

Teen Challenge Adult Centers of Texas, Inc.

MEN'S STUDENT HANDBOOK



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INTRODUCTION

Teen Challenge ministry is designed to create the best possible environment for positive Christian Growth. Teen Challenge is much like a greenhouse. As a greenhouse provides the best environment for proper plant growth – such as light, nutrients, water, and protection from the elements – so Teen Challenge provides the best environment for Christian growth. Our Christian “greenhouse” is a Christ-centered environment. God is our “Light.” His word is our “Water,” and the rules and structure of the program are the “nutrition”.

Up to this point in your life, you have been taught only to “survive” regardless of which “rules” are broken. Rules, regulations, and boundaries are vital for real freedom to exist. For example, we love the freedom of owning and driving our own car, but how “free” would we be without traffic lights, stop signs, and traffic laws? We would not be “free,” we would be dead! Within proper God-given boundaries, individuals are free to grow, live, mature, and enjoy life. Discipline therefore, involves teaching a person to recognize and respect God given boundaries.

The purpose of discipline is to *teach*. Proper discipline is training that corrects and molds. As Army boot camp disciplines men for war, so Teen Challenge disciplines men for Christian living. In the Army, poor discipline produces unprepared men which results in casualties and lost battles. Undisciplined Christians can produce similar collateral damage to themselves, their families and the body of Christ.

Our broad understanding of discipline must include positive direction and leadership, corrective action, valid rules and standards, and personal affirmation. Discipline shows the correct path to following guidelines until you are able to walk the path alone. The rules and policies of the program are designed to help you develop self-discipline.

Discipline also involves acknowledging, understanding, and striving for the right standards and goals. *Standards* are the measurement of life. They are the measurement of what is good, healthy, productive, superior, and important. We must move in the right direction – avoiding the bad, unhealthy, inferior, and unimportant. The proper goals motivate us to keep moving in the right direction. What is your motivation to grow and change? What are your goals and standards? What *should* they be?

The following are some goals and standards that are basic to Christian growth, which you should be willing to set for yourself in the days ahead:

1. Full commitment to Jesus Christ.
2. Dependability -- punctual, reliable, and keeping your word.
3. Neatness -- cleanliness and good personal hygiene.
4. Initiative -- self-starter, alert, not waiting to be told what to do.
5. Cooperation -- working together with people and being helpful.
6. Perseverance -- no longer a quitter, determined to succeed.
7. Quality work -- physical labor and educational studies.
8. Mental alertness -- disciplined thought life.
9. Physical development -- proper exercise, rest, and nourishment.
10. Responsibility -- own up to your actions and accept their consequences.
11. Friendship -- showing love and concern for others.
12. Teachable -- open, willing, receptive of instruction and correction.

PERSONAL PROPERTY TO BRING TO TEEN CHALLENGE

Note: You do not have to have everything on this list, this is a general guideline

CLOTHING

Dress shirts (4)
Collared Shirts (4)
Dress slacks (4)
Sweats (1)
Shorts (2)
Work Pants (5)
Stamps
Work Shirts
(5) Pencils
Tennis Shoes (1)
Dress Shoes (1)
Casual Shoes (1)
Work Shoes (1)
Bathrobe (1)
Shower Shoes (1)
Jeans (3)
Underwear (7)
Socks (9)
Belts (2)
Coat (1)
Jacket (1)

OTHER ITEMS

Bible
Hangers
Pillow

IDENTIFICATION, i.e.

Social Security Card
Birth Certificate
Marriage License
Driver's License
Picture I.D.

TOILETRY ITEMS

Bath soap
Shampoo
Toothpaste
Toothbrush
Mouthwash
(non-alcohol)
Deodorant
Razor/Shaver
Hairbrush
Towels (2)
Washcloths (2)
Nail clippers

DO NOT BRING

Books
Instruments
Radio/CD Player
Personal Vehicle

The above mentioned items are an outline to help you know what to bring. **LIMIT what you bring to no more than the equivalent of 2 regular sized suitcases.** Numbers in parentheses are the maximum a student may bring. All clothing must be in good condition and NOT TORN. DO NOT bring clothes such as t-shirts advertising beer, rock groups, bars, cigarettes, etc. All clothing must be modest and meet Teen Challenge standards.

RULES OF CONDUCT

1. No profanity, no talking about drugs or alcohol, or glorifying past lifestyle. Do not talk to others about leaving the program Verbal and/or physical threats or altercations are grounds for immediate dismissal.
2. Students are only permitted to leave the premises accompanied by a T.C. Staff member or approved person.
3. Participation in all program activities is required of all students.
4. Drug, alcohol and tobacco use of any kind is prohibited.
5. Chewing gum is not allowed
6. Student funds will be deposited in a commissary account. Students will have access to money only as needed. Money sent via mail in the form of check or money order must be made payable to Teen Challenge. Money may also be deposited via phone.
7. Teen Challenge is not responsible for any lost or stolen money or valuables.
8. Cell phones, personal music players such as (but not limited to) CD players, and MP3 players are not allowed. Digital Cameras, radios, electronic games, TVs, and knives, are not allowed.
9. A student who has reached the Advance phase may request to have one (1) personal musical instrument only by the approval of Program Director.
10. Students are prohibited from doing their own laundry (**NO EXCEPTIONS**).
11. Talking to or writing notes to women are prohibited.
12. Scuffling, wrestling, punching, shadowboxing, and horseplay of any kind is prohibited.
13. Student activity will be restricted to the following boundaries unless Staff permit otherwise:

NORTH:	Offices/Dumpsters	SOUTH:	Walking Track
EAST:	Softball Field	WEST:	East side of the tree line

All Shop areas are off limits. (behind, on side, etc.)

