

Dear Students,

This handbook is meant for the purpose of informing you of the "general guidelines" of our discipleship process. It is not intended to be an all-inclusive legal document. In addition, there are other procedures and rules you will encounter that are not found in the handbook. We are not expecting that students will be able to obey all the rules all the time. We are expecting that when they break a rule, they respond scripturally by confessing, receiving their discipline and growing from the incident.

There may be times that the guidelines must be altered or updated. The guidelines are always subject to interpretation by staff on duty. They may also be superseded by staff directives. If you are not flexible, you could get bent out of shape.

If you are expecting perfect staff, perfect guidelines and all things fair all of the time, Teen Challenge is not the place for you! If, however, you will trust God to work in spite of our imperfections, He will use all of these things to work in your life. Romans 8:28.

In His Service,

Sheila Thomas,
Women's Program Director

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Women's Daily Schedule

6:10 am	Wake Up
6:50 am	Morning Room Cleaning
7:00 am	In Living Room / Room Check
7:11am	Leave for Breakfast
7:40 am	Med Call
7:55 am	At Desk Prepared for Morning Devotions
8:00-8:45 am	Devotions (Monday-Group Devotions)
8:55 am	In Living Room ready for Class
*TUE&THU 7:50 am	In Living Room ready for Chapel
*TUE&THU 8:00-9:00am	Chapel
9:10-10:30 am	GSNC (Group Studies) In Classroom
10:30 – 10:40 am	Break
10:40 -12:00 pm	PSNC (Personal Studies) in Classroom
12:00 pm	Lunch
12:40 pm	Med Call
12:50 pm	Coffee/Soda time
1:30 pm	Work Detail begins
Following Work Detail	Afternoon Devotions
4:10 – 4:30 pm	Mandatory Walk
5:20 pm	In Living Room ready for dinner
6:25 pm	At desk prepared for Study Hall
6:30 – 7:30 pm	Study Hall
7:30 pm	Snacks
7:30 – 9:00 pm	Free Time (Showers, Phone Calls, Reading, Letter writing, Journaling, etc.)
9:00 pm	Med Call
9:14 pm	Turn down beds

9:20 pm	In Living Room/Quiet Time
9:30 – 9:45 pm	In Bed – NO TALKING! BIBLE READING ONLY
9:45 pm	May turn lights out
10:00	ALL lights out

FRIDAY EVENING SCHEDULE

2:00	Evening staff will give directions on evening activities
4:20 pm	In living room/Dinner
6:30 pm	Leave for church
Upon Return	Med call

Women’s Weekend Schedule

SATURDAY

8:30 am	Wake Up
9:20 am	In Living Room / Breakfast
10:00 am	Med Call
10:15-11:00 am	Devotions
11:00-1:15 pm	Free Time
1:20 pm	In Living Room / Lunch
2:00 pm	Med Call
2:00-5:20 pm	Free Time
5:20 pm	In Living Room / Dinner
6:00-9:00 pm	Free Time
9:20 pm	In Living Room / Quiet Time
10:00 pm	All Lights Out

SUNDAY

7:30 am	Wake Up
7:45 am	Breakfast in Ladies House
8:00 am	Get ready for Church
9:00 am	Med call & Mint distribution
9:20 pm	In living room ready for church
9:30 pm	Depart for church
1 st & 3 rd Sunday 2:00-4:30pm	Free Time (Must have Showers and be ready for Church by 4:30)
2 nd & 4 th Sunday 1:30-4:30 pm	Visitation in the Dining Hall
4:30 pm	Snack
5:30 pm	In Living Room / Evening Church
8:00 pm	Dinner (Or When We Return From Church)
9:00 pm	Med Call (Or When We Return From Dinner)
9:45 pm	ALL Lights Out

Fire Escape Lay Out and Procedures

Guidelines for Merit System

Each student will start with 60 merits upon entering the program.

The first 30 days is considered a grace period while on red band. Students may still receive write-ups and disciplines, but no merits will removed unless it is a Class A violation.

After 30 days the merit system will be in effect and losing 60 merits will results in students meriting themselves out of the program (dismissed).

The Classification System

Class A- 10 Merits

Class B- 5 merits

Class C- 1 merit- ***If you receive five Class C violations for the same offense you will receive a Class B discipline.***

General List of Violation

The following is a list of commons issues students must overcome. consequences.

Not being Receptive and open to correction and instruction - Loss of **5 merits**

Arguing - Loss of **5 merits**

Grumbling or complaining or justifying of actions - Loss of **5 merits**

Not being transparent and open with staff concerning issues of spiritual growth and problem areas - Loss of **5 merits.**

Avoiding specific counselors - Loss of **5 merits**

Reacting condescendingly and smart to staff by action or word - Loss of **5 merits**

Not operating according to Matt 18 principles - Loss of **5 merits**

Refusing to take responsibility for your actions - Loss of **10 merits**

Manipulating staff or going to another staff after already receiving an answer from another Staff - Loss of **10 merits**

Abusing phone privileges - Loss of **10 merits**

Abusing visitation privileges - Loss of **10 merits**

Failure of drug or cotinine (tobacco) test - Loss of **10 merits**

Deception and Lying - Loss of **10 merits**

Gossiping and slandering - Loss of **10 merits**

Stealing - Loss of **10 merits**

Verbal or Physical threats – Loss of **10 merits**

See student handbook for guidelines and corresponding merit classes

GENERAL PROGRAM RULES (C1 Violations unless otherwise stated)

A.I understand upon admittance to the Teen Challenge program my belongings will be thoroughly searched, clothes will be counted (see Personal Effects Guidelines) and washed if necessary. Any items deemed detrimental or not allowed will be sent home.

B.I agree to obey and show respect to all staff members, even if I feel staff are mistaken. **(B5)**

C.I understand that I am required to participate in all group activities (singing, working, classes, gym, recreation, etc.)

D.If I leave the program, I cannot come back for at least 30 days. Once I walk out the door, I have made the decision to leave, not Teen Challenge. I may contact the Intake Supervisor to reapply after 30 days. I must go through the entire application process again including fees.

E.The following are off limits without permission:

- 1.The offices, at all times, unless in conference with a staff member.
- 2.The kitchen or anything in the kitchen (refrigerators, cabinets, etc.) unless permission is granted. Exception: Kitchen crew during work.
- 3.Staff rooms, staff offices, program office, staff bathrooms, staff bedrooms, and staff apartments (if a staff is needed, one is on duty at all times).
- 4.The cleaning supply closet.
- 5.Attic and Blessings. Exception: with staff supervision.
- 6.Outside is **OFF LIMITS**. Refer to the privilege status guidelines.
- 7.Administrative building. Exception: janitorial person on work detail, or for an appointment, or work duty in the office.

F.I will take notice of the “boundary lines” in front of each office door. These lines are not to be stepped into unless directed by staff. I will knock and ask for permission to enter upon approaching the door.

G.Staff will be available throughout the day to assist my needs.

H.Unless I am the AM wakeup person, I agree not to enter another student’s room, stand in their doorway or talk through the doorway for any reason without staff permission. Students in the room will also be held accountable for the violation.

I.I agree not to “horse around” or engage in any other inappropriate body contact behavior. **(B5)**

J.I understand that fighting, or threats of bodily injury or death WILL result in my immediate dismissal. This also includes threats made in fun. (A10)

K.I agree to keep my feet off all furniture. I also agree not to lie down on any of furniture or climb on any furniture.

L.I understand that the living room is an area for fellowship and not a place to nap or sleep. I agree to sit up appropriately in the living room and not slouch unless I am soaking as a group.

M.I agree not to lie down until 9:30p.m. I will fold my bedspread down at 9:14 p.m. I will read no other book other than my Bible during 9:30 p.m. devotions. I will read for a minimum of 15 minutes.

