

Heartland Children & Youth Home

CNS International Ministries Inc.



Manual of Resident Standards 2022

Heartland Children and Youth Home (HCYH)

2022

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HEARTLAND VISION STATEMENT

Our vision is a Jesus-centered, sustainable, intentional community of hope for the hurting built around a vibrant local church, cultivating individual, family, community, and global transformation through the power of the Gospel.

Residential placement may be made contingent upon agreement to the following Purpose, Mission, and Philosophy Statement and Standards.

1.1 MISSION

Heartland Children and Youth Home provides a place of nurture, hope, and accountability for hurting children and teenagers in a loving and godly environment, with the goal of educating and equipping young people to fulfill their future purpose in life as they develop a personal relationship with Jesus Christ.

1.2 PHILOSOPHY

People lacking in the fear of God find their life in a cycle of sin, which is serving selfish desires, making wrong choices, and not having peace of mind and heart. We introduce the concepts of Biblical living, personal responsibility, and accountability. The Christian life is not abstract theology unconnected with life but has practical implications that will affect how we choose to behave each day. It is not enough to merely know the gospel; we must let it transform our lives and let God impact every aspect of our lives.

A personal relationship with the Lord can only be properly nurtured and fully developed within and among a local body of believers. No one is called to be a lone Christian. Church life (living corporately on a daily basis) is essential to growth.

HCYH provides residents with an opportunity to change. Steps toward change may occur academically, socially, spiritually or mentally through a Biblical family environment. In addition, it is our ultimate desire that students mature in the ability to make moral decisions in their life consistent with Biblical principles.

HCYH demonstrates biblical love and we are excited to see God's purpose fulfilled in each resident as we provide opportunity for them to learn to live a holy and righteous life. We do not tolerate wrongdoing but will love enough to stand firm when it is uncomfortable to do so, or when it would "feel" better to ignore a situation rather than deal with it.

Placement in HCYH is of divine appointment; it is an opportunity to have a positive environment, loving support, and practical instruction so that a mature relationship with Lord Jesus Christ can be developed.

“Come to Me, all who are weary and heavy-laden, and I will give you rest. Take My yoke upon you, and learn from Me, for I am gentle and humble in heart; and you will find rest for your souls.” Matthew 11:28-29 (NASB)

1.3 TENETS OF FAITH

The Holy Bible is the fully inspired Word of God. It is the only infallible, sufficient, and authoritative rule of faith and practice. -

- How can a young man keep his way pure? By guarding it according to your word. **Psalms 119:9**
- Sanctify them in the truth; your Word is truth. **John 17:17**
- All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work. **2 Timothy 3:16-17**
- And we have the prophetic word more fully confirmed, to which you will do well to pay attention as to a lamp shining in a dark place, until the day dawns and the morning star rises in your hearts, knowing this first of all, that no prophecy of Scripture comes from someone's own interpretation. **2 Peter 1:19-20**

There is one God, the personal creator of the universe, who exists eternally in three persons: The Father, the Son, and the Holy Spirit. -

- Hear, O Israel: The Lord our God, the Lord is one. **Deuteronomy 6:4**
- The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all. **2 Corinthians 13:14**
- According to the foreknowledge of God the Father, in the sanctification of the Spirit, for obedience to Jesus Christ and for sprinkling with his blood: May grace and peace be multiplied to you. **1 Peter 1:2**
- But you, beloved, building yourselves up in your most holy faith and praying in the Holy Spirit, **21** keep yourselves in the love of God, waiting for the mercy of our Lord Jesus Christ that leads to eternal life. **Jude 1:20-21**

Adam, the first divinely created human being, was created in the image of God. Adam willfully disobeyed God and as a result incurred both physical and spiritual death. Through this, all mankind is born with a sinful nature and is subject to the same penalty. -

- Then God said, “Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth.” So God created man in his own image, in the image of God he created him; male and female he created them. **Genesis 1:26-27**
- Whoever sheds the blood of man, by man shall his blood be shed, for God made man in his own image. **Genesis 9:6**
- For all have sinned and fall short of the glory of God, **Romans 3:23**
- Therefore, just as sin came into the world through one man, and death through sin, and so death spread to all men because all sinned—... But the free gift is not like the trespass. For if many died through one man’s trespass, much more have the grace of God and the free gift by the grace of that one man Jesus Christ abounded for many. **Romans 5:12, 15**

The Lord Jesus Christ, who is completely divine from all eternity and completely human from His virgin birth, lived a sinless life, submitted to death as a substitutionary sacrifice for the sins of mankind, and was raised again on the third day. He is the only savior of mankind. -

- She will bear a son, and you shall call his name Jesus, for he will save his people from their sins.” All this took place to fulfill what the Lord had spoken by the prophet: “Behold, the virgin shall conceive and bear a son, and they shall call his name Immanuel” (which means, God with us). **Matthew 1:21-23**
- This Jesus is the stone that was rejected by you, the builders, which has become the cornerstone. And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved.” **Acts 4:11-12**
- Who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men. And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross. Therefore God has highly exalted him and bestowed on him the name that is above every name, so that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father. **Philippians 2:6-11**
- He is the propitiation for our sins, and not for ours only but also for the sins of the whole world. **1 John 2:2**

Salvation for mankind comes only by grace through faith in Jesus Christ as both Lord and Savior, accompanied by godly repentance. -

- “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. **John 3:16**
- For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. **Ephesians 2:8-9**
- You, however, are not in the flesh but in the Spirit, if in fact the Spirit of God dwells in you. Anyone who does not have the Spirit of Christ does not belong to him. **Romans 8:9**
- He saved us, not because of works done by us in righteousness, but according to his own mercy, by the washing of regeneration and renewal of the Holy Spirit, whom he poured out on us richly through Jesus Christ our Savior, **Titus 3:5-6**

Jesus Christ will personally, visibly, and triumphantly return. At His return, all mankind will be resurrected bodily, the just to eternal life with God and the unjust to everlasting punishment in hell. -

- I tell you this, brothers: flesh and blood cannot inherit the kingdom of God, nor does the perishable inherit the imperishable. Behold! I tell you a mystery. We shall not all sleep, but we shall all be changed, in a moment, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, and the dead will be raised imperishable, and we shall be changed. For this perishable body must put on the imperishable, and this mortal body must put on immortality. **1 Corinthians 15:50-53**
- For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord. **1 Thessalonians 4:16-17**
- And just as it is appointed for man to die once, and after that comes judgment, **Hebrews 9:27**
- Then I saw a great white throne and him who was seated on it. From his presence earth and sky fled away, and no place was found for them. And I saw the dead, great and small, standing before the throne, and books were opened. Then another book was opened, which is the book of life. And the dead were judged by what was written in the books, according to what they had done. And the sea gave up the dead who were in it, Death and Hades gave up the dead who were in them, and they were judged, each one of them, according to what they had done. Then Death

and Hades were thrown into the lake of fire. This is the second death, the lake of fire. And if anyone's name was not found written in the book of life, he was thrown into the lake of fire. **Revelation 20:11-15**

The Baptism of the Holy Spirit is available to all believers as a distinct experience, given to endue the believer with power from God, to offer an inspired witness for Christ, to lead the believer in a life of holiness, and to equip for a Spirit-filled life of service. -