14. Do not use one TC Staff member or Student leader in opposition against another one. That is: if one T.C. Staff member or student leader tells you to do something, do not go to another T.C. Staff member to get your way.
15. Littering is prohibited.
16. Only literature given or approved by Program Director or Education Director is allowed.
17. Signing up to receive literature by mail is prohibited.
18. Derogatory nicknames are prohibited.
19. Fighting with another student, verbal or physical threats, drug or alcohol use on the facility, communication with female students, refusal to follow guidelines and/or blatant disrespect of any T.C. Staff member, Volunteer or student leader are grounds for immediate dismissal

HOUSE RULES

1. The following places are off-limits without T.C. Staff permission:
 - * Offices* Office bathrooms * Kitchen *Any dorm room that is not your own * Pallet shop* Mabee Shop * Auto Shop * R.V. Cottage & Pads * Red Barn * Women's Center
(NOTE: Kitchen personnel, T.C. Staff are the **ONLY** students allowed to be in the Kitchen.)
2. Receive permission from T.C. Staff before entering their office.
3. Do not hang pictures, posters, etc. on walls, dressers or closet doors.
4. **Spitting in trash cans, urinals or sinks, is prohibited.**
5. The last person out of a room is responsible to turn off the light.
6. *Immediately* report to the T.C. Staff *any* facility or property damaged.
7. Going through donated items and items left by a student is prohibited. Staff or designated person will remove property of those who leave the program.
8. **Eating and drinking in vehicles without permission is prohibited.** Water is allowed
9. All student food will be stored in the assigned food storage area. No food allowed in Dorm Room with the exception of individually wrapped candy and water.
10. Authorized students will be permitted to drive **WORK RELATED VEHICLES ONLY** on Teen Challenge property and only with accountability.
11. Students must be out of bed five (5) minutes after scheduled wake-up time. Students must be present in cafeteria for every meal, *even if not eating*. Students will *not* be allowed to go back to bed from 8 a.m. to 5 p.m. from Monday – Friday.
12. Absolutely no talking or communication of any kind after quiet time begins. Students must be in bed at lights out.
13. Teen Challenge reserves the right to search student belongings at any time.
14. Hats can be worn during work duties and free time only and with bills facing forward.
15. Hoods are not to be worn inside. Wave caps can only be worn while sleeping.
16. Students are not allowed to go back to bed until after 4:30pm on weekdays and 12pm on weekends.
17. Close room blinds when dressing.
18. All radios in vehicles must be tuned to Christian stations at all times. (NO EXCEPTIONS)
19. Vehicles and grounds are to be kept clean at all times. If this is not accomplished it will result in commissary privileges being revoked.
20. All furniture must be used for intended purposes only; please keep shoes off of furniture
21. Must be fully dressed before leaving dorms.

STUDENT PHYSICAL POLICY

- Incoming students are required to obtain a physical exam before admittance into program.
- If prospective students are not able to obtain a physical one will be provided for them at no cost, no later than 45 days after entry into program.
- Physical will be performed by a licensed medical professional.
- Physicals are designed ensure students health is in good condition and they are able to fully participate in all program activities.
- If students are deemed unfit to fully participate in all program activities due to health concerns, they may be dismissed from program.

LEGAL SITUATION POLICY

1. Students *must* receive permission from the proper authorities before entering the program, if required to do so.
2. Students having warrants for their arrest or court cases pending, or are on probation/parole *must* receive permission from the proper authorities and the Intake Supervisor before they will be allowed to enter the program.
3. Students *must* inform the Intake Supervisor regarding probation, parole, or court requirements.
4. Students required to report to a locally assigned officer will be taken by a family member or a T.C. Staff member (or designated student)
5. **Reporting is ultimately the student's responsibility.**
6. Students who have a court appearance while enrolled in the program shall be allowed to go with Program Directors permission.
7. Students required to make a court appearance shall complete the Personal Studies for New Christians project 303, entitled, "Go see the Judge".
8. Student with active warrants will be required to turn themselves in immediately. (**NO EXCEPTIONS**)
9. All students must sign consent for release of confidential information.

ROOM CLEANING

1. Rooms are to be clean before breakfast and remain in good order the entire day.
2. Beds must be properly made and remain made all day.
3. There is to be nothing left out or hanging on chairs, tables or dressers after leaving dorms.
4. Clothes must be in their proper place – hung neatly in the closet, folded in drawers, or in a dirty clothes bags.
5. Bed frame, ladder, and window sills must be dusted.