N.I agree to be out of bed no later than five minutes after wake-up time. No laying on floor or sleeping on the couches is permitted.

O.The window blinds are to be shut during the night time and open during the day time. I will not peek through blinds to see who is outside when they are closed. The blinds must be opened before we leave for the day.

P.I understand that Teen Challenge are Mandatory Reporters. This means that if I confess to them child abuse I have committed, they are required, by law, to report this to the proper authorities. I understand that abuse of a minor is not fully protected by confidentiality laws.

Q.House economy rules:

- 1.The last one out of a room, closet or bathroom **must** turn out the lights.
- 2.Do not leave windows and house doors open without permission from staff.
- 3.The thermostat is **OFF LIMITS**.
- 4.Do not leave water faucets dripping unless directed by staff.
- 5.Report maintenance problems to staff for repair.
- 6.Keep windows and doors closed when air conditioner or heat is on.
- 7.Bedroom doors are to be left open during the night to allow proper air flow.

R.“Lights out at 10:00 p.m.” means: Room lights off. I agree **not** to talk once we are released from 9:20 quiet time.

S.I agree not to lean my chair back on two legs. I agree to keep my feet off the desk, chairs, and walls in the classroom.

T.I agree to get familiar with the fire drill instructions. When the fire alarm sounds, I will immediately exit through the nearest exit and go directly to the front of the classroom entrance of the education building for a head count.

U.I agree not to have more clothes than allowed according to the **Personal Effects Guidelines**. No clothes or items are to be brought in without first having been cleared by staff on duty. I agree to allow an older sister to do a clothes count for me prior to adding items to my count. The clothes count must be submitted to my counselor.

V.Student Request Slips: I understand that I must submit a Student Request Form for anything I may need out of blessings, would like to purchase, or have family bring to me. I agree not to give, share or exchange any item with another student unless I have spoken to my counselor. If my counselor approves it, I must submit a Student Request Form unless otherwise instructed by my counselor.

W.I agree not to possess and/or use cigarettes, drugs, alcohol, tobacco, or any non-edifying materials while I am in the program. **(A5)**

X.I understand that Teen Challenge materials are not to be taken off campus.

Y.I agree to give serious consideration to the teachings of Jesus and abide by all agreements as long as I am in the program.

Z.I will be given a journal in which to write my feelings, struggles, difficulties, victories, prayer needs, answers to prayers, etc. This is to be turned in to my counselor as she instructs.

AA.I understand that I am to properly wear a seatbelt when I am in any vehicle. When loading into the van, I understand that I am to load from back to front and not pick or save seats. If I am on a discipline I must sit where I am directed by staff.

BB.I agree to participate in special activities as a group. The whole group goes, or the whole group stays.

CC.On any “Group Activity,” where we will be going out to different places away from the center, such as to concerts, picnics, etc., **I agree to stay with the group and not lag behind.**

DD.I understand if I leave, am suspended, dismissed, or released before completing, my student account money is non-refundable. If I choose to leave or am dismissed there is a procedure that I will follow. I will first be asked to go to an area designated by staff so that my departure can be planned and arranged for.

EE.I agree not to ask to borrow items from another sister unless I have been given permission by staff and have properly documented my transaction on the “Lending Log”. I understand that if I fail to sign the Lending Log and am found to be in possession of someone else’s belongings, it will be considered stolen and I may face dismissal. **(A10)**

FF.I will not get any tattoos or body piercings while enrolled in Teen Challenge. **A10**



Staff Signature _____

WOMEN’S RESIDENCE GUIDELINES (C1 Violations unless otherwise stated)

A.I agree not to go outside of the house without the permission of staff on duty and the staff’s knowledge of my whereabouts. (Going outside or into these areas is a privilege.)

B.If a student is left responsible (i.e. staff meetings) I agree not to go outside unless staff has given permission.

C.Procedures for going outside or into these areas:

- 1.Check the time to see if this privilege is permitted.
- 2.Get an approved student to go with you outside if you are an Induction Student (“B Privilege) or Red Band Student (“C Privilege).
- 3.Move your dot on the board and return your dot when done.
- 4.Those who do not replace their dot will lose it for 24 hours and must ask for it back after that period of time.

D.Walking Guidelines for Mandatory or free time:

1. Mandatory walking is 4:10 to 4:30, Monday through Thursday.
2. You must wear proper athletic shoes. No flip flops, sandals, etc.
3. There is no talking. This is time is set aside for the sole purpose of exercise and to get your heart rate up.

E.Outside boundaries: (Refer to Privilege System in Back of Handbook)

1.Back side of Women’s Residence ONLY to the front side of Women’s Initial Care building.

F. I agree to be in my bed between being released from 9:20 quiet time and morning wake up. I agree to not leave my room until wake up time.

GENERAL ROOM GUIDELINES (C1 Violations unless otherwise stated)

A.Housekeeping

1.I agree to work together with my roommates to ensure that my room remains neat and tidy and ready for inspection. Clothes are to be hung properly in closet or folded in drawer. Wet towels cannot be hung on furniture. Towels must be hung on rack to dry. There will be daily room inspections for each bedroom.

2.I agree to work together with my roommates to make sure that my room will be clean and in proper order daily by room check time: Monday through Friday at 7:00 a.m.

3.I agree that at the time listed above, all my clothes, shoes, books, towels, personal items, etc. will be in their proper places. (It is my responsibility to know where these places are. I will check with staff if I do not know or understand.)

4.I agree to make my bed each day. Beds should be made as follows: mattress pad, fitted sheet, spread should be on top, covering pillow I am not allowed to sleep on top of my bedspread at any time. I agree to have only 1 pillow unless I get permission from staff.

5. I may hang my housecoat on my bed post at night but all clothing and articles not in their proper places at inspection time might be taken by staff for 24 hours, or longer if this is a continuous occurrence. I must then see my counselor to retrieve my belongings. Staff reserves the right to search my room thoroughly at any time.

B. Etiquette

1. I agree to NEVER dress or undress in the presence of others. I will use the closet or bathroom to do this and will not take a lot of time considering there are others that may need to use the closet or bathroom.

2. I am aware that I am not permitted to be in the closet with a roommate at the same time with the door closed. I will get what I need or do what I have to do quickly.

3. I will keep in mind that I am sharing a bathroom with at least 3 other sisters. I agree to take care of my restroom needs quickly so that others may take care of theirs.



Staff Signature _____

Personal Effects Guidelines

Mandatory Dress Code:

Sunday AM Service – Dress/skirt (must be below the knee) **OR** Dress slacks. ***Dress clothes must be ladies clothing!***
 Sunday PM Service - Dress pants (or dress or skirt)
 Class Room - Lose fitting jeans or capri's (must be past the knee) & long shirt to cover bottom
 Work Duties - Shorts, jeans, t-shirt or athletic wear may be worn (shorts must be modest) Jeans must not have holes, tears or slits. **No tight fitted or hip hugger jeans allowed! NO YOGA PANTS!**

Clothing:

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T	Clothing Items	Number Allowed	NOTES
	Dresses or skirts (<i>Must be below knee</i>)	3	No sleeveless dresses
	Dress pants	4	One pair must be black
	Hoodie	1-3	Zip up or pullover type sweatshirt
	Jeans	5	No holes, tears, slits, tight fitted . Hip hugger jeans cannot reveal backside when you bend over.
	Capri's	2-4	
	Shorts	2-4	Shorts must be knee length
	Shirts/blouses	23	Nothing sheer, low cut, or tight is allowed
	T-Shirts (don't include TC shirts)	7	Plain or Logo, Can't be tight or short
	Sweaters	1-3	
	Sweats	1-3 sets	No yoga pants or tight fitting sweats.
	Underwear	10	high cut or briefs (no boxers, lace or T-thong)
	Bras (2 sports bras)	6	Sports bra is mandatory!
	Camisoles or Tank Tops	7	CANNOT be worn alone!
	Slips	1-2	slips must always be worn with dress/skirts
	Socks	10	2 pr. For work detail
	Hose or trouser socks	4-6	
	PJ's/Nightgown	1-3	no short shorts or spaghetti strap
	Belts	1-3	
	Shoes	8	must have house or inside shoes
	Coats	3	Winter, casual & dress
	Gloves	1-2 pair	Dress & casual
	Hats	2	1 baseball, 1 winter type
	Scarves	1-3	

Swimsuit	1	modest one piece
House Coat	1	**Mandatory**
Blazers/Vests	1-3	

LUGGAGE IS REQUIRED!

