, positive attitude, good communicator, respectful, kind, and trustworthy.

Training Phase – Walking in the Truth and Freedom of Jesus and His Word

Length of this Phase: 4 to 5 months

Student Expectations: Continue as listed in previous phase with consistent growth.

Life Reestablishment Goals: Students will begin looking for part time work outside the center at some point during this phase with staff approval. When employment begins, students will be trained in establishing and maintaining a budget under staff supervision. If needed, begin the process of getting payment plans set up for fines and child-support owed and restoration of driver's license with staff assistance. Students will not be allowed to drive yet. No cell phones yet.

Spiritual and Character Development Requirements for Promotion: Student consistently sets a Godly example for other students, especially when staff are absent. Regularly shares faith and Biblical truth with other students. Holds other students accountable to program guidelines. Takes on more responsibility and is

consistently reliable to perform chores and responsibilities with excellence. Seeks ways to serve and encourage newer students. Admits and owns their weaknesses and mistakes as led by the Holy Spirit or pointed out by others and takes initiative to do what is necessary for restitution. Student is respectful to everyone and complies with requests of staff and volunteers with a good attitude.

Re-entry Phase – Living in the Truth and Freedom of Jesus and His Word

Length of this Phase: 3 to 4 months

Student Expectations: Continue as listed in previous phase including any classes not yet finished, Biblical counseling, and any assignments and work projects and chores assigned.

Life Reestablishment Goals: Students will progress to full time employment while continuing to maintain a staff-supervised budget. Complete any needed payment plans for fines and getting driver's license; get involved in the community and a local church; all while living under the structure and security of the Circle of Freedom program. We believe this is a critical phase of the program designed to give residents the foundation they need to succeed outside of Circle of Freedom.

Work with staff on plans and arrangements for after program completion including safe employment, housing, transportation, insurance, establishing a mentor and choosing a church family to be accountable to. Cell phone and driving privileges will be phased in within set requirements at some point during re-entry.

Spiritual and Character Development Requirements for Completion: Manages time with a job and other stresses of life in a way that promotes growth in relationship with God and developing Christian character. Sets personal boundaries to maintain balance. Prioritizes time with God (worship, prayer and reading the Bible) above all else. Shows consistency in character at work, at Circle of Freedom home, and on passes. Shares faith with people at work and lives out their faith at work consistently in actions, attitudes and words. Student is respectful to everyone and complies with requests of staff and volunteers with a good attitude.

VISITS & PASSES

Pass Eligibility

Genesis Phase- No visits during the first 2 weeks of residency (adjustment period). After 2 weeks, IN Pass on the first and third Sunday afternoons of each month.

Generation Phase- IN Pass on the first and third Sunday afternoons of each month.

Training Phase- Two Out Passes per calendar month. IN Pass on the first and third Sunday afternoons of each month if they do not have an Out Pass on that weekend. At some point during your training phase, you will receive a 7-Day pass. You are required to use this pass within six weeks of receipt.

Re-entry Phase- Two Weekend Passes per calendar month. IN Pass on the first and third Sunday afternoons of each month if they do not take a Weekend Pass on those weekends.

IN Passes (at the center)- Four (4) Hours on the first and third Sunday afternoons of each month between 1:00pm – 5:00pm.

- Visits may be canceled or shortened on weeks when students are scheduled to attend out-of-town events or church services that would keep them from being back for visits. Advance notice will be given.
- Extended hours may be pre-approved for visitors traveling longer distances and visiting one or less times per month.
- All visits will be under staff supervision. You may not take guests to a private area during a visit. No whispering during visits. All conversations should be open enough that they could be overheard by staff. All visitors must participate in the activities in which you are involved. Guests must leave the building when it's unoccupied. For example, if an outing to the park is scheduled or if staff takes everyone outside. Guests should stay with their student and not be wandering around. Guests are only allowed in the main living area (kitchen/dining/living room) of the building unless accompanied by staff.
- Guests should only use the 2 bathrooms in the main living space (kitchen/dining/living room area).
- In Pass Visitors must be limited to immediate family (husband, mother, father, children, siblings, grandparents). Unique situations justifying visits by other than immediate family members may be requested and must be approved in advance on a case-by-case basis by the executive director.
- It is your responsibility to supervise your children and clean up after them while they are visiting. Circle of Freedom staff, volunteers and students are not available for childcare.
- All visitors, including children, are expected to treat staff, residents, and other guests as well as Circle of Freedom property with respect. Foul language is not acceptable.
- Circle of Freedom reserves the right to require any visitor to leave at any time.
- Visitors are subject to Circle of Freedom guidelines while on campus.