6. Windows must be cleaned. (No personal items to be placed in window sills)
7. Drawers and dressers are to be kept in neat order. (Only 3 framed family pictures are allowed on top of dressers/drawers.)
8. Food or snack items are not permitted in dorm rooms.
9. No sleeping with street clothes on at bedtime.
10. Students must adhere to intake specifications for amount of clothing allowed.
11. Students must finish personal hygiene before starting chores .

FOOD

1. **Complaints about the food served is prohibited**
2. Saving food from meals (for later) is prohibited.
3. Refreshments, coffee, snacks, or soft drinks are not to be taken out of the cafeteria.
4. All cafeteria cups are to remain in cafeteria.
5. If you pour a cup of coffee, drink the entire cup. There is a two (2) cup per day limit (normal cup sizes only)
6. Fasting must be discussed with the Program Director, to ensure student safety and receive prayer/counsel.

PHYSICAL HEALTH POLICY

1. Students with on-going medical needs shall report them to the Intake Coordinator before entering the program so that an action plan for meeting those needs may be implemented.
2. Students developing physical problems while in the program shall report them immediately to the T.C. Staff or Intern.
3. Doctor and dental appointments shall be made only in the case of serious need.
4. Students will be responsible for any medical bills incurred while in the program.
5. All Rx (prescription) medications *must* be approved by T.C. Staff and logged into the Medical Log Book before a student may take them. Rx medications will not be approved without a written prescription. All medication (Rx and over-the-counter) must be taken *as prescribed*.
6. **ALL MEDICINE (Rx and over-the-counter) WILL BE LOCKED IN A MEDICINE CABINET TO BE MADE AVAILABLE TO THE STUDENT AT THE APPROPRIATE TIME.** Medication must be taken in the presence of the M.C. Staff or designated person dispensing. The student and T.C. Staff/designated person will then both initial the medical form indicating the medication was taken.
7. Students who become ill **MUST STAY IN BED.** Only Bible reading and class work are allowed. Meals will consist of soup and water. Students must be presenting symptoms of illness in order to go down for the day.
8. Students who continue to have ongoing medical needs which interfere with their participation in the program may be required to take a medical leave of absence, during which time they must obtain a doctor's release stating that they can physically meet all of the requirements to return to TeenChallenge without restrictions.

STUDENT PRIVILEGES

1. Letter writing is not allowed during the first two (2) weeks in the program. Visits and phone calls are not allowed during the first thirty days.
2. Letters, calls, and visits are allowed to and from immediate family **ONLY**. Immediate family include: parents, grandparents, siblings, wife, and children. Any exception will be made by the Men's Program Director.
3. Immediate family members may attend Praise-In after student has been at T.C. for thirty days. Visitor's outside of immediate family must be approved by Program Director.
4. All calls are made with the approval of the TC Staff.
5. All students will be provided one ten-minute call per week. All numbers must be approved by T.C. Staff. Exceptions may be made by Program Director.
6. Phone calls will be made during designated time only.
7. Visiting times are: Saturday 1pm-5pm. and Sunday 1pm-5pm., (Praise-In visitation is from Dinner – 15 min after service ends. Concerning all visits, exceptions will be approved by the Men's Program Director no later than the Friday before the visit. During visitation you are not allowed to sit in a vehicle or use visitor's cell phone.
8. **Visitors are not allowed in the dorm area.** You may visit in the chapel, lobby, dining room and outside on the back patio behind cafeteria, softball field or basketball court. Students are not allowed in vehicles or to use visitors cell phones for any reason.
9. After (3) three months a student may be eligible for an (8) eight-hour pass on Saturday from 9am-5pm. After (5) months, (7) months, and (9) months a student may be eligible to apply for a weekend pass from Friday after 9:am to Sunday at 5pm. Passes do not carry over; if a student misses his five-month pass he will have to wait until his seven-month pass (etc.). Pass requests *must* be turned in at least 2-weeks in advance of the pass date. All changes to pass times must be approved by Men's Director. **Passes are a privilege and not a right.** The approval of all passes will be based on one's education and discipline standing. Passes may be canceled for educational and discipline reasons.
10. Students who are taken to an off-campus appointment (doctor, PO, etc.) by 3rd party (family) will be permitted to travel to and from the appointment **ONLY** and must maintain communication with the Farm if changes occur. The student *may not* use this time for any leisure activities orto get meals unless prior approval is given by T.C. Staff.
11. All incoming and outgoing mail and packages will be checked by the TC staff.

CHURCH

1. **CANDY AND GUM ARE PROHIBITED** (with the exception of Breath mints and hard candy)
2. **DO NOT** pick up any church literature, unless it is given to you so as to not deplete their resources.
3. Stay in your seat and face the front. Walking around and talking without permission is prohibited.
4. Follow the directions of the T.C. Staff and/or student leaders
5. Go to the restroom before you leave the Center. Restroom breaks will not be allowed during the service unless you have a physical problem and have received permission from T.C.

Staff.

6. You are required to take notes in every service you attend. Please turn your notebook on the appropriate day assigned for you to do so.

