



**ReUnite**  
MINISTRIES

REDEEMING MOTHERS. RESTORING FAMILIES.



## ReUnite Ministries Participant Policies and Procedures

### Eligibility:

- Any woman over 18 who is working toward keeping/regaining custody of their children and has the desire and ability to move toward self-sufficiency. (We define a woman as one who is born with and possesses female anatomy.)
- Women with **active** life-controlling issues (such as substance abuse issues, domestic violence, or uncontrolled mental illness) will be referred to specialized services to address them before being allowed to apply for the program.

### Application Process:

- Potential participants will receive written information about ReUnite Ministries to review and consider. This information may also be accessed on our website.
- A program application will be filled out online or in writing, and a personal interview with the Program Manager conducted as part of the enrollment process. The potential participant may also attend an orientation class. When this is completed, a decision will be made regarding whether you will be admitted to the program.

### Expectations:

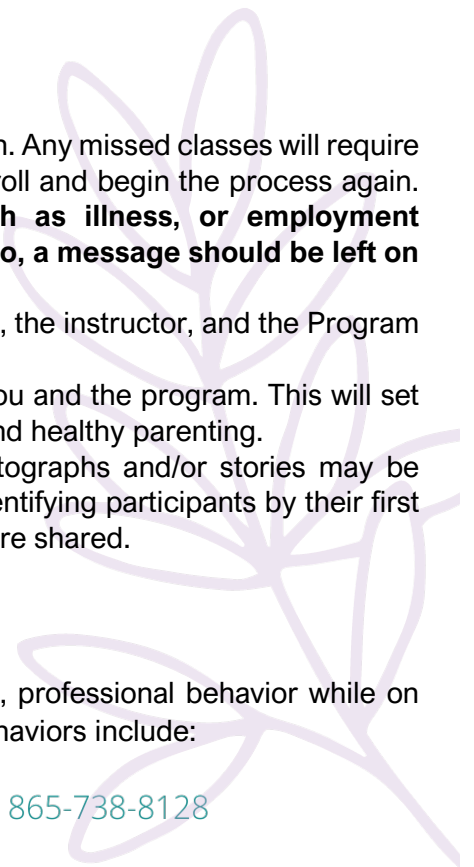
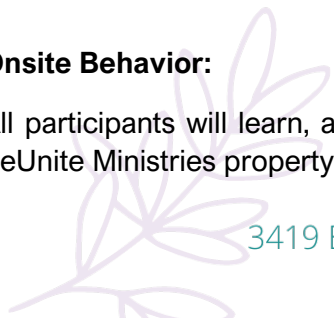
- Each participant is expected to attend **ALL** classes to receive certification. Any missed classes will require a make up class. More than 2 missed classes will require you to re-enroll and begin the process again. **The office is to be informed in advance of any absence such as illness, or employment requirements as soon as possible. If staff is not available to speak to, a message should be left on the office voicemail system at 865.984.9200 ext. 1020.**
- Consistent lack of attendance in classes will be addressed between you, the instructor, and the Program Manager.
- All participants will enter into a written covenant agreement between you and the program. This will set forth goals and expectations for you as you work toward reunification and healthy parenting.
- Unless the participant signs a document stating otherwise, their photographs and/or stories may be shared to promote ReUnite Ministries. Confidentiality will be kept by identifying participants by their first names only, and ladies will be asked before any details of their stories are shared.

### Onsite Behavior:

All participants will learn, and then be expected to demonstrate and maintain, professional behavior while on ReUnite Ministries property or while taking part in program activities. These behaviors include:

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[reunite@riorevolution.com](mailto:reunite@riorevolution.com)





