

GROWING IN TORAH STUDENT MANUAL



Revised 11/2/20

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GROWING IN TORAH STUDENT MANUAL

We are very excited for you to join us this year on the farm. It is our desire that your time here be very beneficial to you as well as the rest of our GIT community. Please carefully read the following information so that you know what is expected of you and what you can expect from GIT. **Important: These rules and guidelines apply on and off GIT campus. Wherever you go, you will be representing GIT.**

DAILY SCHEDULE- General

Every day begins with “Check In”. This is to ensure that everyone is up, dressed, and ready to start their day.

First order of business after check in is our personal time with the Father. This is vital, and we want to instill this habit in our students or to continue it for those who already make it a priority. In this manual are included some “Bible Study/Devotion tips” if you need help knowing how/what to do.

You can expect daily classroom time for Biblical and Hebrew studies and “field” time for food preservation, building projects, animal care, etc. Personal Project Time in the afternoons as farm dictates.

3 meals will be provided every day. Every student will also be put on the schedule to help clean several times a week.

Some evenings, we will have a group activity planned, then you will have free time until curfew/lights out.

WEEKLY SCHEDULE-General

We will be following (mostly) the weekly schedule contained in this manual. Sometimes we have to adjust the schedule due to weather, produce availability, etc.

As our products become available to sell, there may be Farmer’s Markets that some of our students will attend/work 1-2 times per week.

Weekly Shabbat Service - Every Shabbat (Saturday), our local fellowship hosts a Bible study at 4 PM where we have a time of praise/worship, Torah study, potluck meal, and fellowship.

MONTHLY OUTINGS

We will have monthly outreaches to help those in our community by offering our services: running errands, yard work, or whatever need might be presented.

Also, we will have once-a-month field trips to nearby lakes, mountains, parks, or other places of interest. These are always fun and refreshing.

General Information

GIT address: Growing in Torah

41781 Rd. 142
Orosi, CA
93647

Names/contact info:

Director: Bryan Barnes 559-859-4511
bryan@growingintorah.com

Administrator: Karla Barnes 559-859-4512 karlab65@gmail.com

Local Fellowship: Hebrew Roots Bible Study meets in Bryan Barnes' home every Saturday, 4 PM except the last Shabbat of the month. SHFarms.org

Mail Incoming mail will be put in the office and distributed daily. Outgoing mail should be put in the mailbox. Stamps can be purchased at the post office or Wal-Mart.

Address mail as:

Your

Name

c/o GIT

41781 Rd. 142

Orosi, CA 93647

Lost and found: Is located in the outdoor dining area adjacent to the kitchen on the metal shelves. Small items should be placed in the crate on the middle shelf.

Use of printer or other office supplies/equipment: Limited use. For personal use, a donation may be required.

Pool: There may be a swimming pool available during the summer. Dark T-shirts and shorts must be worn over swimsuits, men and women. (See Dress Code)

Local shops/businesses: If you need personal items, there will be opportunities for you to go into town. There is a post office, Family Dollar, Quick Mart, and grocery store within a mile of the GIT site. There's also a Rite-Aid, Walgreens, Wal-Mart, and other shops in Dinuba, which is approximately 6-8 miles from the GIT campus.

HOSPITALITY

Visitors: With permission from leadership, occasional visitors are welcome, and are allowed to spend the night on the property as space allows. All visitors must adhere to the GIT policies, and if they are your visitors it is your responsibility to make them aware of those policies. It's important to remember that their visit should not impair your studies or involvement in GIT activities and should be very limited (1 or 2 days).

Linens: Visitors should bring their own bedding; i.e. Sheets (twin), blankets, sleeping bags, pillows, and towels.

KITCHEN

Kitchen regulations: The main kitchen is not available for student use or storage except during assigned work duties, meal prep/clean-up, and on Shabbat when leftovers are an option (it is your responsibility to clean up your own mess immediately).

You must have closed toed shoes to be in the kitchen, (pair of cros etc.)

Coffee bar: A self-service coffee/tea bar is available at all times in the dining area for your use.

Dietary needs: If you have special dietary needs (medical necessities, not preferences), please speak with the kitchen manager. Everyone is expected to eat what is served, without complaint or comment. All of our food is biblically clean, and our kitchen staff works hard to provide healthy, tasty meals.

Student refrigerator: A refrigerator will be available for student use, and it will be your responsibility to keep clean. It must be deep cleaned every week.