**BAGS, RUBBER OR PLASTIC TOTES OR BOXES
ARE NOT PERMITTED!**

PERSONAL EFFECTS GUIDELINES AND DRESS CODE (C1 Violations unless otherwise stated)

Note: These are not a complete list of Dress Code guidelines. If you are unsure of what is appropriate, please, feel free to ask a staff member.

A. Number Allowed

1. I understand that I am allowed only the amount specified in each category.
2. I will not be allowed to store extra clothes in my luggage.
3. If at any time I am over on these guidelines, I will be required to send clothing home or donate them to blessings.
4. Anything inappropriate to wear here or acquired after entering the program will need to be sent home when a family member comes to visit or may be donated to blessings for other students who may be in need. I will not be allowed to wear men's clothing (t-shirts, sweat shirts and some jeans are permitted)
5. I am aware that there will be random "clothes counts" and agree to take responsibility to keep my belongings within these guidelines at all times. There is limited space for belongings and storage and will be considerate of this fact.

B. Dress Code

1. I agree to dress in a modest fashion. No low cut shirts, short shorts, sleeveless shirts, thin- see through shirts, etc.
2. I agree to abide by the classroom dress code. Classroom dress code is loose fitting pants or capris and a t-shirt covering my bottom.

3. I understand that at any time staff deems my clothing inappropriate, I will be asked to change and will be allowed to wear that article of clothing any more. It must be stored away then sent home.
4. Pants/Skirts/Shorts and Shirts - If my back shows at any time, sitting down or bending over, my pants are too low cut and I will be asked to change. If I kneel on the ground, with my back straight, and my skirt does not lie on the floor, my skirt is too short and I will be asked to change. If I raise my hands all the way and my belt or belt loops are visible, my shirt is too short and I will be asked to change. If at any time my shirt reveals any cleavage, it is too low cut and I will be asked to change. I may wear shorts, if they are acceptable to staff, during work assignments and recreation. I am not allowed to wear shorts to the classroom or to the dining hall for meals. **Shorts must come to my knee.**
5. I will not be permitted **at any time** to wear a sleeveless shirt, spaghetti strap top, or tank top around the house. I must have something covering my shoulders at all times. I MAY sleep in a tank top, however, I must put on my robe when getting out of bed. Tank top straps must be at least 1 inch wide. **I am not permitted to wear spaghetti strapped tops to bed!**
6. I will not be permitted to go barefoot or sock footed when walking throughout the house. House shoes are required.
7. I will follow the dress code guidelines that are posted on the information board.

PERSONAL HYGIENE (C1 Violations unless otherwise stated)

A. Hair

1. I agree to keep my hair clean and wear it in a manner that will not draw attention. This includes crazy cuts and colors.
2. I agree not to cut my own hair or any other student's hair. Only the Staff can give me permission to cut my hair or anyone else's hair.
3. I must submit a request form for perms, colors, etc., and only if needed. This will ALL be determined by my counselor/staff.

I may wear a cap or hat as long as it has been approved by staff. I will not wear a hat turned around backwards. Caps/hats may be worn in the house and outside. I must remove my hat while eating, during chapel and prayer. I will not wear a hat to church.

4. I agree to shower once a day. I agree to wash my hair at least twice per week. There will be a limit of one shower per day. (Exceptions: A 2-minute rinse off after extracurricular activities at discretion of staff.)
5. There will be a ten-minute time limit in the bathroom for shower. This means a total of ten minutes from when the bathroom door shuts and opens.

B. Personal Needs (toiletry, clothing, purchasing items from store)

At times we do have a variety of personal toiletry items available to students. Otherwise, I will be responsible to purchase my own needs. I must fill out a request form for any needs.

C.Illness/Medication

- 1.Prescribed medication will be given following breakfast, lunch, and at 9:00 p.m.
- 2.If I claim to be sick, I will be required to stay in bed for a 24-hour period. My temperature will be taken. This may determine if I am allowed to stay in bed. (This is all at staff discretion.)
- 3.While sick, I will be served soup three times a day instead of the regular meals. (Exception: for physical injuries and unless staff decides otherwise.)
4. I agree to stay in bed at all times except when nature calls.
- 5.I understand that medical attention to subsequent physical problems will be given if required. I understand that every belly ache does not require it. I further understand that if I do not agree with the opinion of staff and Program Director as to the seriousness of my ailment, I am free to leave the program and have it taken care of at my own expense. The medical attention the program offers is a privilege and not a right.
- 6.I understand that Teen Challenge does not do dental work. If there are any emergencies, these emergencies will be taken care of at my expense.
- 7.I understand that Teen Challenge cannot assume liability for personal injuries sustained while I am in the program.
- 8.No mood-altering medication will be allowed for any purpose. Non-psychiatric drugs prescribed by a doctor for physiological reasons (such as epilepsy, blood pressure, diabetes, etc.) will be administered by staff.
- 9.Vitamins are administered at morning and lunch medcall only. I am limited to 5 vitamins per day.

D.Blessing Room

- 1.If I am in need of certain clothing and would like to get them from the Blessing Room, I must write out what I need on a request form and turn it in to my counselor to be approved.
- 2.Staff will advise me when I may go to the Blessing Room. The only exception to this process is for a new student who needs clothing.
- 3.Staff will supervise me in the Blessing Room. I will only look through those items I have submitted a request form for. I will not tell other students what is in the Blessing Room and would look good on them.
- 4.There will not be emergency trips to the Blessing Room before services or other activities. The Blessing Room is meant to help those in need, not those who desire!

E.Feminine Products

I will not flush any feminine products down the toilet. Tampons are not allowed. We are on a septic system, and these products could definitely damage the system.



Staff Signature _____

DIETARY GUIDELINES (C1 Violations unless otherwise stated)

A.Kitchen Policy

- 1.I am not permitted to look in or remove items from kitchen cabinets, refrigerator or freezer without permission.
- 2.At regular meal times, I understand that seconds are only allowed by staff's discretion.
3. I will not serve my food with my hands, but use the serving utensils.
4. I will be on time for all meals.
8. I will have an attitude of preferring others at meal times and not pile my plate up. Only one scoop of each salad bar item is permitted.
9. Salad dressing is to only be used on salad. Dressing is not a condiment.
10. I will not share food with another student unless I have asked permission by staff on duty.

B.Etiquette (Eating Manners) - Time Schedule and Place

- 1.**No food is to be taken to my room, recreation room, or prayer closet.** An exception is made for peppermints and water bottle.
- 2.I am encouraged to eat a balanced diet. I will be mindful of my serving size to prevent wasting food.
- 3.I agree to ask permission if I wish to give my food to someone else.
- 4.When I leave the table, it is then understood that I am finished eating and drinking. No last-minute sips from glasses or munching on bread, cake, etc. is permitted.
- 5.If I am using an excessive amount of milk, salad dressing, condiments, etc., I will be carefronted and could face discipline.

6.I agree to not look at the men's side at any time while in the dining hall.

7.I agree to keep my noise level at a minimum and will avoid horseplay or loud behavior to draw attention to myself.