STUDY HALL, CHAPEL, AND DEVOTIONS

1. Writing or reading letters is prohibited (this should be done during free time).
2. Talking is prohibited without T.C. Staff permission. Do not pass notes.
3. Read only those books that pertain to your class work.
4. Restroom and water breaks must be taken before and after Study Hall/Chapel. There will be no breaks except for those which are approved.
5. Study Hall will be held in the Cafeteria unless otherwise directed.
6. Devotion time is for reading your Bible and individual prayer. Talking during devotions is prohibited.
7. Sleeping or giving the appearance of sleeping during Study Hall, chapel, and devotions is prohibited. ALWAYS be quiet when entering the chapel.
8. Do not stick pins into, write on, or tape things to your desk; do not put your feet up.
9. Students are not allowed to have or use red pens, as to not interfere with teacher grading

PSNC (Personal Studies for New Christians) and GSNC (Group Studies for New Christians) CLASS RULES

1. Restroom and water breaks will be permitted during class if permission is given. If excessive wandering is found to occur this privilege will cease.
2. During class time, work only on PSNC/GSNC work. (No writing, drawing, reading letters, etc.) Come to class *prepared* (books, Bible, ALL class work, pen & paper, etc.).
3. DO NOT read any books other than those assigned with your contract.
4. DO NOT sleep in class give the appearance that you are sleeping, this includes break time.
5. Desks in the PSNC/GSNC room are to be kept neat at all times. DO NOT put your feet on the furniture.
6. Class is not over until dismissed by M.C. Staff, Volunteer or designated person.

WORK DUTIES

1. Report to circle up ready to work, in work clothes at the assigned time.
2. Report to the T.C. Staff any damages as soon as they occur.
3. The "Lead Student" will be responsible to oversee the job, ensuring all tools are collected before and after the job and supervising clean-up of job site.
4. Breaks are to be taken with permission from the T.C. Staff or designated person only.
5. Use of power tools are prohibited without work supervisor permission.
6. Stop work when work supervisor or schedule instructs.
7. Clear work vehicle of all job site materials when completed.
8. **No working in shops without Workforce Supervisor's permission.**

DRESS CODE:

CHAPEL, CLASSES

- Collared shirts will be worn with nice, clean jeans or slacks. (NO HOLES)
- Shirts will be buttoned to at least to the second from the top button.
- All shirts must be tucked in with belt.
- **NO** open-toed sandals.
- Socks must be worn at all times
- No house shoes.

WORK TIME

- Shirts must be worn at all times.
- No torn shirts, sleeveless shirts, or tank tops.
- Bandanas are not allowed
- Hats can be worn during work duties with bills facing forward.

RECREATION/FREE TIME

- Shirts must be worn.
- Bandanas are not allowed.
- No sleeveless shirts
- Hats can be worn during work duties with bills facing forward.

CHURCH AND PRAISE-IN

- Dress slacks or nice jeans (no holes), button down dress shirts, and nice shoes are required.
- Shirts are to be tucked in with belt
- Suspenders are not a substitute for a belt if slacks have loops

GENERAL

- Hair must be combed, neat, and no longer than collar length.
- Sideburns must be kept above bottom of ear, not ear lobe.
- Shoes and socks must be worn at all times.
- Mustaches are allowed if they are kept neat, clean, and properly trimmed.
- All piercings are prohibited.
- Students must shower daily and must be clean shaven at all times.

Teen Challenge Adult Centers of Texas - Work Experience Program –

The general work experience program at Adult & Teen Challenge of Texas refers to a work related occupational activity that serves as an instructional method (tool) in vocational experiences so as to aid the student to achieve identity.

In regard to work experience in group homes, several types of programs are typically classified. They are:

- Exploratory work experience education is primarily a career guidance program.
- Vocational work experience education provides specific occupational preparation for selected careers.
- General work experience is designed to develop desirable attitudes and promote understanding for job success through supervised, part-time work experience activity. This work activity need not be related to their specific occupational goal. Teen Challenge Adult Centers of Texas (TCACTX) is involved in point three, as shown above. The general work experience is becoming more popular, due to such tremendous need for such training in the world of work. Students who come to us become acquainted with their personal liabilities, need for proper work attitudes and need for development necessary for job responsibility and career development.

Our general work experience program will provide a type of experience which permits the student to achieve an identity with the work before making a career choice based on the basics of work behavior. For identity with the world of work, the student must learn about himself and his capabilities, the society in which he lives and the world of work. If the student with whom you work is to be successful, he must develop an understanding of personal dignity about work, a commitment to fulfill all work performed from learned Biblical concepts. He must learn how to be productive and then anticipate the blessing of creativity.

Our program affords the teacher with the great opportunity and means for the prospective development of students with life-controlling problems. The program brings together two groups:

- The Staff
- The Student

For there to be success, there needs to be soliciting of prayer and believing God for reaching goals in our outstanding work experience program; and full cooperation and assistance among members of the staff.