Scheduled meal times: Meals are served and available only during scheduled times.

Weekdays: 8 AM, 12:30 PM, 6 PM

Shabbat: 4 PM Potluck (There are no prepared meals on Shabbat; however, leftovers are usually available to students and kitchen will be available at that time.)

Between Meals: Snacks are occasionally served in the dining hall between meals.

Kitchen etiquette:

- Please do not sit on tables, counters, islands, etc.
- After each meal, you should clean off your dishes and stack them by the sink.

- Return chairs to their proper place.
- Remember to ask permission before entering the kitchen unless you are on kitchen duty.
- Close Toed shoes must be worn at all times in the kitchen. Sandals are okay in the dining area.
- If you take any dishes or utensils from the dining area, you must wash and return them the same day.
- If you bring your own dishes/utensils, you must wash them yourself, do *not* make the kitchen duty crew wash them for you.

PROPERTIES

Private homes: There are private homes on the GIT campus which are off limits, with the exception of the weekly Shabbat service held at Bryan Barnes' home, or other designated times. Please respect the privacy of the residents by staying out of their homes and yards unless invited. Please knock and wait for answer before opening door.

Furniture: Please do not move furniture around the site. If something gets damaged or needs repairs, please inform a staff member. If damage is due to "horsing around", you will be required to repair or replace. Please be careful.

Other GIT property: If you would like to borrow any GIT-owned items, please ask permission first, and if any damage is done, please assume personal responsibility.

Student Vehicles: Always park in designated areas, with your windows up and doors locked. If you are away for more than 3 days (without your vehicle), please leave a set of keys, labeled with your name, at the office. Do not use your personal vehicle for GIT business.

LAUNDRY

Washers and dryers: Located near the outdoor kitchen area. Please do not overfill the washers; clothes should fit underneath the rim when **loosely** placed, not stuffed into the washer. Men's Laundry days are Sunday, Tuesday, Thursday, and Women's days are Monday, Wednesday, and Friday.

Please be courteous to others, and make sure to remove clothing from machines in a timely manner. If someone else's clothes are left in a machine, you may take them out and put them in a basket nearby. Please **DO NOT** put someone else's clothes in the dryer (While you may think you are doing them a favor, you may inadvertently shrink some of their clothes.) Also, since you may be occasionally handling someone else's laundry, there will be designated days for men and women only.

ACTIVITIES

GIT Meetings/Field Trips/Outreaches/Activities: Students are required to participate in all GIT events. Any exceptions are to be approved by leadership. **Please be punctual as not to cause others to wait on you.**

GIT phone numbers/address: Do not give out any contact information to anyone you may meet during an activity/outreach. Instead, feel free to obtain information from those you meet.

Invitations to people: Please do not invite people you meet during activity or outreach to spend the night at our campus.

Children/Guests on outreaches: Guests are welcome to join us on outreaches. Please be sure to check with the outreach leader ahead of time.

BANKING

Personal check cashing: GIT is unable to co-sign student checks. There are several local banks available for your use.

If students need to receive money, please send a check or money order directly to the student, not to the program.

CLASSROOM POLICIES

Lectures: Please be prompt and prepared to take notes. If you are sick or have another reason for missing class, it is your responsibility to notify staff or the teacher ahead of time. Be prepared to work! Work attire should be worn.

Classroom etiquette: Please honor our speakers/teachers in the following ways:

- Please do not put your feet on chairs or tables.
- Drinks and bite-sized candy/snacks are acceptable, but please be discrete. Make sure you clean up after yourself and throw away your trash.
- At the end of the day, please remove all books and personal items from the classroom.
- Cell phones or other electronic devices are not allowed in class.

ROOM POLICIES

There are to be no men in the women's dorms, or women in the men's dorms. Please use common areas for joint fellowship.

Facility care: Our facilities are a gift from YHVH. Please help us in every way possible to maintain the beauty of the campus. The cleanliness of rooms, both your personal space and community areas, shows courtesy to your roommates, so please make and clear your bed, straighten your personal belongings, put clothing away, and organize bureau tops daily. We often give tours to visitors, and the cleanliness

of common areas reflects on the ministry. Please clear all areas you have used of trash, and clean any dishes used immediately after use.

Schedules for cleaning: Schedules for cleaning of community areas will be posted with cleaning instructions. Your personal space is your own daily responsibility. You will be required to keep your dorm clean and in order on your own time. There will be room inspections weekly, minimum.