- If you then, who are evil, know how to give good gifts to your children, how much more will the heavenly Father give the Holy Spirit to those who ask him!" **Luke 11:13**
- And while staying with them he ordered them not to depart from Jerusalem, but to wait for the promise of the Father, which, he said, "you heard from me; for John baptized with water, but you will be baptized with the Holy Spirit not many days from now." **Acts 1:4-5**
- As I began to speak, the Holy Spirit fell on them just as on us at the beginning. **16** And I remembered the word of the Lord, how he said, 'John baptized with water, but you will be baptized with the Holy Spirit.' **17** If then God gave the same gift to them as he gave to us when we believed in the Lord Jesus Christ, who was I that I could stand in God's way?" **Acts 11:15-17**
- How shall we escape if we neglect such a great salvation? It was declared at first by the Lord, and it was attested to us by those who heard, **4** while God also bore witness by signs and wonders and various miracles and by gifts of the Holy Spirit distributed according to his will. **Hebrews 2:3-4**

The Church as the Body of Christ, being seen visibly in distinct local fellowships, is God's chosen instrument to manifest the knowledge of His glory throughout the earth. -

- And I tell you, you are Peter, and on this rock, I will build my church, and the gates of hell shall not prevail against it. **Matthew 16:18**
- To the church of God that is in Corinth, to those sanctified in Christ Jesus, called to be saints together with all those who in every place call upon the name of our Lord Jesus Christ, both their Lord and ours: **1 Corinthians 1:2**
- And he put all things under his feet and gave him as head over all things to the church, which is his body, the fullness of him who fills all in all. **Ephesians 1:22-23**
- So that through the church the manifold wisdom of God might now be made known to the rulers and authorities in the heavenly places. This was according to the eternal purpose that he has realized in Christ Jesus our Lord, **Ephesians 3:10-11**

Jesus Christ, upon ascending to the Father, commissioned all believers to take the Gospel to the ends of the earth. It is both the duty and privilege of believers to proclaim the Gospel, make disciples, and build the Church with people from all the nations. -

- Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” **Matthew 28:19-20**
- But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.” **Acts 1:8**
- **Colossians 1:27-28** To them God chose to make known how great among the Gentiles are the riches of the glory of this mystery, which is Christ in you, the hope of glory. **28** Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ.
- But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light. **1 Peter 2:9**

Human beings are uniquely and divinely created by God in His image and every person is sacred. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth – including preborn children, elderly individuals, those with special needs and others marginalized by society. Christians, then, are called to defend, protect, and value all human life. -

- Then God said, “Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth.” **27** So God created man in his own image, in the image of God he created him; male and female he created them. **Genesis 1:26-27**
- Then the Lord God formed the man of dust from the ground and breathed into his nostrils the breath of life, and the man became a living creature. **Genesis 2:7**
- And for your lifeblood I will require a reckoning: from every beast I will require it and from man. From his fellow man I will require a reckoning for the life of man. “Whoever sheds the blood of man, by man shall his blood be shed, for God made man in his own image. **Genesis 9:5-6**
- Rescue those who are being taken away to death; hold back those who are stumbling to the slaughter. **Psalms 24:7**
- For you formed my inward parts; you knitted me together in my mother’s womb. **Psalms 139:13**

- Behold, all souls are mine; the soul of the father as well as the soul of the son is mine: the soul who sins shall die. **Ezekiel 18:4**

When God divinely created human beings, He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage as a life-time union between one man and one woman. Marriage was created as the foundation of the family and the basic structure of human society, with the purpose of glorifying God and as a picture of Christ and His church. God intends sexual intimacy to occur only between a man and a woman joined in marriage. Therefore, we perform marriages in accordance with the Bible consistent with the Old and New Testament. -

- Therefore, a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh. **Genesis 2:24**
- He answered, “Have you not read that he who created them from the beginning made them male and female, **5** and said, ‘Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh’? **6** So they are no longer two but one flesh. What therefore God has joined together, let not man separate.” **Matthew 19:4-6**
- Wives submit to your own husbands, as to the Lord. **23** For the husband is the head of the wife even as Christ is the head of the church, his body, and is himself its Savior. **24** Now as the church submits to Christ, so also wives should submit in everything to their husbands. **25** Husbands, love your wives, as Christ loved the church and gave himself up for her, **26** that he might sanctify her, having cleansed her by the washing of water with the word, **27** so that he might present the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. **28** In the same way husbands should love their wives as their own bodies. He who loves his wife loves himself. **29** For no one ever hated his own flesh, but nourishes and cherishes it, just as Christ does the church, **30** because we are members of his body. **31** “Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh.” **32** This mystery is profound, and I am saying that it refers to Christ and the church. **33** However, let each one of you love his wife as himself, and let the wife see that she respects her husband. **Ephesians 5:22-33**
- Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, **10** nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God. **11** And such were some of you. But you were washed, you were

sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God. **1**

Corinthians 6:9-11

- Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. **19** Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, **20** for you were bought with a price. So, glorify God in your body. **1 Corinthians 6:18-20**
- Understanding this, that the law is not laid down for the just but for the lawless and disobedient, for the ungodly and sinners, for the unholy and profane, for those who strike their fathers and mothers, for murderers, **10** the sexually immoral, men who practice homosexuality, enslavers, liars, perjurers, and whatever else is contrary to sound doctrine, **11** in accordance with the gospel of the glory of the blessed God with which I have been entrusted. **1 Timothy 1:9-11**

FACTS

While HCYH does not always employ a fulltime counselor, residents find superb advice regarding personal issues, future life decisions, and spiritual matters from House Parents, Pastors, Head of School, Administration, and Youth leaders who interact with residents during a large part of every day. HCYH is not equipped, nor staffed to accommodate residents who exhibit and/or practice homosexuality or deviant sexual or violent behavior. Failure of Parent(s) or Guardian(s) of residents to not disclose such information may constitute withdrawal from HCYH necessitating a financial penalty fee.

In addition, HCYH is neither a licensed boarding facility nor is HCA an accredited school. HCYH is designed for a child/youth whose Parents(s) or Guardian(s) recognize that their child/youth would benefit from a long-term residential placement and who desire to place their child in an environment that focuses on cultivating a lifestyle based on biblical principles.

In instances where residents have developed life controlling attitudes and behaviors, Parent(s) and Guardian(s) are encouraged not to take offense, but rather remember that their child needs help and most often that requires a change of method or training style. Parent(s) or Guardian(s) are also encouraged not to take offense when they do not agree with HCYH styles or methods of raising children. HCYH is not a quick fix, a temporary solution, nor a refuge from the “real world”. Often Parent(s) or Guardian(s) want their children out of trouble yet are unconcerned as to whether their child lives a holy and righteous lifestyle.

Once residential placement is made for a resident, the resident is to remain in placement until HCA graduation. Parent’s or Guardian’s failure to fulfill this commitment may result in withdrawal and incur financial penalty fee.

Personal belongings left behind by the resident will automatically and immediately be given for donation. There will be nothing either stored or mailed.

Graduates are encouraged to continue their education by attending Heartland Christian College (hereinafter referred to as HCC). Students may apply by contacting the HCC Registrar for an application.

All homes may be secured by alarm systems.

Residents will be living in a home led by House Parent(s) who are living a biblical lifestyle on a daily basis and is a strong example and mentor. House Parent(s) will be encouraging your child in daily Bible reading, prayer, and Christ-like conduct.

HCHYH's desire is that residents participate in outreach activities. These activities may be in-state or out-of-state and present an opportunity to develop practical acts of service.

Generally speaking, there is no minimum age for placement, with the maximum age for placement of residents at 15 years and 6 months. Enrollment for older residents may be considered, based on the student's personal commitment to purpose, mission, philosophy and desire for a biblical lifestyle.

HCHYH is not equipped nor staffed to accommodate the mentally or physically disabled, nor is it able to provide care for those who have significant medical issues.

STANDARDS

3.1 APPEARANCE

Outward appearance often reflects an inner attitude. If a resident's appearance causes a resident to display a negative attitude, the resident may be asked to make alterations.

While attending HCHYH residents are not allowed to add body piercings, tattoo, or make other body markings.