Work – A Part of a Person’s Life

Work is an integral part of a person’s life. The pattern of basic growth in a man’s life can be identified. TCACTX is concerned with the first three stages of personal development in its general work experience program. The stages are:

- Identifying with the worker, where the concept of working becomes normal for the individual. (Ages 5-10 in the home).
- Basic habit of industry. Work comes before play and the development of work habits. (Ages 10-15).
- Acquiring identity as a worker. Work experience becomes a basis for occupational choice and an assurance of economical independence.

Our program is concerned with all three areas of growth as related to the student’s identifiable problems as related to the world of work. Once a student has learned these basic habits of industry, he can achieve identity. Our program feels that it is difficult to skip one of these 3 areas and avoid real challenges for a student. He will not achieve in the 3 areas unless he (the student) has an open mind to Biblical truth and believes God for a change. Getting the student to learn and accept this is a real challenge to the teacher.

Our general work experience program is designed for students with life-controlling problems. Since this is now an issue in our society and employers are groping with the lack of production, it becomes conclusive that those with life-controlling problems need basic specialized work experience, coordinated by concerned staff who are acquainted with their needs. Successful students, who are in our program, help fellow students see that it is a prestigious program. They will want to participate. Our program must have students who have aptitudes essential to success so as to be successful. Even though they have identifiable problems, they advance more rapidly and are an inspiration as they interact with students who advance more slowly.

Method of Instruction

The work site is the classroom. This is where the group and individual instruction takes place. It is here that the student learns the basics necessary for any career which he/she may choose for the future. The basis instruction for proper motivation and production must come from the teacher-coordinator.

The work experience instruction must have and develop general practical skills and flexibility. The classroom may change from day to day and month to month. The techniques and methods used will vary with objectives and desired outcome. The

instructor-coordinator will seek to motivate for common sense, good judgment, basic good habits for productivity, and direct the student in what is necessary for economic independence. The instructor should also integrate into weekly advising and teaching, the topics already being discussed with the student in the classroom. This allows the practical application of the theory being taught.

As stated, the techniques and methods will vary. The work experience supervisor arranges for all the morning and afternoon work schedules and posts the schedule on the bulletin board weekly (could be daily). From here, the teacher proceeds with the assigned schedule. The teacher finds opportunity with his class in two areas:

- The teacher is given a class or group of men where he is the sole staff member present. He will be the group teacher-coordinator as well as the individual instructor. In such a class activity, he will also set the pace for productivity.
- Personal instruction: There are times when the schedule provides opportunity in which the group as a whole goes to a given site for work experience and all staff are present. An illustration of this is pecan picking. The classroom is the grove. The teachers and students are present. The supervisor divides the large group into smaller groups. Now, the teacher must follow the instructions of the work experience program supervisor and carry through his goals and instructions to the students. Any personal questions of the supervisor's goals should be talked over after the work schedule put in carefully worded questions for the occasion. It is respectful, courteous and sympathetic in all dealings and response to fellow staff members and the supervisor.

The teacher-coordinator must be experienced in the world of work in a very down to earth way. He must have a love for those with life-controlling problems, organize and personally work together with the students and display a proper attitude of confidence that is reassuring to the students with whom he/she is working.

Teacher's Role in Work Experience Program

The TCACTX general work experience program provides the teacher with:

- A feeling of accomplishment
- An ability to keep busy
- Opportunities to work alone on the job with the students
- Freedom to role-play in use of common sense and good judgment (setting examples for students to use the most efficient method or methods).
- Opportunity to help others
- A variety of jobs to teach the basics of the general work experience program,
- Class activity in which there is opportunity to relate with others to a common goal.
- The teacher's role as an instructor, with the help of the Lord, is a powerful and persuasive role. In our work experience program, the teacher is the most significant factor in the teacher/learning process. The teacher works with the student in the actual work process. With the help of the Lord, the teacher,
- fulfills and has the ability to relate to the students personally concerning work experience basics
- fulfills and has the ability to teach low achievers
- expresses proper attitude toward students in his/her work experience class
- Here the teacher instructs regarding faith and displays confidence (Phil. 4:13). Through prayer, Biblical concepts are established as necessary for qualifications of a successful work experience program.

Necessary Characteristics of the Program

Characteristics necessary for an outstanding work experience program are for staff to:

- Understand the philosophy in which the work experience program is considered and equal with other disciplines of the center. There are occasions when the students have opportunity for a more full work schedule. Although academic classes may move to a slower pace at these times, students would still meet the 12 hour per week minimum class requirement.
- Comprehend the administrative system of the work program, which includes the needs and values of the work experience program. Staff must recognize specialized areas of responsibility. Not all staff can be involved in some areas.
- Understand the support necessary to be able to reach the objective of the work program.
- Understand the need for adequate advising and follow-up for the students in their work experience. Staff needs to report counseling sessions and problems to the counseling department.

The teacher is also an advisor and may be required to submit a written report to the Program Coordinator outlining any incident and advising given.

Within the Christian faith, the variables (problems) are brought under control. Biblical concepts, correction as necessary, and prayer bring optimum results in every situation. The teacher-coordinator must be a student of the Word of God and seek ways of placing the student under the authority of the Word of God, aiding the student to respond successfully.