OUT Passes (off property)-Either Saturday or Sunday from 8:00am – 5:00pm. The length of the pass may be adjusted on a case-by-case basis depending on circumstances as determined by the Executive Director.

Weekend Passes (off property)-Begin at 5:00pm Friday and end at 5:00pm Sunday.

7-Day Passes (Seven 24-hour periods).

Additional Pass Guidelines:

- All Passes (IN, OUT and Weekend) should be requested by noon on Monday and will be approved/denied by noon on Tuesday prior to the weekend of the requested pass.
- You will be required to submit to drug and alcohol test as well as other drug tests upon return from your passes. Circle of Freedom reserves the right to conduct random drug tests as we deem necessary.
- If you are on probation or parole, your probation or parole officer must submit written approval for you to leave Circle of Freedom during this time.
- All visiting guests must sign in and out with Staff on Duty upon arrival and when leaving the center.
- Out passes will be approved to locations staff determine are safe for your continued success in life transformation.
- All students on Out/Weekend passes must check out and check in with Staff on Duty prior to leaving and upon returning. All items brought back from a pass must be checked in with Staff on Duty.
- Some Sundays, Circle of Freedom will attend church somewhere other than our home church. When this is the case, and if the church is more than one hour away from Seymour, In Passes or Out Passes may not be approved for that day.

- Holiday visits will be announced and handled separately.
- Students may apply to take other students on Out/Weekend Passes with them. All students involved must submit pass requests and requests are not guaranteed to be approved.
- If you are not taking Weekend Passes, we may require a 3-day pass (three 24-hour periods) during the Re-entry Phase of the program. This additional pass may be required depending on several factors: Outcome of the seven (7) Day pass, current student struggles/issues, any family concerns, along with other factors.

MAIL & PHONE CALLS

Mail and phone calls are always subject to approval of staff personnel. The privilege level you enjoy here is contingent on your personal growth, cooperation, attitude, and desire to grow spiritually. Any relationship that has the potential to be detrimental to your spiritual growth may not be approved. Phone calls will be on speaker phone with a staff member present at the beginning and will progress in privilege level as you progress through the program and dependent on the safety level of the relationship.

An approved contact list for mail, phone calls and visits will be completed upon entrance. The list may include immediate family members, pastoral staff, legal contacts and up to three female Christian friends. These will be the only people with whom you may have contact while here. The list is subject to revision.

PHONE POLICY

There will be no incoming calls, except in emergency situations. If you receive an incoming call, a message will be taken, and you can return the call at your designated phone call time. Calls are limited to 10 minutes each. Calls exceeding your given limit will result in a loss of phone privileges for one week. Students may make two (2) out-going phone calls per week at your designated phone call times. Calls must be with persons on your approved contact list.

MAIL POLICY

- Staff personnel must approve all incoming and outgoing mail.
- All mail (including packages) will be opened and read by staff personnel prior to forwarding to you.
- You may write or receive an unlimited number of letters.
- You may not sign for mail or package deliveries or have any contact with any of the mailboxes outside.
- Outgoing letters must be given to staff. Envelopes must be properly addressed, stamped, and unsealed.

WORK THERAPY

A significant portion of the discipleship process includes Work Therapy- supervised work assignments students perform during their time at Circle of Freedom. During the course of this program, Circle of Freedom staff members and volunteers interact with students in the process of reforming and maturing their character, overcoming sinful addictive patterns of behavior, and adopting a productive livelihood. The benefits derived by students are not compensation and in-kind benefits, but (1) awareness of sin and the need for regeneration, repentance, forgiveness, recovery, (2) freedom from reliance on controlled substances, (3)

learning the value of and respect for authority, (4) developing habit patterns of regular schedule, work responsibility, and performance accountability which are foundational to being a productive and responsible citizen.