Room Deposit: There will be a \$100 dorm cleaning deposit that will be returned on passing the final dorm inspection prior to departure.

Decorating your walls: Please do not use tape, tacks or nails to hang things on the walls. Only use the removable adhesive wall hangers. And because of the potential fire hazard, we ask you not to burn candles or incense in the rooms.

Bathroom care: Please be considerate of others who will use the bathroom after you. This includes cleaning hair out of sinks and showers, storing personal items in cabinets, and wiping off counters and toilet seats when you get them wet. Please keep showers short – approximately three minutes per day.

Curfew/Quiet time: All students must be in their dorm room before curfew, and this also begins quiet time. You may hold quiet conversations, but please, do not practice instruments, play music, or do any other boisterous activity. This is the time to get ready for bed.

Curfew: 9 PM Saturday-Thursday, 10 PM Friday

Lights out: 10 PM Saturday-Thursday, 11 PM Friday

At “lights out”, all cellphones, computers, and other electronic devices should be turned off for the night. And talking quietly is allowed ONLY if no one is trying to sleep. Due to our strenuous schedule, sleep is VERY IMPORTANT, and sleep is a priority over talking. *Bring an alarm clock separate from your phone.*

Special Feast days/holidays: There will not be a required “lights out” time on nights where there’s not a work day the next morning; however, students should be considerate of those who desire to go to bed early.

Music: Our goal is that YHVH is honored here. Only worship music or uplifting instrumental music is allowed. Music should not be played in common areas during work hours except for special occasions by permission. If you wish to listen to your own music, it should be during your personal project time, ONLY with the use of headphones. We highly suggest listening only to music that brings you closer to YHVH. Remember that listening to foul language, sexual overtones, and references to violence will affect your relationship with Him.

Dancing: Only Hebrew-style Worship dancing that praises YHVH is allowed.

Movies/videos: We will have occasional movie nights where we watch approved movies together. If you have a personal device for watching movies or videos, please use headphones so you don't disturb others, and make sure you stay in common areas for accountability purposes. Once again, only movies/videos that are uplifting are allowed.

Videogames/Games: E-rated only. No role playing games that involve the mystical of any kind.

Controlled Substances: The use of tobacco, alcohol, and drugs are prohibited during your time at GIT. Exceptions for those over 21 will be made for wine during Shabbat meal or other special occasions. Any other use of these substances during the program may result in immediate dismissal. Please let us know right away if you currently struggle in any of these areas so we can work with you.

Gambling: Gambling is not allowed.

Cell phones and personal computers: Students are welcome to have these conveniences with them during the program; however, use of them must only be during your personal time unless you are working on a GIT activity or are away from the campus. Keep in mind that there may be "tech fasts" in which all technology is put aside for a period of time. (usually one or two weeks)

As a general rule, use of laptops is in common areas for the sake of accountability.

We encourage use of cell phones/laptops mostly for research and keeping in touch with family and close friends instead of frivolous use of social media or conversations with members of the opposite gender. Keep in mind our policies of interaction between men and women (page 13), these apply to non-GIT relationships as well.

And, we ask that you turn both cell phone and computers off at 10/11 PM Lights out.

Personal Project time: You will have time each day in order to do laundry, run errands, and other personal activities you wish to enjoy. Hobbies, homework and unfinished tasks from the day are also encouraged during this time. (Of course, you can get up as early as you like in the mornings for any extra time.)

Because you have chosen to set aside this special time to grow in your relationship with YHVH, we encourage you to highly **limit** use of electronics during your free time; even deciding to abstain would be beneficial. We would much rather see you spending your time in productive activities, hobbies, etc., and will support you any way we can.

Vacation: We will be shutting down the farm for one week during the season (see yearly schedule). This is the time you need to schedule to be away from the farm. If you are unable to return home or be away, we will help you find a family that is happy to host you for that week. Attendance is required all other times except for emergencies or sickness.

DRESS CODE

Modesty: We have established a dress code that reflects an attitude of modesty, high values, and professionalism that promotes a positive learning and working atmosphere. Our desire is to honor YHVH and others by the way we act and dress, and not cause anyone to stumble. (Romans 14:13)

Accordingly, we ask our staff and students to dress with an emphasis on being a testimony – well groomed, modest, and neat in appearance. A designated member of the staff will advise you if you are wearing something unacceptable. Please don't be offended at this correction. We understand that each family has different standards of modesty, so this isn't an indictment on those beliefs, but simply what we have chosen for GIT.