3.1.1 CORRECTIVE VISION

- Must be worn as prescribed.
- Appearance changing vision wear (specialty glasses or contacts) is not allowed.
- Sunglasses are not to be worn indoors.

3.1.2 HAIR FOR BOYS AND GIRLS

- Hair is to be clean and well-groomed.
- No attention seeking haircuts or styles; traditional styles and cuts that may be easily maintained only.
- Hair coloring (permanent, temporary, or highlighted) is not permitted.
- HCYH residents may have a regular trim approved by House Parents; any dramatic alteration must have House Parent(s) and Parent(s) or Guardian(s) approval and comply with HCA guidelines.

3.1.3 HAIR FOR BOYS

- Face is to be clean shaven.
- Sideburns may be the length of the middle ear.
- Hair is to be above eyebrows, above top of ears, and off collar.
- Military cuts may be ½ - 1 inch in length.

3.1.4 HAIR FOR GIRLS

- Style may include lightly twisted hair rows, only secured with bobby pins or black rubber bands.
- Corn rows are acceptable for African/African American students.
- No bandanas; however, hair bands may be worn.
- Residents may not style one another's hair unless approved by the House Parent.
- Residents under the age of 15 may not pluck their eyebrows without House Parent's and Parent's or Guardian's permission.
- Residents are not to pluck the eyebrows of another person.
- Having gained approval by House Parents, residents may have their hair trimmed in a common area.

3.1.5 JEWELRY FOR BOYS

- One approved single strand necklace (worn under shirt at school).
- One approved ring worn on ring finger.
- Approved watch with no accessories.
- One approved bracelet.

3.1.6 JEWELRY FOR GIRLS

- One approved single strand necklace (worn under shirt at school).

- One approved ring worn on ring finger.
- Approved watch with no accessories.
- One set of post earrings or hoops no larger than a quarter and dangles no longer than 2", worn on bottom of each ear lobe.

3.1.7 MAKE-UP FOR BOYS

- Male residents are not allowed to wear make-up.

3.1.8 MAKE-UP FOR GIRLS

- Make-up needs to be worn with decency and propriety and applied prior to school. No products may be brought into HCA.
- Residents must be 16 years old to wear make-up.
- Residents are required to use retractable/mechanical pencils for eyeliner.
- No make-up sharpeners are allowed.
- Residents under the age of 16 years may wear colorless lip balm or chap-stick but no gloss.
- No mirrors or the like are to be brought into HCA.
- Nail polish allowed in standard pastel tones or as approved by House Parents. No gel, acrylic, or press on nails allowed.
- Female residents may wear foundation, powder, blush, eye shadow (no glitter, although moderate shimmer may be appropriate): Brown eye liner/mascara (skin tone considerations may be made for black eyeliner/mascara), and neutral colored lip gloss (appropriate to skin tone are allowed), no fake eyelashes are allowed.

3.2 CLOTHING

- House Parents will make the final decision regarding any item of clothing.
- Winter outerwear (coats, jackets, hats, etc.) may not be worn inside of buildings.
- Resident's clothing must be size appropriate.
- While at HCA all students are required to abide by the dress code.
- HCA Clothing Guidelines are provided in the HCA manual.

3.2.1 HCYH CLOTHING FOR BOYS AND GIRLS

- Clothing must be appropriately sized (not too large or small).
- Clothing must be gender appropriate, modest, and worn with decency and propriety at all times.
- Borrowing, donating, selling, trading clothes or personal belongings is not permitted.

- Residents and their Parent(s) or Guardian(s) are encouraged to refrain from buying an unwarranted amount of name brand clothing or clothing which portrays an attitude or extreme vanity.
- No clothing allowed that portrays the dirty look, or are bleach spotted or streaked, ripped or frayed, have attention-grabbing types of pictures or statements, excessive logos or symbol appearance (with the exception of the Heartland associated tee shirt).
- Clothing that creates a change in attitude will be confiscated.
- No clothing will be worn inside out.
- No sleeveless shirts allowed.
- Resident is not to leave his/her bedroom inappropriately clothed.
- Resident is to wear a robe or cover up while in hallways.
- Resident is to wear slippers, house shoes, or flip flops outside of bedroom yet within residence.
- Resident is to wear sweat suit or other appropriate clothing for lounging outside of bedroom yet within residence.
- Outdoor garments (i.e. coats, not jacket or hoodies) should be worn for weather 40 degrees or less.

3.2.2 HCYH CLOTHING FOR BOYS

- Undershirts are required when wearing white.
- Boys boxer/boxer briefs must have appropriate designs on them and made of cotton material.
- Shorts (dress, casual or sport) must be mid-knee length.
- Belt should be plain black/brown leather and worn as needed.
- Sandals or flip flops are not worn outside of residence except as directed by House Parents for a special summer activity.
- Shoes made with eyelets require tied laces when worn.
- Back pockets should have no decorative stitching.
- No skin or undergarments are to be seen when arms are raised, or student is bent over.

3.3.3 HCYH CLOTHING FOR GIRLS

- No skin or undergarments are to be seen when arms are raised, or student is bent over.
- Tops and blouses are not to be below the collarbone. An undergarment can be added to make up the difference for modesty.
- No belly shirts allowed—not even with an undergarment.
- Camisoles and/or undergarments are to be worn tucked-in.
- A camisole (no boy undershirts as substitute) and a slip should be worn when needed and should always be worn with white garments.
- Undergarments are to be made of cotton or nylon material.

- Briefs or bikinis (no boxers) and bras (no demi cups), camisoles and half-slips will be white, beige, black, brown, grey, or soft solid pastel in color. No sports bras are allowed unless worn to sporting activities or to sleep in.
- Dark undergarments are not to be worn under light colored clothing.
- Skirt and dress minimum length is mid-knee (when kneeling on the floor the hem touches).
- Slits may be sewn completely shut (no tacking a single spot at the edge of the hem).
- Jeans, shorts, capris or dress slacks are to fit with relaxed ease in appearance and have at least 4 measurable inches of zipper (i.e. not including the zipper tape). Those students 5'3" in height and under may wear a 3 ½" zipper. All pants must sit at the natural waistline.
- Back pockets should have no decorative stitching.
- Zipper tape must be the same color as the garment.
- No front or back swoop waist on jeans.
- Shorts must be mid-knee length.
- Shoes (sport, casual or dress) may have no more than a two-inch heel (measured with the sole and the heel).

3.3 YOUTH HOME RESIDENT LIVING

Rooms are to be presentable as tour ready (i.e., neat and tidy) when leaving for an activity and Reasonably tidy at all other times. Everything has a place and should be kept in its place unless in use.

Within the residences, outside of common area, no one other than the residents and House Parents are allowed.

To maintain a home-like environment with a theme of uniformity in furniture and décor, resident may not bring any furniture or decoration without the approval of the House Parents. This includes, but is not limited to, chairs, tables, lamps, fans or bookcases. Nothing is to be hung on the walls or furniture of bedrooms without the House Parent approval.

Bedroom space and storage is limited. To maintain consistency among students, only essential items for personal needs and comfort are allowed. These limits are established as needed.

Family (i.e., father, mother, brother, sister, and grandparent or guardian) pictures may be displayed on a dresser or shelving.

Parent(s) or Guardian(s) will have to identify persons in photos prior to House Parents review.

Alarm clock is required but cannot contain a radio or charging port.

3.3.1 BATHROOM

- Residents are to use only the bathroom assigned to them.
- Personal belongings are to be stored in the appropriate space in the bathroom and/or taken back and forth from bedroom as needed.
- Anything not appropriately put away may be confiscated or thrown away if the problem is habitual.
- No sharing razors.
- No sharing bathroom or shower stalls.
- Residents 12 and older must use deodorant (boys and girls).