Although work assignments may provide Circle of Freedom with some offsetting revenue, any contributions or other funds received are used to help cover the cost of staffing, operating the residential program, and delivering other rehabilitating services to students.

Typical work detail includes tasks such as building maintenance, volunteering in the community, yard work, foodservice, housekeeping, and volunteering in the Thrift Shop.

- Return tools, cleaning supplies and utensils to their proper place and clean up your work area when finished.
- See your crew leader when you finish an assigned task.
- When working off-site, students are representatives of Circle of Freedom and are to be respectful of rules & guidelines set out by those we are serving.
- Leaving an off-campus jobsite will result in immediate termination from Circle of Freedom.

FOOD SERVICE

MEALS

- You are expected to be present at all meals.
- Food may not be taken from the dining room unless approved by Staff on Duty.
- Complaining about the food may result in discipline.
- Promptly take your dishes to the dishwasher or designated area when you've finished your meal.

FOOD

- No food (including candy or gum) is allowed in the students' residential wing of the building.
- No food (including snacks or candy) can be received by mail or during visits.
- Beverages are not allowed in bedrooms except water. Staff personnel may allow appropriate beverages for sick students.

SOFT DRINKS AND COFFEE

- Soft drinks at the center are only allowed as directed by Staff for special occasions.
- Soft drinks are not to be stored to consume later.
- You may have two standard-size cups of coffee each morning before 9:30 am.
- Energy drinks are not permitted.
- Water, instant coffee, tea, and flavored water are the only drinks allowed after 9:30 am. These must be decaf and sugar free. You are allowed only 1 serving (individual packet, tea bag, or serving size) of only 1 of these items other than water each day. You must purchase these yourself and store them in your cubby.

FASTING

- You must have permission from staff personnel on duty to fast a meal.

- You must report to that meal, stay through prayer, and clear your dishes before leaving.
- See the Executive Director if you want to go on an extended fast (more than a single meal).
- Because of health regulations, fasting is not allowed for the purpose of weight loss. Fasting of fluids and fasting by pregnant women are not permitted.

LEISURE & FREE TIME

RECREATION/EXERCISE

- You are expected to participate in scheduled activities unless physically unable. Physician's written release from participation may be required.
- You may not place bets on any activity or game.

TV & VCR/DVD, Computers, and Tablets

- You must have permission from staff personnel on duty to watch or listen to anything on any audio or video device including but not limited to phone, computer, tablet, and television.
- Certain televised events are permitted with permission from staff personnel on duty.
- Only designated senior students and staff are allowed to operate VCR's, DVD players, computers, tablets, and televisions.

STUDENT BOUNDARIES

Students may not go outside the building or leave Circle of Freedom property without a designated senior student or staff and must have staff permission, until they have been granted this freedom on their Student Status Record. If a student has been granted this freedom, they still need to receive staff permission each time.

MUSICAL INSTRUMENTS

- With permission, you may bring a musical instrument to Circle of Freedom; however, you may be limited in the amount of time you may play.
- Personal instruments will be kept in designated areas.
- Secure permission from staff personnel on duty when you want to play. Consideration will be based upon the time of day, your privilege level, and what other activities are going on at the time.
- You may not play instruments belonging to others without specific permission each time.
- Circle of Freedom will not be responsible for damage or theft of any instrument you bring into the program.

EDUCATION

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED formerly GED)

If you did not graduate from high school and have not received an HSED prior to entry in Circle of Freedom, you will be required to obtain an HSED through weekly classes, homework assignments, and tests.

ADULT LEARNING

Our program includes adult learning where you will receive help in accordance with your needs with reading, writing, and other areas you struggle with that may affect life reestablishment.