Work attire:

Slip on work boots (Laced work boots not recommended, there are foxtails in abundance that get into laced work boots.)

Rubber boots also needed for wet conditions (Or waterproof work boots).

Aprons with pockets are helpful, but not required.

Long hair must be kept tied back. We need to be neat and safe.



Regular Shirt and Skirts
OR Dresses



Tunic Shirt and Pants

Acceptable Outfit Types:

OR

Guidelines for Tops (Tee shirts and blouses):

- Loosely fitting
- No V-necks without a modesty layer that comes to the collar bone
- Neckline at or above collar bone
- Cap sleeve or longer
- Tunic Shirt length covers down to mid-thigh front and back when bent over
- No sheer or lacy bodices showing skin
- Proper undergarments needed to ensure complete coverage

Guidelines for Bottoms:

- Loosely fitting
- Not clingy
- Knee length skirts must be worn with leggings or pants underneath
- Full length skirts must be worn with shorts or leggings underneath
- For skirts of a thin material, slips are required (If your legs can be distinguished when in sunlight, it requires a slip)
- Pants are acceptable with Tunic Length Tops or under skirts
- Leggings do not count as pants, and are only to be worn under skirts or dresses

Guidelines for Dresses

- Below the knee
- Loosely fitting
- Cap sleeves or longer
- No V-necks without a modesty layer that comes to the collar bone
- Neckline at or above collar bone
- Knee length dresses must be worn with leggings or pants underneath (when working)
- For dresses of a thin material slips are required (For Shabbat)

“Off Time”:

- Work Attire is acceptable during off time
- Loosely fitting knee length shorts with the tunic length top.
- Shorts should not be too baggy as to be indecent if you are sitting Indian style or with your legs crossed. Shorts must also reach just above the knee

Please no shorts worn to Shabbat meals or congregational meetings

Swimwear:

- Knee-length swim trunks worn
- Long dark shirt that covers crotch
- One-piece swimsuit underneath

Sleepwear:

Modest pajamas/robe, and only worn in dorms, please respect your dorm mates.

COMMUNITY LIVING

A distinctive characteristic of GIT is community living, which serves as great a part in our training program as the teachings themselves. Community living demands a greater love and tolerance of others, and provides an arena of high accountability and refining. If everyone does what is expected of them, and “considers others above themselves”, our time here together will be much more pleasant, fun, and encouraging.

We believe that having an environment that keeps our full attention on the Creator and our relationship with Him is not something that “just happens”, but is fostered by the policies and procedures we have in place.

With that in mind, the following are the policies and procedures we have developed over the years that will help you and others create that environment to pursue your relationship with your Creator above things that may distract you from that.

- While we all bear one another’s burdens, you should never expect a fellow student to become your counselor. For ongoing emotional/spiritual needs, you should go to leadership to ensure that you receive wise, unbiased input.
- Always be respectful to everyone, and seek ways to encourage and help others.
- No exclusive friendships or cliques. No doubt you will be drawn to certain personalities here, but you are expected and encouraged to “get out of your comfort zone” and befriend others in order to be a blessing to them and be blessed by them.
- If someone has offended you, talk TO them not ABOUT them. If a problem still isn’t resolved, talk to leadership. If it is a person of the opposite gender, please go to leadership first.

INTERACTIONS BETWEEN MEN AND WOMEN

Since there are men and women in what becomes a close-knit community, it is imperative that we have standards regarding male-female relationships. We do not take these lightly, and you shouldn’t either. We realize that many of you are searching for mates, and you very well may find him/her here at GIT, but you need to keep your focus on YHVH, keep yourself in check emotionally, and allow Him to work all that out while you pursue learning all that He has for you here.

Additionally, you must understand that the other students are pursuing their relationship with YHVH and should be allowed to do that without the distraction of knowing someone is interested in them. It is important that we all get to know one another, first and foremost, as brothers and sisters in Yeshua.