8.I agree not to take or steal food or snacks. I will face discipline if I am caught stealing. I am to speak with my counselor if I am hungry between meals. **A10**

9.I agree not to spend more than 30 minutes eating once I have seated myself at the table. (I know the kitchen help has a job to do, and I can be helpful by clearing out as soon as possible.)

10.I agree to lend assistance to kitchen personnel by:

a.Placing my plates, cups utensils, etc. in the appropriate place.

b.I agree to clean up my own mess should I happen to spill something. Kitchen staff will lend assistance by providing the necessary tools to do the job.

C.Snacks

1.If available, snacks may be given daily at 7:30 PM unless there is a schedule conflict or special event. Staff on duty may change or deny snacks.

D.Coffee/Soda

Coffee is served at breakfast. Limit 1 cup. If available, coffee may be served after lunch on Monday, Wednesday and Thursday afternoons. Only a staff appointed TP student is permitted to make coffee and must ask permission before starting. If available, soda may be purchased after lunch on Tuesday, Friday and Sunday afternoon. **Black band students are not permitted to drink coffee or soda.**

E.Fasting Policy/Guidelines

1.Policy

a.I will be allowed (and strongly encouraged) to fast when the Holy Spirit leads and any other time a fast may be called.

b.I must submit a request form to fast and it must be approved by your Counselor. I will not be permitted to fast until I have read the book "How to Fast Successfully". I am not permitted to fast as a form of weight loss.

2.Guidelines

a.I agree to turn in a written request to my counselor two days prior to requested fast day.

b.I must indicate which meals I plan to fast and the dates of the fast.

c.My request will be approved/disapproved by my Counselor.

d.I am required to go to dining hall during meal times. If I am fasting, I may be permitted to sit in the side room in dining hall and pray and read my Bible with staff permission.

F.Dieting Policy/Guidelines

1.Policy - Permission for dieting can only be approved by the Program Director.

2.Guidelines

a.The first step in dieting is to cut back on portions, desserts, and sweets and find time to do some extra walking. We have been blessed with great exercise equipment, I am free to use it.

b.I need to control my amount of food intake.

c.I am not allowed to skip a meal unless I have been authorized to fast. If I am ill and unable to eat, I must tell staff. I must eat at least one item per meal unless staff has given me permission not to.

d.The meals here are well balanced and provide me with required nourishment.

e.I will be mindful of making a big deal about the calorie amount in a certain item and not discuss this at the table among students.

c. If I feel I may need some accountability or direction on how to take control of my diet, I will talk to my Counselor.

MEALS

1. I will move through the serving line quickly. I will make sure to get everything I need or want before sitting down (utensils, condiments, fruit, etc.).
2. Breakfast: **2 items (one of each, cereal, granola bars, pastries, etc.) and 1 fruit. 1 glass of milk. **Coffee: 1 cup, 1 creamer, 2 level teaspoons sugar per cup.
3. Lunch/Dinner: I may communicate with the server how much to put on my plate. One (1) glass of tea, Kool-Aid, or whatever is served. I may get a glass of water.
4. The dishwasher will not remove lipstick from cups. I agree to remove my lipstick before meals.

General Kitchen Rules

Merit Violations are set by Food Service Manager

- † Students are permitted to have coffee only for breakfast
- † Students conduct relating to food, beverages and meals shall be governed by an attitude of gratitude and respect with the following to be their measuring stick: “Be thankful in all circumstances, for this is God’s will for you who belong to Christ Jesus” 1 Thessalonians 5:18
- † Students are not allowed in the kitchen for any reason or at any time unless they have been given permission for a specific purpose by a staff.
- † No food or drink (exception water) shall be consumed without permission from staff. Taking anything without permission is considered stealing. People do not despise a thief if he steals to satisfy his hunger when he is starving. Yet if he is caught, he must pay sevenfold, Prov. 6:30-31b
- † Each student will receive the portion served. If there is something in the meal you do not care for politely ask the server not to give you any rather than waste, it. **Do not pressure the servers to give you more than they should.**
- † Each student shall use moderation with the salad bar and condiments
- † Student are not allowed to share or trade their food with others without permission from staff
- † There is no grumbling, complaining, or criticizing the kitchens procedures or the food served. If you are found complaining, you may be asked to fast that day.
- † After each meal the students will help the kitchen crew by scraping scraps from their plates into the garbage and place all plates, cups and silverware in appropriate place

**Thank You,
Food Service Director**

NOTE: If an item is not put out do NOT ask for it.

I have read the General Kitchen Rules.

Food Service Announcements

Merit Violations are set by Food Service Manager

BREAKFAST

One bowl of cereal (**when available**)
One glass of milk (**8-ounce**) to be used for drinking or cereal
One granola bar
One cup of coffee, one creamer per cup
One pastry item (**when available**)
Two teaspoons of sugar in your coffee
Two teaspoons of sugar on your unsweetened cereal
One bagel or two slices of toast

SALAD BAR

Lettuce goes in bowls only
One scoop out of each container
Whatever scoop is in the container that is the portion size.
Salad dressing is for salad only.

GENERAL INFORMATION

One glass of tea at lunch
One glass of cool-aide at dinner
One piece of fruit per meal
Two butter cups per piece of bread, toast or bagel
One cup of peanut butter or cream cheese per bread, toast, or bagel
One Little Debbie or dessert item per meal (**when available**)

From time to time we receive an abundance of fruits, snacks, or other items when this happens the Food Service staff will let you know that you can have extras.

**Thank You,
Food Service Director**

NOTE: If an item is not put out do NOT ask for it.

I have read the Food Service Announcements.



Staff Signature _____

RECREATION (C1 Violations unless otherwise stated)

A. Purpose for Physical Exercise

The purpose for physical exercise is to promote spiritual and physical growth. It promotes good health and allows the opportunity to interact with others appropriately during recreational activities.

B. Gym/Recreation

1. I agree to keep my temper under control during team sport activities. Games will be suspended immediately if good sportsmanship cannot be maintained. Keep the physical part of the game well within limits.

2. I agree not to be careless with recreational equipment.

3. I am required to participate in recreational activities and not withdraw myself from the group (standing, sitting, or lying around) without staff permission.

4. I must understand that it is my responsibility to protect my eyeglasses. Teen Challenge does not provide new ones.

C. Co-ed Recreation

1. Staff will supervise co-ed recreation.

2. I will not talk to a male student without permission from female staff on duty. **B5**

3. I agree to conduct myself as a lady.

4. Clothing is subject to approval by staff.

5. It is mandatory to wear a sports bra during these activities.

D. Hobbies

I must ask staff permission to use the sewing machines, cloth, or any other item used for sewing and crafts. If I have personal craft items, I am allowed to keep them in my personal things as long as there is room. However, these privileges may be suspended at any time.

WORK DETAIL (C1 Violations unless otherwise stated)

A. Purpose for Work/Responsibilities

- 1.I understand that WORK is part of the program, the same as is Bible study.
- 2.I agree to finish my job assignment. When I have completed my job responsibility, I agree to report to the staff or student crew chief in charge of my work detail for further instructions.
- 3.I understand that I will be given extra work for the time spent loafing on the job.
- 4.I agree not to go to the bathroom without permission of the staff or student crew chief in charge of my work detail. I understand that violations may result in a discipline.
- 5.I agree not to leave the job until told to do so by the staff or student crew chief in charge of my detail.
- 6.Purposely doing sloppy work or intentional damage to tools or property will result in discipline and could lead to future dismissal from the program. **B5**
- 7.I will keep conversation to a minimum and only discuss things pertaining to work detail.

B. Work Detail

- 1.Work duties begin at 1:30 p.m. Monday thru Friday. I will be told by the staff or student crew chief in charge what my assignments will be. I am NOT to quit work until staff or student crew chief dismisses me.
- 2.All supplies must be returned to their proper places before I am considered finished.
- 3.I will be advised of further guidelines when I begin my work duties.
- 4.Staff (during work detail or any other time) does not want to hear, “Well, so and so does it this way...” I agree to learn to do it the way the staff or student crew chief in charge wants it done.