PERSONAL AND GROUP STUDIES FOR NEW LIFE IN CHRIST (PSNL and GSNL)

Circle of Freedom offers individual courses of study tailored to help you grow spiritually. These consist of a mixture of resources – videos, audio recordings, books, scripture aids, etc.

LECTURE CLASSES

Students are responsible for attending classes, taking notes, and completing corresponding assignments and tests. If a class is missed due to illness, pass, or other circumstances, meet with your teacher to determine the best way to make up the class. If you fail a class, you must retake the class the next time it's offered.

LIFE AT CIRCLE OF FREEDOM

The following section contains general things you need to know about life at Circle of Freedom.

SCHEDULE

- There will be schedules posted showing classes, work, and activities.
- Schedules are balanced to provide you with an even mix of ministry, education, and work-study experience as well as adequate free time and rest.
- At various times throughout the year, we alter the schedule to accommodate special events. The best thing to remember is to be flexible.

WAKE UP

- Wake-up time is 6:00 AM Monday through Friday and 7:00 AM on Saturday and Sunday.
- You must make your bed and straighten your area before 8:00 AM each day.
- Be considerate of others who may be sleeping or having personal devotions.
- You must come out for breakfast every day, even if you're fasting.

QUIET TIME/LIGHTS OUT

- All students are to go to their bedroom promptly at 9:00 pm.
- You are responsible for taking care of any other needs prior to this time.
- From 9:00 pm to 10:00 pm students are to get dressed for bed, use the bathroom and be ready for lights out at 10:00 pm.
- During this time all students should be quiet in consideration of other students. You may read your Bible, pray, or sleep during this time.

- Students are not to leave the student wing between 9:00 PM and 6:00 AM (7:00 AM on Weekends), unless specifically given permission by staff. If you have an urgent need, you may wake up the Staff-on-Duty.
- Lights are to be turned off immediately at 10:00 PM. There is to be no talking or activity after this time so everyone can get to sleep without interruption.

LAUNDRY

- We suggest you identify clothing with a permanent marker.
- Each student is required to do their personal laundry at the scheduled time.
- Students will be assigned “general” laundry duties on a scheduled basis.
- Circle of Freedom is not responsible for lost or damaged items.
- You might want to leave expensive or very nice clothing at home.
- If you receive someone else’s clothing from the laundry room, simply return it to the owner or a staff member.

ROOM RULES

- Your bedroom door must always remain fully open.
- No items are to be brought into the room without permission and inspection from staff personnel.
- The only reading/writing material you may have in your room is your Bible and prayer journal.
- There is to be nothing stored under your mattress or around the sides of it.
- You may not use other people’s belongings without permission of staff personnel.
- You may not trade, sell, or give away personal items without permission from staff personnel.
- Periodic inspections will be made without notice.
- You may not open or close the windows- Staff Members will take care of this.
- DO NOT TOUCH THE THERMOSTATS IN ANY PART OF THE BUILDING!

STUDENT ROOM MONITOR

The Student Room Monitor is a student who has demonstrated spiritual growth and leadership potential. The monitor is responsible to set a positive example for others by:

- Announcing wake-up at times shown on the daily schedule. She will turn the room lights on and make sure everyone is awake.
- The monitor holds others accountable and is held accountable herself.
- The monitor serves meals to sick students before eating her own meal.
- The monitor will make sure everyone is in bed and turn lights off at 10:00 PM.
- The monitor is responsible to ensure talk in the rooms stays positive. **No** whispering, private conversations, bullying, negative talk or gossip against students, volunteers, staff or anyone else.

CIRCLE OF FREEDOM ACTIVITIES

- You must be on time for all activities. You will learn the system within your first couple days.
- Use the bathroom prior to the start of special activities. You will not be allowed to leave during an activity,

except in the case of illness. Notify staff personnel on duty if this is the case.

- When activities take place outside of Circle of Freedom, you must always remain with the group. Leaving the group without permission from staff personnel on duty may result in dismissal.