The following standards are in place to help create a pure and safe environment and to enable everyone to get the most out of their time at Growing in Torah:

- No flirting with anyone through your dress or actions.
- No extended eye contact with someone of the opposite gender.
- No men and women playing games or sports or dancing together that involve physical contact.
- No lengthy or one-on-one conversations between men and women who are not related. If it is necessary to have a conversation regarding something, be cordial and polite, but keep it short and business-like.
- No men and women consistently working together in the field or sitting next to each other in vehicles or on couches. If it does happen by accident and you find yourself in such a position, just politely and discreetly get up and move somewhere else. As a general rule, men sit with men, women sit with women.
- If at any time you feel that you have received improper attention or flirting from someone of the opposite gender, please let someone in leadership know, and they will be more than happy to talk with that person in private and resolve the situation.
- If you develop feelings for someone while here, your actions or words should not, *in any way*, show it, to them or anyone in our GIT family. Sharing your feelings with them or even your peers equals pursuing a relationship, and must be avoided. If you must discuss it, we advise *only* discussing it with leadership or your parents in order to help you uphold the Purity Agreement (Page 16).

Helpful Scenarios:

Purposefully avoid spending one on one time with members of the opposite gender. i.e. If you go to the kitchen to grab a meal on Shabbat and a person of the opposite gender is already there eating. Quickly grab your own meal and go back to your dorm area. If there are two people already eating, feel free to join them. But be aware if one of them leaves, and you would then be left in a “non-kosher” environment, you should leave then too. Don’t make excuses!

Avoid long, deep, or emotionally driven conversations.

Example 1: (Ok - “Kosher” for GIT)

Sarah is in the kitchen getting a drink when John comes in.

John: Hey!

Sarah: Hey, how’s it going?

John: Great, did you get the homework assignment done?

Sarah: Yup, how about you?

John: Not quite, I’m headed to finish it up before bed.

Sarah: Ok, have a good night, see ya tomorrow.

John: Good night!

They then go their separate ways.

Example 2: (Not "Kosher")

Sarah is in the kitchen getting a drink when John comes in.

John: Hey!

Sarah: Hey, how's it going?

John: Ok, I'm pretty tired, I didn't get a good nap.

Sarah: Yeah, I didn't get a good nap, and I didn't sleep good last night either.

John: Why didn't you sleep well?

Sarah: Well my family has been going through a hard time back home. And I've been thinking about them a lot.

John and Sarah hang around for 15 minutes before saying good night and parting ways.

Problems with Example 2:

Sarah should be making an effort to build lasting relationships with the other female students and should reserve the long or more heartfelt conversations for them. Sarah could have simply said: "Yeah, I'm tired too, I'm heading to bed. I hope you get some good rest tonight."

John should not have asked the more personal question. He should have simply said, "I'm sorry and I hope you sleep better tonight." And let the conversation end there.

Everyone will be expected to act with maturity and self-restraint in all relationships during the GIT program. This is such an important and valuable time to build skills in working/living together with a group of diverse people. YHVH will honor and bless you as you maintain the highest standards of love, respect, and purity towards all who He allows you to interact with here.

PURITY AGREEMENT

I commit to keeping myself in check emotionally by not allowing my actions or thoughts to encourage any non-platonic relationship with the opposite gender while at Growing In Torah. I understand that the standard of Growing in Torah is to keep oneself pure (mentally and emotionally) before marriage; no dating or flirting is allowed. Any appearance or report of “crossing the line” by any member of the Growing in Torah team will be dealt with immediately and may result in my being sent home. “The line” will be completely discerned and determined by the leadership of the Growing in Torah team. If I develop an interest in a member of the opposite gender while a student at Growing In Torah , I will pursue the interest through my parents and the leadership of Growing In Torah **after** the program is completed, and **not** directly with the person of interest. I will **not** engage in any lengthy conversations with a member of the opposite gender nor seek to gain any attention. All of my actions shall be totally above board so as to refrain from the appearance of evil. This applies to people on the team, and anyone else while enrolled. I understand that the spiritual climate of Growing In Torah is quite intense so things that what I would normally give little thought to can become an intense spiritual battle; therefore, I will live in a highly *guarded* manner.

Signature: _____ Date: _____

GENERAL COMMUNICATIONS

Favors: As a staff we do not extend favors. Rather, we make exceptions in cases where we would offer that exception to anyone in those circumstances.

Communication structure If you have a personal issue, you need to discuss it with an appropriate staff member that you feel comfortable with. Next, go to the GIT Directors.