C. Laundry

- 1.I am allowed three loads of clothes to be washed each week on my designated laundry day.
2. I must change and wash my sheets on the morning of my laundry day.
- 3.I am responsible for completing my laundry on the designated day and time.
- 4.Any “special” loads, needs, problems, etc., are to be directed to the staff on duty.
- 5.I will clean the dryer filter after each load I dry.

6.I will use only laundry detergent provided by Teen Challenge. I must buy my own detergent if I have limitations on certain types of detergent. I must also buy my own dryer sheets.



Staff Signature _____

FEMALE/MALE CONTACT GUIDELINES (B5 Violations)

1. When a male and a female student enter a hallway or stairwell at the same time, the female student must pass through first. No male and female students are to be in one of these locations at the same time.
2. I will have no extended eye contact with a male student. I will guard my eyes.
3. I will keep an arm's length distance between myself and a male student.
4. I will not have a relationship between myself and another student.
5. I may be in the same room with a male student **ONLY** when a staff member is present.
6. If staff senses me flirting or purposely trying to initiate a relationship with someone of the opposite gender, including male staff, I will be confronted and disciplined. If I am struggling with a particular area concerning a relationship, etc., I will discuss it with my counselor. Attraction is not the problem, it is what you do with it!
7. There is to be **NO** talking with a male student! **NOTE:** Those who do not follow these rules will be subject to suspension or dismissal!
8. When I am promoted to training phase and I have completed the Relationships class, I will be permitted to talk with same status male students per the communication guidelines established, which includes having a staff member present and involved in the conversation.

COMMUNICATION (C1 Violations unless otherwise stated)

A. Communication (Face to Face)

1. I agree that while on Red Band ("C" privilege) I will only communicate with students on "A" or "B" privilege. The only exception to this is during occasions of recreation or work duties where a staff is present to monitor the communication.
2. I agree that while I am in the program I will not hold lengthy conversations (where communication is permitted) or initiate (begin) relationships with the opposite gender. B5
3. I agree not to talk loudly or yell in the house, van, porch or dining hall.

- 4.I agree not to have lengthy conversations with guests.
- 5.I agree not to have lengthy conversations in my room.
- 6.I agree to socialize **only** in the recreation room, living room, patio or yard whenever the schedule will permit.
- 7.I agree not to talk with other students while standing in the doorway of bedrooms.
- 8.I agree not to carefront another student in a bedroom. A carefront should be take place in a neutral location such as porch or rec room.
- 9.I agree not to talk about my past life, but will focus on building a new life style for the present and the future. “Past life” means one’s street life or drugs, sex, past boyfriends, relationships, “war stories,” how bad one was, etc. **B5**
- 10.I will not form a clique by communicating with certain sisters. I will promote unity in the house by talking with everyone that I am permitted to communicate with.
- 11.I will not allow other students to read my journal without permission from staff.
- 12.I agree not to sing, hum, or whistle secular songs while I am in the program.
- 13.I agree not to grumble or complain about the program with other students. **DISSENSION WILL NOT BE TOLERATED! A10**
- 14.I agree not to call other students nicknames.
- 15.I agree that if I am put on Black Band or Green Band I will not communicate with any students. I will not communicate with others that are on a Black or Green Band discipline. **B5**
- 16.I agree not to have conversations with the passerby. Also, I will not whistle, yell, or make attention-getting noises. I agree not to communicate with students who have left the program or who are dismissed from the program unless I am given permission by staff on duty.
- 17.I agree not to communicate with any student who has left or have been dismissed from the program unless you have been given permission by staff. This includes communication by means of “Facebook” or any other social network.

B.Letters

- 1.I agree to write only those on my approved mailing list (maximum 8) unless it is someone approved by the Program Director. This means no boyfriends (even if I have lived with the person). **B5**
- 2.I agree to receive letters from my immediate family members and pastor only, unless it is someone approved by the Program Director.
- 3.I agree that Teen Challenge will open, inspect and read all of my mail.

4. Letters may be written or received the day I arrive (after mailing list has been approved) and I may write as many letters as I like, but Teen Challenge will provide stamps for only two letters a week as needed.

5. I agree not to try to sneak letters or messages out to people that are not on my approved mailing list, either for myself or for another student. **B5**

C. Phone Policy

1. I agree not to make or receive any telephone calls during my first two weeks in the program. I may make my first phone call two weeks to the day I arrive at Teen Challenge. (i.e. if I arrive on Tuesday the 4th, then I may make my first phone call on Tuesday the 18th)

2. I agree to only speak to those on my approved mailing list.

3. If a loved one needs to be contacted while I am in the program, Teen Challenge will make the call (upon request).

4. Calls can be made or received between 7:30 - 9:00 PM Monday through Friday and between 12:00 - 9:00 PM on Saturday and 2:00 - 5:00 PM unless I am involved in a Teen Challenge activity.

5. I agree to use a phone card to make all long distance calls. I also agree to let staff make the phone call.

6. I am allowed to make or receive 2 ten minutes phone calls a week in induction phase. (A week is understood to start on Monday and run through Sunday.) I will be able to make or receive 3 ten minute phone calls per week when I enter training phase.

7. No three ways calls are permitted.

8. I agree not to attempt to receive or send information to anyone not on my approved mailing list. **B5**

9. I am allowed to call or receive calls only from persons on my mailing list. I understand that there are no "make-up calls". (If I fail to make my allotted number of calls in one week, they do not accumulate into the next week.) I may not split up my 10 minute phone calls, i.e. 5 minutes and 5 minutes. I may not make two consecutive phone calls at the same time period.

a. Incoming call agreement:

1) Calls can be received only during the hours listed above.

2) I understand that it is my responsibility to notify the people on my phone list of the hours I may receive a call.

3) There are times when we may not be on campus during phone call hours. I agree to not ask for special provision to make a phone call at any other time (unless it is an emergency).



Staff Signature _____

D. Visits and Passes (C1 Violations unless otherwise stated)

1. I may have visits from 2:00 - 4:30 PM every second and fourth Sunday from people on my approved mailing list, with a maximum of four visitors per visit. (Babies do not add to count). All visitors must check in with the staff on duty before they are permitted to see me. Staff will greet the visitors as they enter and leave. Any packages or articles must be given to the staff on duty and must be pre-approved with a request form. I am not allowed to visit in vehicles. I must say my “good-byes” at the front door. I may not walk my visitors out to say good-bye.

2. Any money, drugs, packages, or anything else I allow to be given directly to me by the visitor will result in discipline.

3. I understand that my family may bring (1) one drink for me for visitation. If my family brings anything that has not been approved I may face discipline or lose a visit.

4. All packages being brought in by my visitors must have been approved by the staff on duty, or my visitors will be asked to take the package back home with them.

5. I agree to submit a visitation request form (pink) to the counselor by Wednesday at 5:00PM, prior (before) to the visiting Sunday. **If a request is not received before that time, I will not be allowed to have any visitors.** Only people that are on my approved mailing list will be allowed to visit me. Any item brought to me that is not on my visitation request will be sent back with my family.

6. When making out the request, I must list anyone that I feel might come to visit (maximum of four). If visitors come that are not on my request slip, I will be written-up and the visitors may not be allowed to visit me.

7. Tours must be approved prior to visitation. If my family member requests a tour, I agree to include this on my request. Tours are only given between 4:10 and 4:20 pm.