Guidance and advising are essential to the work experience program. At TCACTX, there is no problem in coordinating the advising department with the general work experience program. The teacher-coordinator is an advisor. All staff are involved in guidance and advising. There needs to be no communication breakdown here. The teacher has direct communication with the department head. Very serious problems, such as injury on the job, should be reported to the business office and any heavy advising needs should be brought to the leadership team and/or the TCACTX director immediately.

The Community

Our work community is important in the development of our general work experience program. Our community has accepted our contribution of general labor favorably. They have accepted our philosophy and objectives. Leaders in the community have been willing to serve on local campus committees and also donate support.

Staff are responsible to interact with students and not to come to conclusive decisions with the students concerning future plans. This must be handled by one designated individual.

Teacher Characteristics

Teacher characteristics of the general work experience program include:

- Purposeful outlook: should have a sincere desire to develop students into competent employees.
- Skill as a teacher: Should have a record for successful teaching and/or be willing to further develop and perfect his/her skills.
- Role as a teacher: Should constructively relate the general work experience program to the whole of our center's Christian development program and teach through the practical instructions what is most meaningful to the student as based upon Biblical concepts.
- Personal traits: Should be prompt, respectful, courteous, sympathetic, and consistent in all dealings with fellow staff members and the students; should be a good organizer to the schedule so as to provide a cooperative effort and efficient production.
- Knowledge of job requirements: Should be acquainted with basic job attitudes and responsibilities and the basics of what is required for normal everyday job advancement and competency.
- Extra center duties: Should reflect an attitude of helpfulness with other members of the staff and be willing to assume some extra duties.
- Physical and mental stamina: Should have employment experience related to everyday common job activity as related to our center's general work experience program. A variety of employment experience will be provided for the staff member in case he/she does not have the employment experience as related to our work experience program.
- Employment experience: Should have employment experience related to everyday common job activity as related to our center's general work experience program. A variety of employment experience will be provided for the staff member in case he/she does not have the employment experience as related to our work experience program.
- Formal education: Will have already qualified as staff for other departmental work areas.
- Role as a teacher/work experience leader: Should be thoroughly convinced of the importance of the role as a teacher/advisor/work experience leader.

The General Work Experience Student

During the general work experience program, our students do not receive wages. TCACTX makes total provision for their residence and care. They do not receive wages because:

- They are in training similar to that of a vocational school.
- The training is for the benefit of the students.
- The trainees or students do not displace regular employees, but work under close supervision.
- TCACTX, which provides the training, would derive no advantage and generally the TCACTX operation would be hampered.
- The trainees or students are not entitled to a job at the completion of the training period.
- The trainees or students understand that they are not entitled to wages for the time spent in training.

What are we trying to accomplish?

Completion of the work experience program will benefit the student in making his/her transition to his/her choice of work by:

- Learning to assume responsibility
- Gaining knowledge and attitudes necessary for successful job performance

- Acquiring good work habits
- Learning how to get along with fellow-workers and work supervisors
- Developing personality and poise
- Understanding proper relationship between job production and wages
- Broadening his/her knowledge of the occupational world and working conditions in the world of work.

The implementation of the work experience program begins with the student, who, by being at TCACTX and being acquainted with the nature of the TCACTX program, his/her alternative to change bad work patterns to become more productive and creative. It becomes the responsibility of the education and advising departments, through each of its teachers and advisors, to properly respond to the student so as to help him achieve a more complete identity.

General Problems

Problem areas that the TCACTX ministry deals with in student work training are generally accepted as problems that exist today in our world of work among younger employees ages 18 through 65. Please remember that the work experience program will provide a type of experience, which permits the student to achieve an identity in the world of work. The student must learn about himself/herself, his/her capabilities and those of the people with whom he/she lives, as well as the world of work.

The TCACTX general work experience program instructs the student in the work ethic so basic to our American culture. There must be a change in the student's negative attitude toward work and employment. If not, there will be no change in his/her skill and performance. It must be emphasized that the primary emphasis in their work experience is in the individual training of the student for his/her benefit.

Out students' needs regarding response to proper work behavior are varied and are listed in part below: (All scriptures from Proverbs are taken from the Taylor Paraphrase).