Confidentiality: Confidentiality among our staff and students is not absolutely pledged in all cases, because in some circumstances it is necessary to communicate with leaders. If you, as a student, or we as staff members, become aware of an issue that is potentially dangerous to an individual student or the entire community, action should be taken. It is appropriate to ask the person involved to communicate with leadership, and the informed party also needs to approach leadership with the issue. Leadership needs to be informed. This would apply in the following cases:

- Tobacco, drugs, alcohol
- Stealing
- Suicide threats
- Romantic relationships being initiated
- Eating disorders
- Inappropriate bursts of anger/fighting
- Perverted or terrifying statements/stories

In cases where personal issues are shared that do not fall into any of these categories, confidentiality can be requested and upheld.

Doctrinal differences: With regards to doctrinal differences, we request that each student avoid debating and trying to change another's mind. We encourage you to focus on the absolutes of our faith in Yeshua.

Growing in Torah Policies and Guidelines: Regarding our policies and guidelines, we are not looking for 100% agreement from you in all we do. We do, however, have expectations of you for a good attitude and your full cooperation while you are in our community.

DISCIPLINE/CONSEQUENCES

You have set aside these few months to further develop your relationship with YHVH and to grow in many areas. We have provided guidelines to encourage greater accountability and responsibility. When these guidelines are not followed, we as a staff will need to administer consequences.

Serious Guidelines: In certain cases where serious guidelines are broken, the GIT leaders will meet with you individually and administer appropriate consequences.

Here is a sample of guidelines that are commonly broken:

- being consistently late to scheduled activities (class, work duties, clean-up, curfew, quiet time, outreaches, etc.)
- not respecting quiet times
- inappropriate speech/gossip
- not cleaning up your dorm
- display of negative attitudes/outbursts of anger
- poor responses to authority
- playing improper music, not respecting one another's "space"
- counseling others
- inappropriate male/female relations (including note writing/texts, etc.)
- attention-getting behavior/boasting
- lying, etc.

Consequences for the behavior will be determined with you by a staff member within a day or two of the infraction. Please remember that discipline is part of your training and growth in YHVH. We reserve the right to apply the consequences as we see fit, up to and including termination without reimbursement of fees.

Potential consequences could be, but are not limited to:

- Mucking animal pens during personal project time
- Loss of work privileges (Using the Polaris, etc.)
- Missing field trips or other activities
- Termination from the program

FIRE ALARM PROCEDURE

When the fire alarm sounds:

Do not assume that it is a false alarm. Observe the following procedures:

1. **REMAIN CALM.** Panic will only work against you.
2. **If there is a fire in your room, leave immediately. Close the door behind you and exit the building. Remain outside until the building has been declared safe to enter by the Fire Department.**
3. **If there is no fire in your room and the fire alarm system is activated, leave the building immediately. Remain outside until the building has been declared safe to enter by the Fire Department.**
4. **Everyone is expected to become familiar with primary and secondary exits from all areas of the building.**
5. **Everyone is expected to keep sleeping rooms neat, clean, and safe. Extension cords shall not be used as a substitute for permanent wiring.**
6. **Once outside, during a drill or actual fire, proceed to the center of the parking lot. We can then check to see if everyone is safe.**

Please contact a staff member if you have any questions.

CAMPUS VEHICLE POLICY

1. **We have limited vehicles available for GIT use. All drivers must be at least 21 years old and have a valid driver's license.**
2. **If using a GIT vehicle for a personal trip, a fee will be required per vehicle (Carpooling makes this easy.) Please deposit your fee in the box near the keys before you use the vehicle.**
 - \$5 per trip to Dinuba
 - \$10 per trip to Visalia
 - \$15 per trip to Fresno

3. You are required to remove all personal items, including trash, when you return the vehicle.
4. If you notice something wrong with the vehicle, or if the vehicle is low on gas, please alert someone in maintenance.
5. Please read the Accident Procedure List in this manual before you take the responsibility of driving a campus vehicle. There is also a copy of this procedure list in the glove compartment of each vehicle.
6. Remember that you will be held responsible when driving a GIT vehicle. The speed limit of all motorized vehicles inside GIT's property is 5 mph. Please use **EXTREME CAUTION** by the houses, as children are often at play.
7. All vehicle keys are to be kept in the office on the vehicle clipboard rack and returned immediately after use. If the office is locked, please return the keys to a staff member.