3.3.1.1 GIRLS

- May not use tampons (exception: sporting events or swimming).
- May not use products made for men.
- May not use hair removal products (e.g., Nair, Vete, wax, etc.).
- May not use products with a blade (e.g., floss).
- May use a disposal razor (must be stored with House Parents) or electric razor.

3.3.1.2 BOYS

- May use disposal razor or one with replaceable blades to shave face (must be stored with House Parents).
- An electric razor may be used to shave face.
- May not use hair removal products.

3.3.2 BEDROOM

- No residents should be in any bedroom that is not their own, anywhere, anytime.
- Likewise, no one other than House Parents are to be in a resident's assigned bedroom.
- Bedroom doors will be open.
- Beds require a protective mattress cover, fitted sheet, flat sheet, and a pillow with pillowcase.
- Blankets are to be made up under the comforter or neatly folded at the bottom of bed. The resident must always sleep between the fitted and flat sheet and must always wear appropriate pajamas that cover the body decently and modestly. Mattresses damaged by not complying will be resident's responsibility to replace.
- Bed is neatly made except when being slept in.
- Beds are not to be sat on by anyone other than assigned resident.
- Dresser drawers have a weight limit and are intended for clothing storage only (no over stuffing).

- Clothes (including coats) are always to be hung up or neatly folded in dresser drawers or placed on shelves.
- Seasonal clothing can be stored in one container no larger than 18” H x 36” L x 24” W.
- Total of 6 pair of shoes (sport, casual, or dress) may be stored neatly in closet or under bed.

3.3.2.1 BEDTIME (LIGHTS OUT)

- Bed times or lights out are determined by House Parents.
- All preparation for bedtime (i.e., changing, brushing teeth, washing face, filling water bottle, and night medication of OTC or prescription) is to be completed by times determined by House Parents.
- All preparation for the next day, (i.e., night laundry, ironing, signatures, fees, setting of alarm clock, personal issues) need to be addressed before the designated bedtime.
- Residents who return from an activity after lights out have 15 minutes to prepare for the next day, to prepare for sleep, and get in bed.
- Lack of appropriate planning for the next day’s activities will not become a crisis.

3.3.3 CHORES – DAILY

The chore list is posted for daily requirements of disinfecting, dusting, emptying trash, mopping, vacuuming, and so forth.

3.3.4 CHORES – WEEKLY

A deep cleaning chores list is posted for disinfecting, dusting, emptying trash, mopping, vacuuming and so forth.

3.3.5 FOOD

- All meals will be consumed in the dining areas.
- Individualized meals will not be provided.
- Food and drink are not allowed in the bedrooms, with the exception of a covered water bottle, which will be left to the discretion of the House Parents.
- There is a space designated for personal snacks, which will be distributed at the discretion of the House Parents.
- Residents are expected to pray (give thanks) prior to meals.

3.3.6 HYGIENE

- Daily personal hygiene (e.g., dental care, showering, hair care and deodorant use) is required.
- No sharing of hygiene products.

- Showers are thorough and limited to 10 minutes or less.

3.3.7 LAUNDRY

- HCYH is not responsible for lost, borrowed or ruined clothing.
- Schedules will be set by House Parents.

3.3.8 MAIL

Parent(s) or Guardian(s) are expected to provide a list of approved persons who may correspond with the student. This list must include the full address of each person, including relationship to the student. Without this information, mail will not be sent or received. Any person upon this list who is found to be unsupportive of the goals set within this manual will not be allowed to correspond.

- No contact for the first 30 days.
- Address envelopes residents: At the House residence's address.
- Parent(s) or Guardian(s) are to provide postage for all mailings.
- Mail which the resident seals prior to mailing will not be mailed.
- Residents are not to give mail to anyone other than House Parents. Consequences will be administered for failure to comply.
- It is not good for students to dwell on past relationships, places and circumstances that brought about wrong choices in their lives. Communication with old friends by mail is highly discouraged and may be entirely prohibited. In addition, any communication between past and current residents is also prohibited. Exceptions may be made by the Advisory Board.

3.3.9 PERSONAL BELONGINGS

- Labeling of every garment with the resident's initials is responsibility of each student.
- Personal belongings are to be inspected by House Parents before going to the bedroom.

SPIRITUAL GROWTH

4.1 CHURCH

4.1.1 REQUIRED MEETING ATTENDANCE

Sunday	Sunday School 9:00 AM; Service 10:00 AM; Service 6:00 PM
Monday	Periodic studies throughout the year
Tuesday	Periodic studies throughout the year
Wednesday	Life groups 7:00 PM
Thursday	Periodic studies throughout the year
Friday	Periodic studies throughout the year
Saturday	Periodic studies throughout the year

4.1.2 CHURCH GUIDELINES

- Residents are not allowed to place their coat on the chair in front of them. Coats are to be hung on the coat rack in the church foyer.
- Prior to beginning the meeting, quiet conversation with the residents on left and right of chair is allowed.
- Once the meeting begins it is expected that residents conduct will be respectful of others.
- Residents are required to bring a Bible, a pen, and paper for the purpose of active listening along with sermon and lesson note taking.
- Residents are expected to take detailed notes of the full sermon and/or lesson (except for those 12 years old and under).
- Bathroom breaks during services are not allowed unless the resident is ill.
- Bibles defaced or notes with pictures, drawings, or scribbling unrelated to sermon/lesson notes will be confiscated and thrown away. Resident will be responsible to replace damaged Bibles.
- No finger or nail chewing.
- No resident to resident physical contact (including horseplay) is allowed.
- There will be no visiting during any part of the service.
- There will be no passing notes, gum chewing, sleeping, nor any type of slouching.
- Residents are to sit appropriately.
- Residents are to remain seated unless instructed by House Parents or when following instructions of the platform leader (i.e., pastor, worship leader) to sit, stand, sing, come to altar, etc.
- Permission to pray for other residents must be obtained from the House Parents.

4.1.2.1 GIRLS

- Students must sit with their knees together, ankles or knees crossed, and eyes forward.
- No twirling of or playing with hair.

4.1.2.2 BOYS

- Students must sit with feet on the floor and eyes forward.

4.1.3 CHURCH ATTIRE

- Sunday attire must be pre-approved on Saturday afternoon or evening.
- Residents may be asked to change their clothing at the discretion of House Parents or Supervisory Staff.
- Residents may not wear sweatshirts, hooded sweatshirts, or jackets (outerwear) during any corporate church service.

4.1.3.1 GIRLS

- Sunday Services: Residents may wear a dress blouse and skirt or dress; pantyhose (not knee highs) with closed dress shoes. During Sunday evening service students may wear dress slacks.
- Wednesday Life Groups: Modest attire approved by House Parents.

4.1.3.2 BOYS

- Sunday Services: Residents may wear a collared shirt with a tie, dress slacks, dress shoes, dress socks, and a leather belt. During Sunday evening services, the student is not required to wear a tie.
- Wednesday Life Groups: Appropriate attire approved by House Parents.

4.2 DEVOTIONS

- Residents Devotions – Daily 30 minutes of systematic Bible reading and prayer.

Optional

- Students may voluntarily attend weekly youth group or prayer meetings with House Parents or approved congregants.

CONDUCT

LIFESTYLE REQUIREMENTS SHOULD BE UPHELD BY RESIDENTS AND PARENT(S)
OR GUARDIAN(S) DURING ALL VISITS WHETHER ON OR OFF PROPERTY

5.1 ACCOUNTABILITY

Residents are expected to do right. Students who do wrong, whether the wrong was their own or the knowledge of another's wrong, will be held accountable and consequences administered.

