

Female Students Visitors Guide

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All students agree to communicate only with those on their approved contact list. It is limited to immediate family and ministers. This means no girlfriends, boyfriends, or fiancées even if they have lived with one or had children with them. We do not recognize common law marriages. All people on the student approved contact list are required to be supportive of the student completing the Teen Challenge program.

GENERAL VISITATION GUIDELINES:

- a. Students understand that after being in the program (30) days, Students may apply for a visit from people on their “*Approved Contact List*”.
- b. Visitation is on the 2nd and 4th Sundays of each month from 2:00 - 5:00 PM (EST), (*regardless of the distance a visitor must travel*).
- c. Visitors may not have or use any drug, alcohol or tobacco items on the property or in the presence of a student. **Student's involvement with these substances will result in discipline or dismissal from the program.**
- d. Visitors are **not** allowed to bring pets to visit students.
- e. Students may request up to 4 visitors for each visit.
- f. Students may request to have their visitors attend church with them. Visitors may be allowed to sit with the students providing there is enough room. The decision will be made on an individual basis by staff on duty.
- g. Students agree to submit a visit request form for an on or off campus visit to their Counselor by Wednesday, 1:00 PM, directly before the visiting Sunday. If a request is not received before that time, ***they will not be allowed to have any visitors.*** When making out the request, they need to list any approved relatives that they feel might come to visit (limit of four) for on

campus visits. *If visitors come that are not on the visit request, Students will be written-up and the visitors may not be allowed to visit.*

- h.** Students must submit a visit request form to their Counselor listing all requested items, before having any package sent or brought in to them. This means that the request must have been approved before they may ask their family to send or bring the package or items. (See “*Visitor’s bringing items*” and “*Packages sent by Mail*”)

ON CAMPUS VISITATION:

- a.** All visits with students in Induction Phase will be ON CAMPUS visits ONLY
- b.** Induction Phase students that have a visit privilege will have their first visitation inside at a location designated by staff on duty.
- c.** All visitors must check in with the staff on duty prior to seeing the student. Staff will greet the visitors as they enter and leave, and process any pre-approved items being brought to the student.
- d.** Students agree to stay within the approved boundaries while their visitors are on campus.

OFF CAMPUS VISITATION: (Training Phase ONLY)

- a.** In Training Phase, Students with this privileged may apply for Sunday out Visit to leave from church after service is over until 4:30 PM. Students must be under the supervision of a visitor who is on their approved list. Also, students must return from their Sunday out visit on or before the return time. Failure to do so will result in forfeiting their next opportunity for a Sunday out visit. There are other guidelines for out visits not listed here.

VISITORS BRINGING ITEMS:

- a. Students must submit a “*Visit Request*” form to their Counselor listing all requested items, before having any package sent or brought in to them. This means that the request must have been approved via the request form before they may ask their family to send or bring the items.
- b. All items brought in by the visitors must have been approved by their Counselor prior to the visit. **Non-approved items will be returned to the visitor who will need to return the item to the vehicle at that time and take the items back home with them.**
- c. All packages, money, goodies, and clothing must be given to the staff on duty at the “check-in.”
- d. These items may not be given to the student to give to the staff.
- e. The items will be distributed to their proper locations by staff on duty.

FOOD BROUGHT BY VISITORS:

- a. Visitors may not bring any food items, any beverages, or any other item of any kind without permission via a “*Visitation Request*” Form with prior approval from the Counselors.
- b. *Food pre-approved by the counselors must be enough for all students to partake*. This does not include food brought for a scheduled and approved picnic visit. (*See Visitor Picnic.*)

- c. Nothing is to be brought in without first having been cleared by the staff on duty.

MONEY:

- a. Money designated for each student must be given to the staff and placed in the student account. Students understand that the money donated to them will not be available to them until it has been processed by administrative staff.
- b. Visitors are to give student's money only to staff *not the student*.
- c. Any money, medication, packages, or anything else the student allows to be given directly to him by the visitor will result in discipline.

LETTERS:

- a. Letters may begin being WRITTEN on the day the student arrives and sent as soon as their mailing list has been approved and they may write as many letters as they like.
- b. For students without money in their account, Teen Challenge will help provide stamps for up to two letters a week. Stamps (*including personal*) are kept by staff and not in the possession of students.
- c. Students agree and understand that Teen Challenge will open and inspect all their mail. This mail may be read.

- d. Students agree not to try to sneak letters or messages out to people not on their contact list, either for themselves or for another student. This includes but is not limited to, word of mouth messages to girlfriends from Mom or Dad or anyone else on the approved mailing list. That is still considered communication.

PACKAGES SENT BY MAIL:

- a. If a package comes in for a student and a request has not been Pre-approved, then the package will be sent back to the family at the student's expense. (*It is the student's responsibility, not the staff's responsibility, to explain the package-sending rules to their family.*)
- b. Any non-approved items included in pre-approved package will not be given to the student but handles at the counselor's discretion.

PHONE CALLS:

- a. Students agree not to make or receive any telephone calls, during their first two weeks (14 days) in the program. Then they may be allowed to make or receive a total of (2) ten minute calls per week.
- b. A week is understood to start on Monday and run through Sunday. Students understand that there are no "make-up calls". (If they fail to make two calls in one week, it does not accumulate onto the next weeks.)
- c. Students agree to make all calls "Collect" or use a calling card.

- d. Students also agree to let staff dial the phone, and confirm that the approved person is on the line before transferring the call to a student phone.
 - e. Students understand that it is their responsibility to notify the people on their contact list of the hours they may receive a call.
 - f. To hear calling times for students, call Teen Challenge at 423-756-5558.
After message begins press 5 then press 3
 - g. If you are calling to speak with a student or a counselor press 54 after opening message begins
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