CAMPUS VEHICLE ACCIDENT PROCEDURE LIST

(found in the glove box of all campus vehicles)

1.0 WHAT TO DO WHEN YOU CRASH

1.1 DON'T PANIC. DON'T ADMIT FAULT!

1.2 Check to see if you or the other party(s) have anything beyond a flesh wound.

1.3. If there are injuries that need immediate medical assistance, CONTACT 911.

1.4 If you are in a high hazard area (i.e. highway, major intersection, etc.)

a. Pull off to the side of the road if possible.

b. Wait until traffic around you has adjusted to the accident situation to get out of your vehicle. If you can't get the vehicle out of the hazard area, do not get out until you know it's safe.

c. Try to get to the right side of the road.

d. Do not stand in median or along center barricades.

1.5 Turn off engine if it is still running.

1.6 Set parking brake.

1.7 Witness(es): Immediately check to see if any witness(es) stopped. Please fill out the witness information on the "Transportation Accident Report". Get as many witnesses' names and phone numbers as you can. If it is a major accident, gather one witness' information and try sending them to call the police *quickly*.

1.8. Take pictures of the accident if you have an available cell phone or camera.

Note: The “Transportation Accident Report” is located along with the “Accident Procedure List” in the glove box.

2.0 BEGIN COMMUNICATION

Important Note: Before communicating **ANY** insurance information, communicate with the involved party(s) that you would like to handle the expenses **WITHOUT** involving insurance companies. Only involve insurance companies if the other party(s) **insist**.

2.1 Communicate with second party

a. In all cases be compassionate and forgiving.

b. **Do not communicate fault in any form.**

c. Check to see if they have any injuries that need immediate medical attention. IF YES, send someone to **CONTACT 911** and communicate location of accident and description of injuries. IF NO, proceed with appropriate forms.

2.2 If accident appears to be your fault:

a. Give accurate information but **do not admit fault.** It is the Police Officers job to determine fault.

b. Explain that your corporate office will handle details concerning the accident.

c. Make sure the police report (if police are called) is accurate and obtain a copy of the information the police provide at the scene.

d. Give the information to leadership the following work day. (If you are away from Orosi, photocopy the information making sure the information is dark enough to fax. E- mail or FAX the information to GIT.)

Note: According to California State Law, if an accident occurs in a city street, a police report *must* be filed. A police report must be filed by the driver within 24 HOURS in the jurisdiction/city of the accident.

2.3 When you are outside California and police are not called to the scene, contact local police department and find out if it is required to file an accident report. If so, obtain the information on how to do so.

2.4 Give a “Transportation Accident Report” to 2nd party and **explain our stand with insurance.**

2.5 Return “Transportation Accident Report” to leadership as soon as possible.

2.6 Get in contact with GIT leadership.

3.0 CAR IS DEAD!

3.1 If a vehicle is dead, contact GIT leadership ASAP to arrange for pick up.

WHAT TO BRING

- **Clothing SEE DRESS CODE (Page 11)**
 - 6 Days’ worth of work outfits minimum
 - A few casual and a few dressy outfits.
 - Work boots (no laces, foxtails will damage them). Tennis shoes and sandals optional.
 - Rubber boots (Our mud will try to eat your smaller shoes)
 - Lightweight jacket/sweatshirt (it can be in the low 40s in mornings)
 - Heavy jacket for mountain excursions and camping
 - Work gloves – should be sturdy and fitting to prevent blisters (Leather recommended)
 - Hat – protect your head/face on hot summer days with a cap or wide- brimmed hat
 - Modest pajamas
 - Swim suit (optional – may or may not have access to pool, rivers and lakes)
 - Poncho or other rain gear
- **Bedding**
 - Sleeping bag (for field trips)
 - Twin sheet set
 - Blanket
 - Pillow
- **Miscellaneous**

- **Toiletries – toothbrush/paste, brush/comb, deodorant, soap, shampoo/conditioner, etc.**
- **Leatherman – or other “multi tool”**
- **Medical insurance information (if you have it)**
- **Bible**
- **Journal**
- **Alarm clock that is *not* your phone**
- **Cellphone/laptop (optional)**

Other Important Information

- **Itinerary - For those arriving by plane or train, we require you to send us your itinerary so we can make arrangements to have you picked up at the appropriate station.**
- **Allergy awareness – For those of you with allergies, please consider that this is a farm and we have many animals, including dogs and cats, that you may come in contact with. Please pack any necessary medications accordingly.**



Confirmation Agreement

I _____ acknowledge that I have read and understood all of the guidelines outlined in the Growing in Torah Student Manual (updated 11/11/20), and am committed to live within the guidelines set forth.

Student's Signature _____ Date _____