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- **Aggression:** No aggressive, illegal, violent, or threatening behavior toward anyone will be tolerated. Failure to follow this policy will result in immediate expulsion from the program and appropriate legal action will be taken.
- **Cell phones:** All cell phones are to be off during classes. NO TEXTING. For emergencies, calls can be made to the house phone at 865.984.9200 ext. 1020.
- **Cleanliness:** You are expected to clean up your own mess. This includes throwing away paper products, cleaning food off plates into the trash, putting plates, cups, and utensils in the dishwasher, emptying, and throwing away drink cans, cleaning up any food or drinks that you drop.
- **Confidentiality:** Staff and volunteers are bound to protect the confidentiality and privacy of every participant, and participants are to extend each other the same courtesy. Any breach of confidentiality is to be brought to the Program Manager. The only exception to this is that any suspicion of suicidal or homicidal intent, or any suspected abuse or neglect will be reported to the proper authorities.
- **Dress Code:** Dress is to be casual, but modest, and appropriate for the occasion. No low-cut or revealing tops that expose cleavage, including tank tops or those with spaghetti straps. Bras and sports bras are not to be worn as tops. No low-riding pants that show the buttocks, no extremely short shorts or skirts, and no pajamas or bedroom slippers. If you wear leggings, you must wear a top that covers the buttocks. Failure to follow this policy will result in being asked to leave, or to cover up. If you don't have appropriate clothing, we can refer you somewhere to obtain it.
- **Guests and children:** Prior approval from the Program Manager must be obtained before bringing guests to classes or activities.
- **Hygiene:** All participants will be clean and well-groomed while in attendance at ReUnite functions. If hygiene items are needed, we will be happy to provide them or to refer you to someone who can.
- **Language:** No profane, obscene, or threatening language or gestures will be tolerated.
- **Legal concerns:** Participants with any legal issues such as probation, parole, orders of protection, restraining orders or warrants should inform the Program Manager upon entering the program so that appropriate measures can be taken to support and protect all participants, volunteers, and staff. Not doing so may result in suspension from the program.
- **Loans:** **Participants are not to ask staff, volunteers, or each other for monetary loans of any kind.** If there is something you need, please ask the Program Manager so that referrals can be made.
- **Medication compliance:** Participants are expected to take any prescribed medication to maintain optimal physical and/or emotional health while involved with the program. Failure to do so will limit your ability to participate and may result in suspension.
- **Medical issues:** Participants who suspect that they may be ill with any potentially serious illness, i.e. Covid-19, flu, stomach virus, or infection, are to inform ReUnite Ministries that you will not be in attendance.
- **Meetings with Program Manager:** If you would like to meet one to one with the Program Manager, please call the office (865.984.9200 ext. 1020) and get an appointment time on her calendar. **Do not assume that she will have time before or after class, and please do not show up unannounced during office hours.**
- **Problems with staff or volunteers:** Any issues with volunteers or staff should be brought to the attention of the Program Manager. Problems with the Program Manager should be taken to Devin Lipsey.



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- **Promptness:** Class begins promptly at scheduled time. We ask that you be in class and ready to go before the scheduled start time as we will begin promptly. NO FOOD allowed in classrooms, drinks are permitted with a lid, NO EXCEPTIONS.
- **Remaining on task:** Participants are to give their full attention to the instructor, their peers, and the topic at hand during classes. When the instructor or a peer is speaking, please respect that.
- **Rest room breaks:** Please take care of rest room needs BEFORE class begins. People getting up and leaving class is disrespectful to the instructor and disruptive to the class as a whole.
- **Smoking/Vaping:** Participants may smoke or vape **before** and **after class** or **on break** in the **DESIGNATED SMOKING AREA**. There is to be no smoking or vaping ANYWHERE except the designated smoking area. Cigarette butts are to be disposed of in the ash tray.
- **Substance abuse/use:** Participants are expected to have at least 30 days clean time and will be willing to submit to random drug testing. Failure of a drug screen will result in dismissal and our willingness to assist you in getting to the appropriate help you may need.
- **Weapons:** No weapons of any kind are to be brought to any ReUnite Ministries class or activity. Examples of weapons include guns, knives, tasers, blades, clubs, pipes, brass knuckles, chains, etc. Violation of this policy will result in expulsion from the program and appropriate legal action will be taken.

### Other needs:

Referrals can be made for needs such as food, utilities, rental assistance, holiday help, photo identification, school supplies, medication, coats, or other items. ReUnite Ministries is not equipped to provide these types of assistance or financial help. However, should we know of a place that may help your need we will provide that information.

### Transportation:

- Participants needing transportation will be addressed on a case-by-case basis.

### Weather Cancellation:

ReUnite Ministries will follow the Blount County school cancellation policy.