- For the resident's protection they are responsible to keep themselves accountable with appropriate supervision.
- Residents must not leave their home, activities, academy, or the church without the appropriate permission.
- Residents shall seek approval before leaving. House Parent discretion will be used when and where they are allowed to go.

5.2 ANTI-HARASSMENT

- HCYH will endeavor to maintain an environment that nourishes respect for the dignity of each individual and does not tolerate harassment.
- Harassment can take many forms. It may be defined as, but is not limited to, verbal or written words, signs, or gestures, offensive jokes, inappropriate language, yelling, cursing, swearing or vulgar verbiage, cartoons, pictures, posters, email jokes or statements, provocation, pranks, intimidation; physical assaults, contact or violence; sexually suggestive body, verbal language or conversation. It is the systematic and/or continued and unwanted, annoying actions of one party or a group, including threats and demands (and serves no legitimate purpose).

5.3 BOUNDARIES

- Residents should be in appropriate areas at appropriate times (whether at the academy, extracurricular activities, or homes).
- Dating and/or the development of relationships for the purpose of romantic or sexual contact is prohibited.
- Placement at HCYH and/or attendance at HCA are for the purposes of obtaining an education and developing a relationship with Jesus Christ and with His Church.

5.4 MANNERS

- Conversations should be healthy, productive, appropriate and encouraging.
- Residents should always behave with appropriate manners.
- Residents are encouraged to help one another through work and action.
- Do not even jokingly put down (disrespect) others.
- There should be no discussing of past relationships, places and circumstances that brought about wrong choices.
- When greeting others, every person has a name, use it without substitution.
 - All adults should be addressed by their last name and use of appropriate formality.
 - Mr. is a title of respect prefixed to a man's name or position (e.g., Mr. Jones).
 - Mrs. is a title of respect prefixed to the name of a married woman.
 - Ms. is a title of respect prefixed to a woman's name or position: unlike Miss or Mrs., it does not depend upon or indicate her marital status.
 - Miss is a young girl or young woman.
- When spoken to by an adult
 - Resident is to respond with the gender appropriate "yes Ma'am" (or sir).
 - Listen attentively, make/hold eye contact and approach the adult if necessary, during conversation.
 - Make an appropriate response in conclusion of conversation.
- Respect others during quiet time, which is a time when the resident should not be heard outside of their rooms, from the hallway. During quiet time, permission to leave the room must be requested and granted before entering the hallway.
- Residents are to respect authority, elders, peers, and family.
 - No one is entitled to disrespect anyone or their property.
 - Disrespect means disregard or rudeness toward someone.
 - Disrespect takes many forms, from a cruel comment about someone's appearance to an act of physical aggression.

HCYH disrespect definition: Any mean word (including "shut up"), look (including rolling eyes) sign or gesture, or act that threatens a person's body, feelings, or property. This includes the use of "whatever" or any other word that conveys what is believed to be the stupidity of others.

- Any vocabulary deemed inappropriate by House Parents or authority will not be permitted.
- When sitting, residents should sit straight up with upper back and buttocks firmly against the chair. Draw abdomen inward and have both feet flat on the floor with knees bent. Keep shoulders back, but relaxed.
- When walking residents should
 - Stand up straight.
 - Eyes forward, not looking down, rather 20 feet ahead.
 - Chin up (parallel to the ground).
 - Shoulders slightly back yet relaxed.
 - Hands should be loose (not in pockets or sleeves), not clenched.
 - Feet should not slap, stomp or drag.

- While indoors residents should walk, not run
- No slamming doors
- While walking along the road, residents are to be in an orderly fashion on appropriate side (i.e., in pairs, walking toward traffic).

5.4.1 MISCELLANEOUS

- Activities, clothing or symbols that display any type of occult, witchcraft, or astrology are not allowed.
- Alcohol consumption, drug or mood-altering substances, tobacco products, or the causing of oneself or another to purposefully pass out, is not allowed. Residents cannot consume energy or high simulant drinks.
- Cameras (of any type), compasses, hangers or nail files that are metal, scissors with a point, and liquid white out, are not allowed and will be stored by House Parents.

Physical contact

- Physical contact is not allowed: No fighting, wrestling (including horseplay), provoking; no sexual activity, touching, kissing, or hugging with either sex will be tolerated.
- Keep hands to self.

CONFLICT

When a conflict arises, residents are required to report the situation to a House Parent so that they can help resolve the issues and train the resident.

Residents are required to refrain from entering into a conflict that is not their own. Entering a conflict, when not being part of the problem or the solution causes the residents to be in the wrong.

Conflicts with others are to be handles according to biblical principles:

For unintentional or intentional offenses with others, residents should speak to the person who is directly involved and should act with the correct motive and right spirit. If the issue is not resolved, the resident should then take the offense to an authority figure. Authority figures within the Home will be the House Parent(s). While at the academy, speaking to a Teacher or Head of School/Assistant Head of School would be appropriate. Authority while at work is a Supervisor or Manager. Submit all final decisions to your authority as the one in charge and thereby accountable to God. Trust in their guidance and direction.

DISCIPLINE

7.1 DISCIPLINE PHILOSOPHY STATEMENT:

It is Heartland's Mission and calling to help train children to develop a personal relationship with Jesus Christ, and to be productive and respectful members of society. It is our intention to help develop a behavior pattern that is wholly acceptable and consistent with Christian character. With this in mind, consistency in the ability to administer corporal discipline to any resident as necessary is essential. Every Parent(s) or Guardian(s) whose child is enrolled in HCYH must agree that training, correction, and discipline be carried out as deemed necessary by House Parents or appropriate authorities.

HCYH's philosophy is that discipline is loving correction for the purpose of training with the goal of restoration. One resident may not always receive the exact consequence of another resident; each resident is treated as an individual and is disciplined according to what is in their best interest. Although best efforts will be given to contact Parent(s) or Guardians(s) by e-mail or telephone regarding the situation, residents will generally receive corporal discipline without prior notification. Our primary goal is to train hearts and to build character, not merely to discipline a behavior.

While not limited to the following reasons to administer discipline, HCYH may administer discipline for a willful violation of any standard, or conduct which materially and substantially disrupts the rights of others to a safe and productive environment, conduct that endangers the child or other children, or the destruction of property.

7.2 THE PURPOSE OF DISCIPLINE IS:

- To train hearts and build character.
- To nurture proper attitudes and behaviors.
- To bring understanding that there are consequences to negative behavior.
- To instill respect for authority, others and self.
- To enable the student to develop a love for what is right and a healthy response to discipline.
- To allow students to enjoy the benefits of a life filled with peace, joy and happiness.

Corporal discipline may occur for the following types of rebellious behavior:

- Defiance of authority
- Disrespect to authority
- Disruptive behavior
- Harmful physical contact to self or others (includes fighting)
- Encouraging others to do wrong
- Habitual violation of rules (accompanied with negative attitudes or behavior)
- Profanity or vulgarity – verbal, non –verbal, or written
- Sexual contact with other students

- Negligence that causes property damage or harm to others
- Lying or stealing
- May be administered for other instances of rebellion

7.3 APPLICATION OF CORPORAL DISCIPLINE:

Corporal Discipline, also known as swatting, consists of physical discipline with a wooden paddle used on the clothed buttocks.

Swats are used as a means of discipline when the disobedience is habitual, for defiance, or rebellion has occurred.