CHURCH ACTIVITIES

- You must congregate in the dining room when waiting to leave for church or other events. You will attend church services and other activities with other Circle of Freedom students as a group. Always stay with the group.
- You should take a Bible, notebook, and pen to church; no other books are permitted unless they're part of a Sunday School class.
- When praying for others, do not lay hands on men at any time: do not lay hands on women without asking their permission; do not lay hands on children without asking leadership and/or parental permission.
- Do not submit written or verbal prayer requests to the church or individual concerning financial or material needs. Speak to staff personnel about these needs.
- Staff personnel on duty will direct you to seats. Sit in the first available seat within our section—do not wait for a special place or save seats for others.
- When riding to church with others (staff personnel, out-visits, etc.), you must return in the same vehicle in which you arrived.
- Use the bathroom before church and chapel services, Sunday School classes, and special events.
- If you need to use the bathroom, you must have staff permission.
- Talk to the Executive Director about family members attending church services where Circle of Freedom will be present.

CONFIDENTIALITY

- Without your signed consent, Circle of Freedom will not acknowledge to anyone outside of Circle of Freedom whether you are, or ever have been enrolled.
- Circle of Freedom has a policy of confidentiality pertaining to all student conversations with staff, meetings, correspondence, and other internal transactions.
- Staff knowledge concerning students, or their circumstances is considered confidential and will not be disclosed to persons or family members outside the ministry without the student's signed consent.
- Circle of Freedom has a legal requirement to report instances or confessions of child abuse or suspected child abuse to proper local authorities.
- In a life-threatening situation, we will only release pertinent medical information to those medical personnel responsible for your safety. We will inform you of this event as soon as reasonably possible.
- Information may be provided to Law Enforcement Officers directly relating to your commission of a crime on the ministry premises or against staff, or the threat to commit such a crime.
- Information may be provided to the appropriate persons or organizations if Circle of Freedom believes you are a threat to harm yourself or others.
- By order of competent jurisdiction, some information may be released without your consent.

STUDENT FINANCES

- Because Circle of Freedom houses and feeds all students, fifty percent (50%) of any disability income received while you are in the program will be paid to Circle of Freedom to help cover the costs of your participation in the program. If you have outstanding debts, the remainder will be used to meet those obligations.
- Most personal care products are available at Circle of Freedom. They have been donated to us for use by our students. If a product is not available or you prefer something different than what is available, you will need to purchase your own products.
- Do not bring checkbooks, debit, or credit cards with you.
- You may keep up to \$50 cash in your student account at one time.
- Checks and money orders sent to you will be returned. We can only accept cash, Walmart gift cards, or Visa/MasterCard gift cards for student accounts.
- To withdraw money from your account, you must see staff on duty in advance.
- You will only be allowed to purchase staff-approved “needed” items. Receipts must be turned in with your staff-approved item list and purchased items.
- When money is withdrawn for a pass or visit, you are expected to return with receipts for your purchases. Receipts and cash must be submitted to staff on duty, who will verify these.
- Upon leaving the program, your money will be returned to you, minus any outstanding amounts owed to Circle of Freedom on your Student Expense Log, minus outstanding repair costs for any damage done to Circle of Freedom property.

PHOTOS

Photos must be of those on your approved caller list, close family members, pastoral staff, and female friends of positive influence, and other Circle of Freedom students. All photos are subject to staff approval or rejection. Do not bring more than 6 photos with you (5” x 7” or smaller).

EMERGENCY PROCEDURES

FIRE

For everyone’s safety, Circle of Freedom has emergency procedures in place in the event of fire. We schedule random fire drills throughout the calendar year to check fire detection systems as well as evacuation procedures.

When the fire alarm sounds, you are to leave the building immediately through the closest (unaffected) exit in an orderly fashion. All students, staff, residents, volunteers, guests, shoppers, and families must leave the building! Everyone is to congregate in the back of the Thrift Shop parking lot by the maintenance shed.

Roll call will be taken to account for all students, staff, residents, volunteers, and guests. Senior staff on duty are responsible for investigating each alarm. Staff will give an all clear when it is safe to re-enter the building.

TORNADO

In case of tornado, you are to immediately gather at the following locations:

- If working in the Thrift Shop, gather in the L-shaped storage room.