8. Upon promotion to Training Phase I am permitted to leave after church service with my family for an out visit. These are on regular visitation Sundays. If my family is unable to attend church with me, they can pick me up at the center at 2:00 pm. I must return to the

campus at 4:30 pm. **I AM NOT PERMITTED TO DRIVE ON MY SUNDAY
OUTVISIT!**

E.Packages

- 1.I must submit a request form (yellow) to my counselor before having clothes or other items sent to me. All clothes and items I have will not exceed the amount allowed on the **Personal Effects Guidelines**.
- 2.Upon arrival, all gifts, packages, money, and goodies are to be taken to the office for in-kind acknowledgments, receipts, etc. Clothes are not to be brought in without first having been cleared by the staff in charge. The goodies will be shared by all and the money, designated for me, will be put into my account.
- 3.Any money, drugs, packages, or anything else given directly to me by the visitor will result in discipline.
- 4.If a package comes in for me and a request form has not been approved, then the package will be sent back to my family at my expense and I may face a discipline. (It is my responsibility to explain the package-sending rules to my family, not the staff.) Exception: Birthdays and Christmas. **My family must communicate with my counselor if they wish to bring me a surprise gift.**
- 5.All packages being brought in by my visitors must have been approved by the staff on duty, or my visitors will be asked to take the package back home with them and I may be given a discipline.

Training Phase Passes (B5 Violations unless otherwise stated)

- 1.Upon promotion to Training Phase I may apply for a 5 day pass. Travel time will be allotted considering the distance I have to travel and the source of travel. The dates of the pass will be discussed with my counselor and consideration will be given on my family's schedule. I agree to submit a pass request form (2) two weeks prior to the date decided upon by my counselor and myself. I understand that if I return from any pass late it will result in discipline.
- 2.While on pass, my standards of music, conversation, and attitudes/behaviors must reflect and be in harmony with the expectations found in this handbook.
- 3.Tobacco, alcohol and drug use is not permitted. **(A10)**
- 4.I will only drive a motor vehicle when I am with my accountability person and possess a valid driver's license.
- 5.I agree to be accountable, with receipts, for everything spent from my student account.
- 6.I will stay with my host, at all times. My host will determinate who is appropriate to contact me. For the exception of relatives, I will not visit with the opposite gender or anyone I have had a relationship with. This includes ex-spouses, boyfriends or girlfriends.

7.I agree not to use the telephone without my hosts permission, then to only those on my approved mailing list.

8.I agree to not use a computer or devise to access the internet. I will not attempt to check my email or be on Facebook or visit any other social media sights. If a need should arise that would necessitate the need for internet use, I agree to obtain permission from my counselor and will have supervision while being on the internet.

9.I will not assume liberties while on pass that my host has not granted. Even if it is my parent's home, I will ask permission.

10.If a problem or temptation arises, I will contact Teen Challenge for prayer and support.

11.I agree to continue to have regular devotion/quiet time.

12.I agree to leave and return at the time agreed upon by my counselor.

13.I am not permitted to get a tattoo while on my pass.

14.**NOTE:** If for some reason I can't or don't take the full 5 days, the remainder of the time will be lost.

Bereavement Pass

A one day pass may be granted for the funeral of an immediate family member if I am eligible. The Program Director must approve this pass.

B.Media (TV, Radio, Movies, Tapes, Music, CD's, DVD's)

1.I understand that I will not be allowed to listen to the radio or TV (except when strictly supervised). I will listen only to CD's, and cassette tapes chosen by the staff for class or chapel. Any TV/VCR/DVD viewings are privileges. I am not allowed to turn the TV, CD player, or VCR on or off unless I have staff permission and all programming will be directed by staff.

2.Upon entering Re-entry, I will be allowed to bring my own CD or cassette player without a radio. All tapes and CD's must be approved by the Program Director!

C.Request Slips

I must fill out and submit to my counselor all request forms requesting: all visitors, pass request forms, items to be purchased or sent to me, items from blessing room, to give or receive items from a student, permission to fast or any other personal requests to be approved by my counselor.



Staff Signature _____

SPIRITUAL EMPHASIS (C1 Violations unless otherwise stated)

A. Purpose for Spiritual Emphasis: To provoke and challenge me to choose God's ways and live for Him. To emphasize my spiritual walk with God.

B. Type of Spiritual Emphasis includes :

1. Prayer/Devotion time.

2. Morning praise (chapel):

a. Do not save places at morning praise. Women students will sit directly behind the male students in morning praise. Training phase students will sit at the end of the rows.

b. Induction students are not permitted to "lay hands" on or counsel/minister to another student or staff.

C. Church

1. Guidelines for Conduct at the Sunday Morning Churches

a. I should attend only those classes agreed by the Pastor and the Program Director.

b. Regarding students giving testimonies: the Pastor or Teacher should contact the Program Director to schedule testimonies for a class or during a service.

c. Church functions/activities: the Pastor or Teacher should contact the Program Director to schedule the event. Teen Challenge encourages the home church to invite the students to various church activities.

d. Invitations to visit the Teen Challenge Center are to be communicated by the staff attending the home church or the Program Director. I am not permitted to invite people.

e. I should not be asking for or receiving the following from church members: addresses, phone numbers, money, clothes, or job opportunities.

f. Following the service, the group should be alert to staff on duty, as we leave to go to the van. I will stay with the group and not lag behind.

g. My communication with the opposite gender (non-students) should be limited to 30 seconds or less. I am not allowed to develop any new friendships with the opposite gender while at Teen Challenge. I am encouraged to visit with couples and others of the same gender.

h.I am not to fill out visitor cards or take any literature from a church without permission from staff on duty.

i.Going to the bathroom at church is allowed during the break between Sunday school and Worship Service. If I must go, it must be with staff permission and accompanied by an approved student. (Training Phase or Re-entry).

j.I will sit with the group in the church service wherever staff designates.

k.Women students will sit directly behind men students when attending the same church service.

l.On visitation Sundays, my visitors can sit with me. If there is not enough room for families to sit with the group, Staff on Duty will designate a place for Training Phase (“A” Privilege) families to sit close to our group. For the first Training Phase out visit, my family may follow the TC vans to church if they need to. After that visit my family must meet me at the church.

m.These guidelines apply also to the Sunday PM and Friday Night church services and outings.

D.Concerts/Special Activities

1.I am not permitted to talk with those of the opposite gender while attending a concert or special activity. If a male approaches me, I must **graciously** excuse myself, even if I have to say, “I am with a group and I must go now. Sorry!” and excuse myself.

2.I must pay attention to staff and stay with the group at all times. I will not lag behind.

3.I agree to conduct myself in a lady like manner and not do anything that would reflect badly upon the group as a whole. I must remember that not only am I representing Teen Challenge, but most importantly I am representing Christ. This includes the way I am dressed.

E.Devotions

I must participate in daily devotions. I agree to do only devotions during this time. I will not talk or sleep during devotion time. I will read selected areas of the Bible and write down what God is showing me in my reading and studying of these scriptures and how I can apply it to my life. I will be provided a devotions notebook upon entrance to the program to log my daily devotions. Personal and group devotions are a very vital part of my daily walk with God. I want to find a practical way to begin my personal relationship with Christ. If I am having a hard time during my devotions, I will ask a Staff Member to help me. (See daily schedule for devotion times).

Student Led Group Devotions are on Monday. It is my responsibility to know when it is my turn to lead devotions and be prepared.

F. Quiet Time

Each night, at 9:20pm I agree to be in the living room and maintain hush tones for the rest of the evening. I must keep in mind there are others in the house that may be already resting (re-entry/staff). I am also aware that once released by staff from 9:20 quiet time I will be in my bed and read only my Bible, relaxing, being quiet before God to wind down my day, and have His Word and presence surrounding my mind, etc. as I go to sleep.

G. Prayer and Share Time

There will be times of group sharing and prayer that I will participate in and allow God to speak to my heart during these times.

H. Fasting

1. I will study the facet of fasting (various fasts) and its benefits to my spiritual growth. As I proceed through the program I will apply fasting to my discipleship as a child of God. This is not required - it is voluntary.