- The student in his/her past usually has not been able to hold a job and has destroyed his/her identity as a worker through lack of common sense (Prov.10:21). Our students must be determined to grow and determined to change. By the wisdom gained with his/her determination, he/she will develop common sense and good judgment (Prov. 4:7). This developing process happens best at the job site in everyday practical work experience.
- For the student to learn, he/she must be taught. Generally our students in the past have refused counsel and instruction only to become a greater problem in society. "Whoever loves discipline loves knowledge, but he who hates correction is stupid." (Prov. 12:1)
- Students fail to see their negative response to work as a personal problem. The trend is to blame others for their misfortune (Prov. 10:17). And as long as the student continues this negative pattern of thought and behavior, he/she is to be assured he/she will never gain the wisdom he/she is looking for (Prov. 14:6). The work scene becomes the classroom where this negative behavior can be corrected.
- It has been stated, "A good man thinks before he speaks. The evil man pours out his evil words without a thought." (Prov. 15:28) The work program constructively presents a schedule for counsel showing the need for discipline and control of personal behavior toward other students.
- There is a need to face reality or face the facts. Advising must be done on the job – with students so as to face the reality of problems in their work response (E.g. they wish to talk/yell more than work (Prov. 18:2)).
- In the world of work the wise worker foresees difficulties and prepares for them. Staff must seek to constructively present work as a challenge but the student continues to go blindly on down a dead-end alley only to suffer ill consequences (Prov.22:3).
- We have a slogan – "Keep away from the angry, short-tempered man lest you learn to be like him and endanger your future." (Prov. 22:24) Here is another area the advisor can help the student develop discipline and self-control while on the job.
- Advisors must aid in building trustworthy students. Our students must become reliable and trustworthy. As such, they will have fewer problems with employers in the future. Proverbs 25:19 states, "putting confidence in an unreliable man is like chewing on a sore tooth or trying to run on a broken foot." Employee/Employer relationships of our students have been bad in the past. Advisors, with the Lord's help, must help to change this inevitable relationship.
- Comprehension of detailed work responsibility is low. They will tend to misapply an illustration used by advisors in such a way that the point of the illustration is lost. (Prov. 26:9) Building or enlarging a student's comprehension is quite difficult. However, it must be done if the student is to succeed in the world of work.
- Proverbs 26:10 states that employers will get better work from an untrained apprentice than a skilled rebel. There must be a change in the attitude of bitterness and resentment of the student in his/her relationship to all concerned. Proverbs 27:22 states, "It is not foolishness though it crush him." Through the advisor's faith in God and His Word, the new life in Jesus Christ will bring about a change in this area. (II Corinthians 5:17)

- Two other factors are important in the world of work:
- Knowledge of the chain of command
- The importance of justice (Prov. 28:5). A person who refuses to admit his/her mistakes can never be successful. If he/she confesses and forsakes them he/she gets another chance. (Prov. 28:13) In the end the student will appreciate the advisor's openness and frankness more than the flattery of the past. (Prov. 28:33) The advisor must understand that there is no use arguing with a rebellious person. He will only rage and shout in anger. (Prov. 29:11) The advisor must consistently work for and in faith believe God for a change in the rebellious person's attitude and negative thought pattern.
- Laziness is another problem. "The lazy man longs for many things but his hands refuse to work. He is greedy to get, while the Godly love to give." (Prov. 21:25-26) The advisor is faced with excuse, (Prov. 22:13) in response to the student's productivity. If a student refuses to accept criticism of poor work patterns, this is an indication of laziness. (Prov. 13:18) An excessive amount of talk during work is another indication of laziness. (Prov. 14:23) Values and priorities are vital. The advisor must aid the student to update his/her values and priorities. For many students this will mean a complete cultural about-face. (Prov. 6:6-11) "A lazy fellow is a pain to his employers like smoke in their eyes and vinegar that sets the teeth on edge." (Prov. 10:26)

Teen Challenge Adult Centers of Texas work experience staff and advisors accept the responsibility to confront our students with these problems and to motivate them so as to promote a more normal response in the student's future development of his/her skills in the world of work. It is understood that our students come to TCACTX voluntarily and are not exploited for any Teen Challenge Adult Centers of Texas benefit or for any other reason. What the student does in labor and the response of this work is for the student's benefit and for other students who will come to Teen Challenge Adult Centers of Texas in the future

PROGRAM PHASES

FOUNDATION PHASE

1. Complete two (2) PSNC contracts.
2. Complete, with a passing score the (6) GSNC courses.
3. Show a proper attitude toward authority and others.
4. Show a desire to complete the program

BASIC PHASE

Students may enter this phase only after successfully completing the Foundation Phase.
Qualifications to complete Basic Training Phase:

1. Complete, with a passing score the (8) GSNC courses.
2. Complete (3) PSNC contracts.
3. Show consistent Christian growth.
4. Show proper attitude towards authority and others.
5. Show a sincere desire to complete the program and continue growing spiritually.

ADVANCED PHASE

Successful completion of the Basic Training Phase is required to enter the Advanced Training.
Qualifications to complete Advance Training Phase:

1. Show consistent Christian growth.
2. Show a proper attitude towards authority and others.
3. Show a sincere desire to complete the program and continue growing spiritually.
4. Completion of the final test with a passing score.
5. Complete a minimum of (2) PSNC contracts, for a total of (7)

RE-ENTRY PHASE

Successful completion of the Advance Training Phase is required to enter the Re-Entry Phase.
Qualifications to complete Re-Entry and graduate:

1. The student must have successfully completed all phases of the program.
2. The student must be living a victorious Christian life.
3. The student must have made the transition from the program to working and living successfully in society.
4. Successful completion of all that is required from the Re-entry phase of the program.

Graduation dates are set only by TC staff. Graduation dates may be delayed based upon student performance. Student should not make arrangements for family to attend graduation until date has been officially set by TC staff.

GRADING POLICY

POINT VALUE

Based upon all GSNC/PSNC work

GRADE GROUPS

“A” 90-100 points

“B” 80-89 points

“C” 70-79 points

“D” 60-69 points

“F” any grade below 60 is considered failing.