- Generally speaking, House Parents will be the one administering corporal discipline.
- The resident will be informed as to what he or she did wrong and informed as to the correct or desired behavior.
- Ten swats to the bottom (total) may be administered per day. Occasionally, some instances will require further discipline and the maximum may be amended on a case by case basis.
- All corporal discipline will be witnessed by a House Parent who is not the person administering the discipline. A person of the same sex as the student receiving swats will either be the witness or administer the swats.
- After each incident of corporal discipline, an HCYH Incident Report will be completed. The front of the form is completed by the House Parent(s) within the first 24 hours and the backside is completed by Ombudsperson if involved within 48 hours.
- The Ombudsperson for 12 years and younger is mandatory, for 13 and older the Ombudsperson is available but optional for the resident.
- Within 24 hours of the administration of swats, HCYH will attempt to contact the Parent(s) or Guardian(s) by email or telephone.

HCYH Residents – Generally speaking, corporal discipline will be administered when the student is ready to accept the consequences of his or her behavior. If the student physically resists corporal discipline, he or she may be restrained for the safety of all involved. After a reasonable time of restraint, with an opportunity to submit to the discipline without restraint, (three attempts to counsel prior to administration of discipline), the corporal discipline will be administered regardless of the resident's cooperation. Within 24 hours of discipline, the student will complete an Ombudsperson form. Should the student request a personal interview with the Ombudsperson, the interview will take place within the next 24 hours. Interview must be completed within 48 hours after the discipline was administered.

Heartland Christian Academy consequences include, but not limited to:

- Loss of traditional academic options
- Loss of classroom privileges
- Loss of library privileges
- Loss of extracurricular activities

- Restricted communications during lunch
- Various custodial assignments
- Written assignments

Residential consequences may include, but are not limited to:

- Extra work duties or servanthood activities
- Loss of ability to fellowship with peers or others
- Loss of ability to use personal possessions
- Loss of visiting privileges and/or phone privileges (with the exception of students 12 years old and younger).
- Multiple showers (relating to hygiene issues)
- No snacks, desserts, or treats (this includes, but is not limited to, gum and mints)
- Rote practice of social graces (i.e. sitting quietly, good posture, respectful responses, etc.)
- Talk out, which includes no written, verbal, or physical (gesturing) communication to oneself or others, including staff.
- Extra reading and/or writing assignments.

NOTE: To conduct oneself in a manner that merits loss of privileges is the resident's own choice

For Intake procedures please refer to Appendix 1

FINANCES

Please refer to Appendix 2 "Parent(s) or Guardian(s) Finances"

8.1 HCYH RESIDENT'S PERSONAL MONEY:

- When sending spending money, money orders are necessary. Please make it payable to the resident.
- No checks or Debit/ATM cards will be accepted.
- Do not give the money order to residents; please give it to the House Parent.
- During visits, any cash and/or gift cards should be given to House parents for safekeeping. There is a secured area for holding cash.
- Residents are allowed to keep \$10.00 spending money. To obtain additional money residents must show receipt and will be given additional funds to make \$10.00 allowance.
- Residents may request funds to shop for special items but must return receipts and change to House Parents upon return.
- There is to be no borrowing or loaning of personal cash from resident to resident.
- HCYH will not be responsible for any cash that is lost while in the resident's possession.

Please refer to Appendix 3 "Jobs" for information on resident's earned income

MEDICAL NEEDS: PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

- HCYH is unable, at this time, to admit those who have major medical issues, as this would require an alteration of HCYH's overall design.
- Parent(s) or Guardian(s) are required to pay for all medical needs.
- For residents, a physical examination must be completed within 30 days prior to placement. This should include, but is not limited to a general drug screening, a pregnancy test, and testing for all sexually transmitted diseases.
- Parent(s) or Guardian(s) of residents supply the HCYH Office Administration with a list of medical and dental offices within a 50-mile radius of Heartland – offices that will also accept the insurance policy of the Parent(s) or Guardian(s). HCYH Office Administration will schedule the appointment. However, if there is no facility within a 50-mile radius, which will recognize a specific insurance company, the doctor of HCYH Administration Office choices will bill the Parent(s) or Guardian(s). Chiropractic or OMM care will not be administered.
- Parent(s) or Guardian(s) of residents, when scheduling routine check-ups (i.e. dental exams, eye exams, physicals, chiropractic or OMM appointments, etc.), are to make appointments during a time when the resident will be home for a visit. HCYH Administration may extend a visit to enable Parent(s) or Guardian(s) to schedule these appointments as they see necessary. However, verification of exams will be required upon return.
- Residents returning from all visits, on or off property, may be tested for drugs or pregnancy at the cost of the Parent(s) or Guardian(s).
- Random drug and nicotine testing will be given at the discretion of House Parents and HCYH Administration and will be given at the cost of the Parent(s) or Guardian(s).
- HCYH does not allow any type of behavior modification drug. Residents who are accepted should be removed from these drugs for at least a full thirty days prior to placement/enrollment.
- House Parents will administer medication (prescription or over the counter).

RECREATION

Use of the following devices is limited to HCYH equipment only.

- Screen Policy:
 - Cell phone – House Parents' cell phone is used only as necessary (e.g., emergency phone call).
 - Computer – Under House Parent supervision for educational or approved purposes.

- Console game system – House Parents supervised, time limited, and games limited to E (everyone) rated and approved by House Parents.
- Television use is limited. All programs (DVD and including Christian Praise & Worship), will be preapproved by, and supervised by a House Parent.
- Downloadable – music devices, media devise, handheld electronic games, MP3 players, iPods, PDA's and other electronic storage devices are not allowed.
- Music is limited to the category of Christian Praise and Worship pre-approved by House Parents.
- House Parents must approve all board games, Christian books (no Christian romance novels), periodicals, puzzles, and crossword puzzles.
- Entertainment may consist of events that honor God and are in line with Biblical principles.

SAFETY / SECURITY / TRANSPORTATION

- The safety of every resident and House Parent is of paramount importance.
- HCYH Administration and House Parents may conduct various safety drills (i.e. fire, tornado). Residents are to become familiar with appropriate exit ways, evacuation routes, and reassembly locations.
- Several security cameras are located throughout the residence. Placement of the cameras is at the discretion of the HCYH Administration. These cameras run 24 hours a day, seven days a week.
- No residents shall change, remove, or alter in any fashion the location or operations of any of these cameras.

Transportation usage

- Transportation to and from school, church, and other activities will be provided by HCYH staff at times that are appropriate for the activity.
- Residents are expected to wear a seat belt as dictated by law.
- Residents are not to ride ATVs, UTVs, the open bed of a pickup, etc.
- Heartland speed limit is 20 miles per hour.
- Every person must comply with state and local driving regulations.

VISITATION (RESIDENTS)

HCYH LIFESTYLE REQUIREMENTS SHOULD BE UPHOLD BY RESIDENTS AND PARENT(S) OR GUARDIAN(S) DURING ALL VISITS.

In order to preserve consistency in the safe keeping of each resident, and to maintain a healthy and productive visit, Parent(s) and Guardian(s) agreement with HCYH goals is essential. Regardless of child's residence, every Parent(s) and Guardian(s) must sign a release form before every visit. This form will provide general guidelines to help maintain consistency. Violation of general guidelines may result in cancellation of any visit, on or off property, until maturity to handle the visit has been re-established.

Please see Appendix 4 "Visitation Form"

One reason that residents do well at HCYH is that the environment does not encourage temptations that the resident may experience at home or elsewhere. HCYH will not agree to a home visit if the resident does not display the maturity to apply what they have learned regarding responsibility, accountability, and a biblical lifestyle.

Issues generally occur when too much unaccountable freedom is given. Residents may be restricted from visits due to their behavior, grades, etc.

Parent(s)' or Guardian(s)' support is essential in helping to develop healthy relationships and establishing that there are consequences for wrong behavior. Please do not be inclined to blame HCYH for your child losing their privileges. HCYH Administration and House Parents are willing to work with Parent(s) or Guardian(s) wherein residents have lost their visit; a pre-approved Heartland location for visit may be considered.