2. Word fast...from time to time I may choose to participate in a word fast or be assigned one by my leadership. I will be on a “spiritual island” with just God and myself allowing Him to prove Himself to me and show me areas I have grown in or need to work on in my walk with Him. I will wear a green band to distinguish that I am on a “word fast” and I will not talk with students (except that which is necessary during work duties) or staff unless it is absolutely necessary. A “word fast” can be a great tool that God will use to draw me closer to Him.

I. Intercession

I am encouraged to participate in intercessory prayer whenever a prayer time is scheduled. Intercession is a vital part of the Kingdom of God. I am at Teen Challenge because somebody, somewhere spent time interceding and praying for me.



Staff Signature _____

EDUCATION (C1 Violations unless otherwise stated)

A. Purpose of Educational Department

I am here at Teen Challenge to be disciplined and educated in the ways of the Lord Jesus Christ. The staff is here to help me learn these ways through counseling, lecture classes, personally designed contracts, prayer, etc.

B. PSNC/GSNC Description

1. Monday through Friday I will participate in the Personal Study for New Christians Class (PSNC) for approximately 1½ hours each morning. I will have a designated office space where I will work on my personally designed contracts that deal with specific problem areas of my life, who God is and who I am as His child.
2. I will also participate, for another 1½ hours, in a Group Study for New Christians Class (GSNC) each morning. This is a lecture class taught by a staff member, these are one or two week classes that will cover a variety of topics. I will have written projects, quizzes and final tests on each class.

C. Classroom Guidelines

1. I understand that I am required to do my best at all times. I agree to do all my class work assigned to me, and to do it on time.
2. I will follow the guidelines posted in the classroom.
3. Further guidelines will be given by the Educational Supervisor. I agree to follow these guidelines and do what the Educational Supervisor and teacher think is best.
4. I agree to take notes during all lecture classes. I understand and agree that if I do not take notes during lecture classes I cannot complete the class, regardless of my grade.
5. Training Phase students may be required to take Induction Phase GSNC classes as directed by the Program Director.
6. Test will be given each time I take a class whether it is a repeat for me or not.

Note: See Personal Effects Guidelines for Classroom Dress Code.

D. Study Hall

I will attend study hall when required. Study Hall is provided for me to work on my required assignments for my Group Study classes. I am not allowed to work on anything else during study hall other than Group Study assignments without permission from staff.

I will not talk to anyone for any purpose, except staff. I agree to be on time and prepared for my Group Study Homework.

E. Library Policy (Resource Center)

1. Personal Studies Class will have the top priority over the use of books in the library.

2. Staff will check-out my books for me. I will be accompanied by staff to the Resource Center. I agree to keep strict custody of the borrowed book and not pass it around or let another student borrow it without the librarian's knowledge and approval. I realize I will be held accountable to return the book.

7. Magazines and resource books (dictionary, concordance, etc.) are to be read and kept only in the Learning Center, unless given staff permission to do otherwise.

8. I agree not to write in or mark up a library book. When I am finished with the resource material, I will return it to staff immediately to be checked in.



Staff Signature _____

FINANCIAL (C1 Violations unless otherwise stated)

1. All monies will be held for me by TC while I a student.
2. I am not allowed to keep more than \$100 in my student account at any given time.
3. I understand that if I leave, am suspended or dismissed before completing, money in my account is **non-refundable**.
4. See Guidelines for money under "Visitation".
5. I must be accountable (with receipts) for everything I spend from my student account.
6. Bus fare (or any travel money) will not be usable until final departure. This includes all passes.
7. Requests to purchase an item must be written and turned in to my Counselor who will approve or disapprove and fill at her convenience.
8. When taking money on pass, all receipts for the spent money must be returned and given to my Counselor.



Staff Signature _____

PRIVILEGE SYSTEM (C1 Violations unless otherwise stated)

A. Crisis (Group C) First 30 days (Red Band)

1. Outside Perimeter – Back side of Women's Residence to the front side of Women's Initial Care. I must have staff permission to go outside and I must have another student with me that is in Training Phase.

2.Patio – I may sit on the patio during free time if there is a TP student with me. I may NOT be alone on the patio with another “Red Band” student.

3.Communications:

a.Letters – I may only write to those family members on my approved mailing list.

b.Phone calls - two 10 minute calls in or out per week after first two weeks in the program.

c.Visitation – After I have been in the program for 30 days, I may have visits on the 2nd and 4th Sundays of the month from 2:00 - 4:30 p.m. in the Dining Hall of TC.

d.I cannot communicate with other “Red Band” students or “D” level students.

B.Training Phase (Group A)

1.Outside perimeter for TP students: Back side of Women’s Residence to the front of Women’s Initial Care (WIC).

2.Patio – **Only TP** students may sit on patio during personal devotions. May also sit on patio during free time.

3.Communications:

a.Letters – I may only write to those family members on my approved mailing list.

b.Phone calls - Three (3) 10 minute calls in or out per week.

c.Visitation – 2nd and 4th Sundays of the month, 2:00 - 4:30 p.m. at the Center; or select people from the mailing list can go to our home church with student, take student out for lunch, and must return to center no later than 4:30 p.m. Sunday.

d.Training Phase students will be permitted to have limited and supervised communication with male students after taking “Relationships” class. TP students may also have limited and supervised communication with a male student during Outreach activities.

C.Induction Phase (Group B)

1.Outside Perimeter – Back side of Women’s Residence to the front side of Women’s Initial Care. I must have staff permission to go outside and I must have another student with me that is in Training Phase.

2.Patio – I may sit on the patio during free time if there is a TP student with me.

3.Communications:

a. Letters – I may only write to those family members on my approved mailing list.

b. Phone calls - two (2) 10 minute calls in or out per week.

c. I may have visits on the 2nd and 4th Sundays of the month from 2:00 - 4:30 p.m. in the Dining Hall of TC.

DISCIPLINE (C1 Violations unless otherwise stated)

A. Behaviors

1. I agree to assume personal responsibility for my own attitude and behavior at all times. I understand that what program authority calls incorrect behavior will be confronted and will be disciplined if necessary. I will agree to do the disciplinary action with an improved attitude.

2. I agree to not pass gas or belch when others are present.

3. I will not go to another staff if one has already told me “NO!” **A10**

4. I agree to maintain lady like behaviors and conduct myself in that manner at all times.

B. Discipline

If I violate a guideline there will be consequences for my actions. These guidelines are for my benefit to help bring structure and responsibility to my life and should be thought of as such.

Hebrews 12:11 (NIV) “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

C. Green Band Mouth discipline

1. I agree to wear a green bracelet. I will not communicate with another student in any manner including hand gestures, nodding, winking, smiling, laughing, etc. unless I am participating in a staff approved activity.

2. The purpose of this discipline is to allow for more focus on my relationship with God. I agree to use this opportunity to develop a quiet spirit and spend time alone with God. Prayer and Bible reading are strongly encouraged.

3. I will follow the green band guidelines posted on the information board.

D. Black Band (Probation) (Merits violations will be determined according to violations)

- 1.Loss of **ALL** privileges including outside communication privileges (phone calls and letters.)
- 2.I will wear a black bracelet.
- 3.Restricted to your desk during all free until bed time.
- 4.Do assigned discipline projects.
- 5.No soda, coffee or dessert privileges.
- 6.I will be given a list of blackband guidelines.

E. Dot Discipline

- 1.If I fail to move my dot to indicate my whereabouts I may lose my dot. During this time I am not permitted to go to the rec room, porch or outside. I may also lose my dot if my room does not pass inspection.
- 2.Yellow Dot Discipline – Academic Probation for failure to complete an assignment. My free time becomes study time until my assignment is complete.