- Everyone else in the building should gather in the pantry rooms or in the adjoining bathroom.

Emergency Maps are posted in the building.

DISCIPLINE

Please remember the rules are here for your benefit. When you break these rules, problem areas in your life are brought to the surface. In order to grow from these incidents, discipline will be given when necessary. Remember that discipline is not punishment to make you miserable but is a means by which you can overcome problem areas and grow in your Christian life. Various means of discipline may be employed in the hopes of bringing growth. The discipline to be enacted in any given circumstance is at the sole discretion of Circle of Freedom.

DEALING WITH CONFLICT

When there are problems with others, read and apply (in this order) Matthew 7:1-5 and Matthew 18:15-17. The correct order for Matthew 18:15-17 as a student at Circle of Freedom would be to first lovingly and respectfully approach the person individually to resolve the matter. If this does not bring resolution, then talk to a Staff Member about helping you resolve the conflict.

STUDENT RIGHTS

You have the right to a humane and safe environment free from abuse, neglect, and exploitation. You shall not be detained against your will. You shall be granted dignity and personal privacy.

You have the right to give informed consent or refuse treatment or medication and to be advised of the consequences of such a decision. You have the right to know about the cost and third-party coverage of treatment, including any limitations on the duration of services.

If you feel any of these rights are violated or if you feel you have been discriminated against because of race, color, national origin, physical disability, or age, you should file a Grievance Report form. The Grievance Report form is included on the following page or may be obtained from one of the Staff Members. Assistance in completing the form will be provided upon request. The student or her designated representative should submit the grievance directly to the Executive Director. The date and time the grievance is received shall be annotated on the grievance form. The student shall receive an initial response within 72 hours (three days) following the receipt of the Grievance Report. An immediate investigation of the facts supporting or disproving the complaint or grievance shall be conducted. Upon completion of the investigation, the student shall receive a written copy of the investigation results and any action taken. The originals shall be kept in the student's file.

Grievance Report

Student's Name: _____ Date of Incident: __/__/____

Certain rights are guaranteed to all students. They are outlined in the Student Guidelines under "Student Rights". A copy of the Student Guidelines is provided to each student at or before admission. Students should only file a grievance if one of these rights are violated, or they are discriminated against because of race, color, national origin, physical disability, or age.

Concerns not related to the "Student's Rights" should be addressed with one of the Program Staff instead of using the Grievance Report form.

When filing a grievance, the student should personally deliver the form directly to the Executive Director.

Nature of my Grievance: (Provide as much detail as possible – Use the reverse side if needed):

Student Signature: _____ Date: _____

Executive Director Signature of Receipt _____ Date _____ Time _____

The Executive Director shall provide an initial response to the above individual within 72 hours of receiving this grievance. Upon completion of the investigation, the student shall receive a written copy of the investigation results and any action taken. The originals will also be placed in the student's file.

TERMINATION

Following are guidelines related to premature departure from the program:

- If you leave the property without permission, you may be immediately terminated from the program. This includes leaving a visit or jobsite away from Circle of Freedom without permission.
- You must return library books and any other items belonging to Circle of Freedom.
- Staff personnel must help you pack and accompany you to your destination during normal business hours. Prior to departure, you need to follow the Circle of Freedom rules—if you do not comply, we may call the police. We will facilitate your leaving as soon as possible during the workday but will not necessarily rearrange schedules to make this happen.
- There will be 3 options when leaving the program:
 1. Someone from your approved correspondence list can pick you up at the Circle of Freedom Building.
 2. Our staff will take you to the Greyhound Bus Station in Ottumwa, Iowa. We will purchase your bus ticket to the closest bus stop to the address listed on your application or to the area of those listed on your approved correspondence list.
 3. You will be taken by staff to the Central Iowa Shelter Services (homeless shelter) in Des Moines, Iowa.

Staff will talk with you and consider your wishes, but the final decision will be made by the staff. Your safety and well-being will be our highest consideration.