Should HCYH staff receive reports of residents exhibiting the following types of behavior during visits, it is unlikely that at future off-property visit will be allowed. Although a pre-approved location for visit may be approved to help develop healthy Parent(s) or Guardian(s)/child relationship: manipulation, lack of honor and respect due others, student expecting Parent(s) or Guardian(s) to be their servants (i.e., in purchasing items, taking student places, performing to resident's expectations of how Parent(s) or Guardian(s) should behave).

Visits, regardless of on or off-property are for the development of family relationships. Initial visits are restricted to immediate family (Parent(s) or Guardian(s) and siblings). Heartland community friends may be pre-approved for later visits if Parent(s) or Guardian(s) consider their influence on a student to be beneficial. HCYH does not want to risk bringing in worldly attitudes, behavior or contraband. Therefore, if the visitor, family or friend, does not agree with HCYH goals, it is better that they do not visit at all.

Visits are not to be "social" times with other HCYH residents (past or present) by phone, computer, or in person.

All visits are to be prearranged by resident and House Parents. All visits are evaluated and approved or disapproved according to attitude, behavior and maturity development.

Any violation of the visitation policy, as herein stated may result in discipline. Continued violation may result in the termination of the agreement and the penalty fee being applied to the Parent(s) or Guardian(s)

Once a resident has passed the 30-day mark they may have visits every other weekend, but no home visits are allowed until completion of the first year. Their visits during the first year may be one weekend in the local area and the other weekend here on property. Following the one-year mark, a student may have a two week visit 2-3 times a year depending on the school calendar.

TELEPHONE PRIVILEGES

- Residents are not allowed a personal cell phone.
- All calls are supervised.
- If deemed necessary by a House Parent, calls may be put on speaker phone to ensure compliance with HCYH goals.
- All telephone conversations between the resident and the Parent(s) or Guardian(s) or the resident and any other individual may be recorded.
- No phone privileges during the initial month (Example: An intake date of March 6th would indicate that the first phone call would happen on April 6th.)
- Resident phone call or video calls are limited to 15-20 minutes.
- Calls are to be completed by 8:00 PM.
- A regular phone day and time will be assigned to the student
- Phone calls are a privilege, not a right.
- Residents are to address their Parent(s) or Guardian(s) with honor and respect and without manipulation, complaining, or arguing.
- Phone calls are to be between the resident and Parent(s) or Guardian(s) only.
- Residents calling the home and talking to persons in the home – regardless of being a relative or not – without the Parent(s) or Guardian(s) present during the conversation, may cause the call to end and may possibly forfeit future calling privileges.
- If Parent is divorced, calls will be split between the two parents on a monthly basis. If a Parent desires to forfeit their call to a grandparent, that Parent needs to notify the House Parents.
- Incoming calls are not permitted to residents.
- Using any phone without the prior permission of House Parents will result in consequences.

It is not good for residents to dwell on past relationships, places and circumstances that brought about wrong choices in the life of the resident. Communication with past or current HCYH students is prohibited.

GENERAL UNDERSTANDING

HCYH expects Parents(s) or Guardian(s) to share the same convictions and to honor the policies outlined in this handbook. Failure to do so is a breach of the agreement.

CONTINUED LACK OF SUPPORT MAY RESULT IN WITHDRAWAL OF THE RESIDENT FROM HCYH AND THE PENALTY FEE BEING APPLIED.

HCYH is not the right decision for your child if:

- Parent(s) or Guardian(s) don't share similar morals and convictions as HCYH goals
- Parent(s) or Guardian(s) cannot make a commitment to allow the child to stay until graduation, regardless of the reason (i.e. change in residence, financial trouble in regard to visits, clothing, medical costs, student activities, graduation expenses, monthly contributions, personal care, etc.)
- Parent(s) or Guardian(s) cannot process the continued sense of loss or guilt in regard to an out of home placement (missing the child).
- Parent(s) or Guardian(s) cannot support a different style and method of training and discipline.
- Parent(s) or Guardian(s) desire the child to be out of trouble but are not really interested in them changing through a relationship with Christ.

Due to the nature of our goal in caring for children & youth, HCYH personnel expend a great deal of physical, mental, and spiritual energy, as well as time and resources. Parent(s) or Guardian(s) are familiar with the burden that is associated with the maintenance required of one life that is out of control. Therefore, House Parents occasionally may be rotated for a time of sabbatical. This in no way is believed to compromise the success of our goal. Only people of proven character and integrity are chosen as HCYH House Parents.

HEARTLAND CHRISTIAN ACADEMY

HCYH residents will be enrolled at Heartland Christian Academy (HCA), where they will receive their primary and secondary education. In order for HCA to provide a quality education they have developed their own handbook and requirements. HCYH residents will follow HCA's handbook and requirements as part of their residency at HCYH. Failure to follow HCA rules, guidelines and academic expectations may result in the withdrawal of the resident from HCYH and the penalty fee being applied.

CONTACT INFORMATION

Heartland Children & Youth Home
A facility of CNS International Ministries, Inc.
6417 Shelby 150, Suite A
Bethel, MO 63434
660-284-6212
Jacob Leckich – jacob.leckich@hlcommunity.org

GLOSSARY OF TERMS

Advisory Board – Team selected to guide, direct and provide oversight for HCYH in the care of children and youth.

CNSIMI – CNS International Ministries, Incorporated. The not-for-profit corporation that includes: Heartland Children & Youth Home, Heartland Christian Academy, Heartland Men’s Recovery Program and Heartland Women’s Recovery Program.

HCYH – Heartland Children & Youth Home.

HCA – Heartland Christian Academy is a private school for academic instruction and training.

Learning Center – six weeks through three years old.

Elementary – pre-K (K4) through 5th grade.

Middle School – 6th grade through 8th grade.

High School – 9th grade through 12th grade.

HCChurch – Heartland Community Church.

HCC – Heartland Christian College.

House Parents – Experienced and loving parents providing a structured home environment to help raise boys or girls in the HCYH program.

Intake – The executing of documents necessary for the custody and care of residents upon initial arrival.

M.O.R.S - Heartland Children & Youth Home Manual of Resident Standards, a handbook for the parent(s) and their child.

Promissory Note – A written promise to pay a specified sum of money to a designated person or to his or her order, or to the bearer of the note, at a fixed time or on demand. A note signed by Parent(s) or Guardian(s) promising to pay a designated sum upon student’s removal, if prior to graduation.

Rebellion – A willful action or non-action contrary to established HCYH goals.

Residents – Boys and girls whose parents have voluntarily committed them to Heartland Children & Youth Home to develop a transformational relationship with Jesus Christ and develop life skills to become a contributing member of society.

HMRP – Heartland Men’s Recovery Program.

HWRP – Heartland Women’s Recovery Program.

Termination of Agreement – Termination of terms of Voluntary Placement Agreement by Parent(s) or Guardian(s) or HCYH Administration.

Voluntary Child Placement Agreement – A written contract made between two parties who join for common purposes. In this instance they are Parent(s) or Guardian(s) and HCYH Administration for the purposes of care, custody and education of a HCYH resident.

APPENDIX 1

Intake Procedures

The following must be completed prior to the intake appointment:

NOTE: Any document needing signature notarization should not be signed until the intake appointment.