Staff Signature _____

HANDLING CONFLICTS (B5 violation for not operating according to Matthew 18 principles)

The Lord knew that any time there is more than one person in the same location; there will be conflicts, so He told us how to deal with them.

“Carefronting: means that because I want to live in obedience to Jesus Christ, my Lord, I will face others and work out our differences so we can continue to be in fellowship and harmony so there will be no division in the “body.”

After a few experiences at carefronting, it becomes easier. Many Christians avoid it because they don’t understand how it works and how well it works when we do it Jesus’ way. We are also afraid of how the other person will respond. I must keep in mind that God knows how the person I may need to care-front is going to react and has equipped me to respond in a way pleasing to Him.

We must handle each of these situations God’s way. This is laid out for us in the Bible and help is overcome difficulties in our relationships with others. The character that God wants to develop in the person doing the care-fronting is just as important to Him as the correction He desires to bring to the person to be care-fronted.

Usually there is one of three normal situations:

- 1) Someone has offended me.
- 2) I have offended someone.
- 3) I recognize another brother is stumbling into sin.

1st SITUATION

IF YOUR BROTHER (or sister) SINS AGAINST YOU - *Matt. 18:15*

STEP ONE – Induction & Red Band student must get staff to help.

Matt. 18:15 - *“If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over. (NIV)*

Also, remember this encouragement:

I Cor. 13:5 – *“Love has good manners and does not pursue selfish advantage. It is not touchy. It does not keep account of evil or gloat over the wickedness of other people.”(Phillips)*

Reconciliation should be the ONLY motive for carefronting. Be concerned for your sister, not yourself. See **I Cor. 6:1-8**. (Take the wrong & suffer yourself.)

1. When I witness someone doing something wrong I will ask myself, “Why did God allow me to see this?”

2. Have I examined my own life? “Is there anything in my life that I need to correct or confess?”

3. Have I cleared my conscience of my offenses to God and others? (*Mt. 7:3-5*)

4. Have I examined my motives?

a. “Why am I doing this?”

b. “Am I already frustrated with them?”

c. “Am I mostly concerned about their welfare?” (*Ph 2:3-5; Gal. 6:4*)

5. Examine the offense: Is what they’ve done a sin or is it simply an irritation to me?

6. I must ask myself the question, “Am I prepared to stand alone, by responding according to the pattern given in *Luke 6:27-32*, if I am rejected?”

7. Is the timing right? Are they working? Can they give me their full attention? Are they in a good mood? (*Pr. 25:11 - NAS*) (*Pr 15:23 - AMP*)

8. I must have the right motives. (I care about your welfare.)

9. I must prepare proper wording. "I feel concerned for you because..." (*Pr. 15:1; 25:15*)

10. I must respond in a way which pleases God whether I am rejected or accepted. (*Mt. 5: 10, 11*)

11. I must realize that God will probably reveal an area of my life requiring repentance, and that this process is as much for me as it is for the other person. (*Mt. 18:21*). If my correction is not received, and I become angry I will also recognize this as God's loving sign that I have un-submitted personal rights.

12. I must have right attitudes:

a. Humility = I am no better.

b. Sacrificial = I am willing to help.

c. You are more important than me feeling comfortable

STEP TWO - *Matt 18:16- "If he refuses to listen, take two or three others along so that every matter may be established by the testimony of 2 or 3 witnesses."*

- a. While at Teen Challenge, this would be staff or a training phase student.
- b. This does not mean to tell your side of the story to some friends and take them to the brother. You should not discuss the situation with anyone other than the Lord until you are in the presence of the brother. Make sure your heart is right before you go. **Remember your motive - Reconciliation. 2 Cor 5:17-19**
- c. I must have the right motives. A vengeful motive because of rejection during the first step is the major reason why second appeals fail.
- d. I must have humble attitudes: I am the same as you, you are more important, I am prepared to get involved and help you with this problem, etc.
- e. I must prepare proper wording.
- f. I must bring a qualified witness. One who is not a personal friend, has no involvement or vested interest in the outcome. One who is a mature Christian living a Godly example, who can be a witness without trying to change the other person. It may also be helpful to use a staff member as one of my witnesses.
- g. I must realize that whether I am accepted or rejected, I am required by God to make this person a matter or prayer. (*Mt. 18:18-20*)

STEP THREE - *Matt. 18:17a - "If he refuses to listen to them, tell it to the church (through the leadership)."*

At Teen Challenge, this would occur in Light session. After you have THOROUGHLY completed the steps above speak with a staff member.

STEP FOUR - *Matt. 18:17b* - “And if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (NIV)

Teen Challenge staff would then begin the dismissal process.

2nd SITUATION

YOU DID THE OFFENCE - *Matt. 5:23, 24*

Matt. 5:23, 24 - Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother, then come and offer your gift. (NIV)

3rd SITUATION

IF SOMEONE IS OVERTAKEN BY SIN – *Gal. 6:1*

Gal. 6:1 - “Brothers (or sisters), if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”

1 Cor. 10:12 - “So, if you think you are standing firm, be careful that you don’t fall.”

James 5:16 - “Therefore, confess your sins to each other and pray for each other so that you

may be healed.



Staff Signature _____

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall on the basis of race, color or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

PROHIBITED PRACTICES

Denying any individual services, opportunities, or other benefits for which that individual is otherwise qualified;

Providing any service or benefit in a different manner from that which is provided to others in a program because of race, color, or national origin;

Segregating service recipients solely because of race, color, or national origin;

Restricting access to program services or benefits because of race, color, or national origin;

Adopting methods of administration which would limit participation by any group of recipients or subject them to discrimination;

Addressing an individual in a manner that denotes inferiority because of race, color, or national origin;

If you have any difficulty with the Grievance procedure listed below, you may speak with our Title VI Coordinator, **Carol Parker**.

STUDENT GRIEVANCE POLICY

Any student who has a grievance has the right to seek remedy for any complaint.

Method:

1. Talk to your personal coach.
2. If the grievance is with him or her, talk to another coach.
3. In the event a satisfactory settlement is not reached, talk to the Program Director.
4. If a settlement is not reached, talk to the Vice President.
5. If a settlement is not reached, talk to the President.
6. If a settlement is not reached, talk to the Chairman of the Board.

Students have the right to seek legal counsel.

See Title VI of the 1964 Civil Rights Act

Revised: July 14, 2009



Staff Signature _____

ADDENDUM

Miscellaneous

1. Upon entering Teen Challenge, I read & signed the Teen Challenge General Program Rules. Rule #6 states that I will not become part of a clique. I agree to follow this guideline.
2. I agree not to help another sister with her make up or braid, style, color, etc. another sister's hair without permission.
3. I will not talk to other sisters about leaving the program. If I wish to leave I am to speak with staff ONLY!
4. Once I have asked staff permission to do something, I agree not to ask another staff member the same thing. I understand that I will face a discipline if I do this.
5. Medication will be dispensed three times per day. 7:40 AM, 12:40 PM & 9 PM. I understand that I must line up in front of the sink and wait to be called. I also understand that if I am late for med call, I will NOT be given medication. Talking is not permitted in the med call line.
6. Flip flops and sandals are only allowed to be worn from April 1st to October 31st.
7. I am not allowed to skip a meal unless I have been given permission to fast. If I am not hungry, I am still required to eat at least one item (a fruit or vegetable) unless I have been given permission by staff on duty to do otherwise. If I skip a meal, I am NOT permitted to eat dessert.
8. I understand that I am not allowed to touch other students unless I have been given permission.
9. I understand that the Women's Residence is open for tours at any given moment without notice. I agree to keep my room and closet neat. I agree to not hang my under garments to dry in my room, closet or laundry room in plain view.
10. I am not allowed to have any liquids such as mouth wash, hair spray, hand sanitizer or cologne that contain alcohol.
11. I am not allowed to climb on any furniture to get into the top bunk of my bed.



Staff Signature _____

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