- You need to take all personal possessions with you. Circle of Freedom will not be held responsible for anything left behind. Your personal belongings cannot be guaranteed by the program regarding safety, loss or damage. If you leave, Circle of Freedom is under no obligation to protect or hold your property for you but will take reasonable measures to secure any such properties. An attempt to reclaim any items left must be within 7 days after departure. No reclamation will be considered beyond 7 days and at that time all items will become the property and responsibility of Circle of Freedom. Personal belongings will not be shipped unless you leave money to cover these costs. C.O.D. mail will not be utilized.
- A one-month waiting period will go into effect before you will be considered for readmission. Readmission is not guaranteed. You will need to go through the normal application process.
- If you are readmitted, you will start the program over without credit for previous time spent at this, or any other program. There will be a four-week adjustment period instead of two.

Students who leave prior to completion of the program will not be allowed to attend Circle of Freedom functions or talk with staff at the center without express permission of the Executive Director.

Current students are not to speak to any student who has dropped out or been dismissed. Current students are not to have contact with students who have been terminated.

**Circle of Freedom – Statement of Faith
Updated and Adopted December 9, 2022**

One True God - We believe that there is one true God, who is the Creator, King, and Redeemer of all that exists, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. God is all powerful, all knowing, and present everywhere. He is sovereign, just, holy, good, and merciful. (Deuteronomy 6:4, Isaiah 43:10-11, Matthew 28:19, Luke 3:22)

Jesus Christ - We believe in the deity of our Lord Jesus Christ, the only Begotten Son of God; that He was conceived of the Holy Spirit; we believe in His virgin birth, in His sinless life, in His miracles and teachings, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Hebrews 1:3, Hebrews 7:26, Matthew 1:23, Matthew 24:30, Matthew 28:6, Acts 10:38, Ephesians 1:7)

Holy Spirit - We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and fulfill the God-given commission to carry on Christ's ministry on earth. The Holy Spirit regenerates, sanctifies, and empowers all who believe in Jesus Christ. He is our comforter, counselor, helper, teacher, and guide. (Acts 1:8)

The Bible – God's Holy Word - We believe the Bible, in the original text, is the inspired and infallible authoritative Word of God, which provides the only absolute truth and authority for Christian believers in all matters of faith and life. (1Thessalonians 2:13, 2 Peter 1:21)

Salvation - We believe that all people have sinned and therefore deserve the punishment for sin which is eternal death in hell. Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life. Salvation cannot be earned but is received by God's grace. (John 3:3, John 14:6, Ephesians 2:8, Titus 2:11)

Eternity - We believe in the bodily resurrection of the saved to eternal blessedness and joy, and of the lost to judgment and eternal conscious punishment. (Revelations Chapters 21 and 22)

The Church - We believe the purpose of the church (all believers) – is to evangelize the world by the fulfillment of the great commission, worship God, build up the body of saints being perfected in the image of His Son, and be His people who demonstrate God's love and compassion for all the world. (Acts 1:8, Ephesians 1:22-23, Ephesians 4:11-16, James 1:27)

Sexuality and Marriage - We believe and will teach our students the Biblical standards concerning romantic intimacy and gender/sexual identity, sex and marriage. This includes the truth that God created romantic intimacy and sexual relations to be shared only between one natural born man and one natural born woman who are joined together in the covenant of Holy Matrimony. (Genesis 2:18-25, Ephesians 5:21-33, Hebrews 13:4) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27, Deuteronomy 22:5) We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31).

Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry.

Sacredness of Human Life - We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

Freedom -We believe that God alone holds the power to set us free from the bondage of sin, addictions, and compulsions that destroy the quality of life that God intends for us to live. (John 8:32, John 8:36, John 14:6) The same grace of God that brings us salvation and freedom compels us to love and obedience to God. (John 14)

Ministry to those Struggling with Life Controlling Addictions-We believe the biblical teaching and example of ministering to those who are imprisoned and those held captive by addiction. We believe in the restorative power of Jesus Christ and that consistently replacing wrong thought patterns with the truth of God's Word given in love can transform lives. (Psalm 68:5-6, Psalm 69:33, Matthew 25:34-40, Luke 4:18-19, Romans 12:2)