Intake paperwork:

- Temporary Delegation of Parent(s) or Guardian(s) Powers by Power of Attorney (notarized)
- Voluntary Child Placement Agreement (notarized)
- Parent(s) or Guardian(s) Agreement (notarized)
- Power of Attorney to make Health Care Decisions (notarized)
- Release of Confidential information (regarding psychological evaluations)
- Child Behavior Checklist
- Parent(s) or Guardian(s) approved contact list of names, addresses and relationship to student
- Authorization to Release (regarding school transcripts)
- HCA Application (HCA admission is separate from HYCH)
- Promissory Note
- Pre-test given on the day of Pre-Placement Interview

Additional items to bring for appointment and placement:

- Copy of custody papers including any visitation schedule (application process)
- School transcripts – include any L.D., B.D. A.D.D., training and up-to-date immunizations record (application process)
- Any evaluations concerning the attitude and behavior of the student (application process)
- Recent photo (application process)
- Intake physical & lab results (at the cost of Parent(s) or Guardian(s) (application process)
- Parents(s) or Guardian(s) identification (appointment)
- Health insurance card (appointment)
- Copy of the student's birth certificate and social security card (appointment)

Additional items for placement:

HCA uniform	School Supplies	Stamps	NKJV Bible
\$50 for Incidentals	Student Identification	Hygiene Needs	Coat Hangers (24)
Alarm clock	Head lice check	Pre-Test HCA	Bedding

Please do not bring excessive amounts of name brand clothing.

Upon arrival – and when returning from visits - all persons, all luggage, all clothing, and all possessions will be inspected by House Parents.

APPENDIX 2

Finances

Parent(s) or Guardian(s) of Residents:

Parent(s) or Guardian(s) bear the expenses of children living in their home. Consequently, while the student resides at HCYH, it is expected that the Parent(s) or Guardian(s) make a monthly contribution to their child's education, residence, food, etc.

As of July 1, 2008, HCYH requires a copy of custodial Parent(s) or Guardian(s)'s W-2 or 1099 to accompany the Application for Placement. HCYH requires a 1 to 3% assessment annually from the prior years, total or combined, take home earnings and a Promissory Note for said amount to be allocated to CNS International Ministries, Inc. for the care provided to the resident. HCYH reoccurring payments can be set up through **tiny.one/HCYHpayments**.

An additional Promissory Note is required to accompany the Voluntary Child Placement. The Parent(s) or Guardian(s) agree and understand that the HCYH Residential Program is designed for a child whose Parent(s) or Guardian(s) recognize that their child would benefit from a long-term residential placement. It is also understood that Parent(s) or Guardian(s) who desires to place their child in an environment that focuses on cultivating a lifestyle based on biblical principles. Therefore, on the day of placement, a formula is used to determine the amount of the Promissory Note. This formula begins with the intake date and the child's current status in school and is multiplied by \$800 for each month (or any portion of a month) to the estimated date of 12th grade graduation.

This Promissory Note will be executed as security that, should Parent(s) or Guardian(s) decide to withdraw their child early, they will follow the Agreement. A corrected Promissory Note based on actual time at HCYH, with amortization schedule will be completed. The dollar amount accrued to the care of the child will be subtracted from the total due.

Please make monthly checks payable to CNS International Ministries, Inc. List the name of the resident in the memo line. Please mail them to the following address: Bookkeeping, 6417 Shelby 150, Suite A, Bethel, MO 63434. Or, if preferred, Electronic Funds Transfer can be set-up in Bookkeeping.

In addition, Parent(s) or Guardian(s) are also expected to maintain all health care expenses, school supplies, toiletry items, clothing, etc.

APPENDIX 3

Jobs

Jobs are a privilege and are not guaranteed.

House Parents will evaluate when it is appropriate, considering age, to provide residents with employment to learn a skill and work ethic in addition to earning money.

Residents will honor their Work Supervisor's desire to approve or disapprove time off in order to have visits.

Earnings are held as described in HCYH Resident's Earnings and will not be accessible until graduation.

If a HCYH Resident transfers to the Men or Woman's Recovery Program their earnings will be accessible to them when they have successfully completed the GED Program.

Procedure for Resident Hire:

- Resident makes request for a job through House Parent(s) in collaboration with HCYH Management.
- Resident with the aid of the House Parent(s) will make contact with the Human Resources department to fill out all necessary paperwork.
- Human Resources will direct the residents in the timing of interviews and of the potential of New Hire Orientation.
- Resident is placed on a 90-day probation.
- Employer is provided a supply of Student Performance Evaluation Forms to complete as needed.
- If resident's work performance is acceptable for 90 days, they are removed from probation.
- If resident's work performance is unacceptable and removal from job is requested by Employer, their employment is terminated, and they are not eligible for rehire for the school quarter in progress and the following quarter.
- If during employment a resident's grades fall below 65% in any subject by mid-term, they have until report cards come out to raise the grade to passing. If they are not able to accomplish this, they will write a letter of resignation to their employer and give two weeks' notice. If grades are brought up, resident may make request to go back to original position, if that job is still open. If job is not open, resident may request different placement through Administration.
- Normally, grades do not affect opportunity for employment of residents 18 years and older.

HCYH Residents Earnings:

Employed HCYH residents are required to sign a form based on the following Agreement for a job assignment.

I understand that employment with CNS International Ministries, Inc., Heartland Academy Community Church, CNS Corporation and/or Sharpe Holdings, Inc., is a privilege and not a right.

I hereby authorize my employer to deduct my net earnings (earnings after taxes withheld) and to do the following:

- A. I authorize my employer to pay 10% of my net earnings to Heartland Community Church as a charitable contribution.
- B. I authorize my employer to pay the remainder of my net earnings to CNS International Ministries, Inc. I authorize this withholding and agree that this amount is a reasonable compensation for food, clothing, shelter, care, and education provided to me by CNS International ministries, Inc.

I understand and CNS International Ministries, Inc. specifically represents that any amounts withheld under paragraph B will be held in trust for the undersigned unless and until the undersigned graduates from the Heartland Christian Academy. If the undersigned leaves the Heartland Community without graduating from the Heartland Christina Academy, CNS International ministries, Inc. will apply any amounts received under paragraph B to any outstanding balance owed for the food, clothing, shelter, care and education provided to me and left unpaid by my Parent(s) or Guardian(s). Upon graduation from the Heartland Christian Academy, the undersigned is entitled to receive any amounts which CNS International Ministries, Inc. holds in trust under paragraph B, including interest accrued, if any.

As required by law, all W-2 forms and other tax forms will be mailed to Parent(s) or Guardian(s) of the resident employee. The Parent(s) or Guardian(s) of the resident employee will be required to make appropriate arrangements to file their taxes.

APPENDIX 4

Visit Form

HCYH Resident's Visit

On or Off-Property or Telephone visits are intended to be honored by resident and parent/guardian.

- The resident is not, should not, be allowed access to a phone (cellular or landline), an email account, the internet, social network or any other form of communication with old acquaintances, past or present HCA students or staff unless approved by House Parents. Resident should not be allowed access to any secular media/music (i.e. movies, television, magazines, music, etc.).
- The resident is not allowed to possess any type of medication or drugs (prescribed, OTC, street drugs, etc.) tobacco or alcohol. Please give all approved medications to a House Parent upon return.
- Visit transportation for departures or arrivals of public transit (shuttle service, airport, train or bus) must be within 50-mile radius.
- The resident is not allowed to have more than \$10.00 in cash upon return. Please give all other funds (cash, check, money order, etc.) to the House Parent upon return.
- The resident will not watch movies that would not be approved of by our HCYH guidelines.
- If resident brings food/snacks back, they must be given to the House Parent when entering in the house. They will be stored in a cabinet, not in their rooms.

I, _____, have read the above restrictions and fully understand my responsibility to supervise the student (on and off property) in accordance with the 2021 Manual of Resident Standards. I also understand that any violation of the above restrictions will result in consequences for the resident, which could include the loss of subsequent visiting privileges.

Signature: _____

Date: ____/____/____

Name of resident(s) who will be in your care

On Property Visit _____ *Off Property Visit* _____