A student with a failing grade will have to take the class over next time it is available. This may delay your Re-Entry date.

DISCIPLINE POLICY

Students agree to abide by the Teen Challenge “Rules and Policies” when they enter the Teen Challenge program. Discipline policies apply to those students who violate the “Rules and Policies.”

Program rule infractions will result in being given a Behavior Report (“write-up”). Behavior Reports and subsequent consequences are an integral part of the learning process at Teen Challenge.

A write-up may result in various forms of discipline and loss of privileges, but more than anything should be used to develop Christ-like character and a deeper reliance on the Holy Spirit.

When a write-up is given the student receiving the write up will:

1. Be given an opportunity to meet with the discipline committee to explain the situation
2. When receiving the write-up is not the time to argue or explain; simply sign the write-up and wait for your meeting with discipline board on assigned day.
3. Spend time in reflective prayer to understand how God is using this correction to refine you.

Discipline is given in the form of consequences when a student violates the student rules. These violations and forms of discipline are documented on the Student Accountability Sheet.

Consequences consist of losing specific privileges and/or an increase in work assignments.

- During the time the student is on discipline, all passes and visits will be canceled. All TV, games, sports, and other privileges are not allowed while on discipline. The person on discipline is not allowed in the areas of recreation.
- Actions for which there is zero tolerance include physically fighting and bringing drugs/alcohol onto the campus.
- All student complaints shall be handled in accordance with the Student Grievance Policy.

Discipline WILL NOT include:

- Corporal punishment.
- Any action that would benefit a staff member in any way.
- Withholding of basic food or basic needs of any kind.

“My son, do not reject the discipline of the Lord or hate His rebuke, for whom the Lord loves He disciplines, just as a Father disciplines the son in whom he delights.”

Proverbs 3:11-12

STUDENT DISCHARGE PROCEDURES:

When a student discharges early from the program (either *voluntarily* or *involuntarily*), the following procedures will take effect:

1. A T.C. Staff member or designated student will accompany the student at all times for the duration of the discharge procedures for the purpose of aid and accountability.
2. If the student has luggage in storage, a T.C. Staff person or designated person may be sent to collect it.
3. The student will be escorted to the dorm area in order to pack his belongings. The student is responsible for informing T.C. Staff if he has any medications in the medical cabinet that need to be retrieved.
4. After the student has completely packed his belongings, he will be escorted to the Administration offices where he may be given the option of making one phone call from the office phone. The phone call will only be made to someone who is on the student's approved Contacts form.
5. After the student has made his phone call, he will be given a ride into town by a T.C. Staff or designated person, as well as accountability (when appropriate). The student will be dropped off either at the Salvation Army shelter during their operating hours (*only* if beds are available), or at an approved location in Midland. The student will be informed before his phone call of his options so that he may communicate this information.
6. Any personal belongings that were checked in at the time of the student's intake (credit cards, phone, etc.) will be returned to the student at the time of his leaving TC property
7. Student should take all belongings with him. Items will not be stored after student leaves program.

RE-ADMITTANCE POLICIES

1. When a student leaves a scheduled activity or walks off Teen Challenge property, he will be considered as having left the program.
2. If a person wants to return to TC he will need to contact TC staff and go through intake process again.
3. When a student leaves the program for any reason there may be a 30-day wait period before re-admittance is granted. This decision will be left to the discretion of the TC staff.
4. When a student is re-admitted into the program he may have to restart the program over from day one. Discipline may be added as a part of the re-admittance plan. This is left to the discretion of TC staff.

Student Rights

You do not waive your rights as a citizen when you enter Teen Challenge. The right to confidentiality is recognized by our facilities and no part of this chapter is intended to neither contravene nor violate applicable federal, state, and local statutes or ordinances pertaining to a person's civil and human rights. Where a conflict exists between adopted student rights, policy procedures, and standards and applicable federal, state and local statutes or ordinances – statutes or ordinances shall prevail.

You have the right to a safe environment in which to grow and mature in Christ when you enter Teen Challenge. You may file a grievance if you feel that your rights have been violated by being subjected to inappropriate behavior such as physical, verbal, or sexual abuse by another student, T.C. Staff, or volunteer. Such complaints and grievances shall be filed by using the following procedures.

Write out your grievance or complaint on paper within 24 hours of the incident indicating all the circumstances relevant to the complaint. (Students who cannot read or write are entitled to have an individual assist them in the process.) Hand the complaint to the staff in charge where they will put it in Program Director, the Assistant Director or designee's box for review. You will be able to meet with the Director or designee at some point in the investigative process to discuss the details of the complaint or grievance. This investigative process shall take place within 24 hours on week days and within 72 hours on weekends. Any action required on the complaint or grievance will be addressed within seven days of staff notification

Teen Challenge Adult Centers of Texas
--Student Manual Acknowledgement--

By signing this document, I am acknowledging that I have read and understand all of the rules and policies set forth in this handbook. I also agree to abide by and adhere to these rules and policies to the best of my ability.

Printed name

Signature

Date