

Student 1

Teen Challenge Adult Centers of Texas, Inc.

STUDENT HANDBOOK

REVISED: 04/21

Teen Challenge
6901 S. County Rd. 1200
Midland, TX 79706
(432) 687-0348

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 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?

Student 3

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 reception of instruction and correction.

Student 4

THE FOLLOWING LIST represents the number of Personal Property Items each student is allowed to bring into Teen Challenge. If a student needs any possessions he may make a request with the T.C. Staff or Interns.

Each student will be limited to the following items:

CLOTHES:

- Button-up dress shirts (4)
- Polo shirts (4)
- Dress slacks (4) NO BAGGY LOOK
- Jeans (3) NO BAGGY LOOK
- Work pants (5) NO BAGGY LOOK
- Work shirts (5)
- Tennis shoes (1)
- Dress shoes (1)
- Casual shoes (1)
- Work shoes (1)
- Bathrobe (1)
- Shower shoes (1)
- Briefs (7)
- Socks (9) NO ANKLE SOCKS
- Belts (2)
- Coat (1)
- Jacket (1)

TOILETRY & HYGIENE

- Bath Soap
- Shampoo
- Toothpaste
- Toothbrush
- Dental floss
- Mouthwash (non-alcohol)
- Deodorant
- Shaving razor
- Hairbrush/comb
- Towels (2)
- Washcloths (2)
- Nail Clippers

OPTIONAL:

- Shorts (2) KNEE LENGTH (Rec. time *only*)
- Sweats (1)
- Stamps
- Pencils

- Pens (NO RED PENS)
- Pictures (Immediate family *only*)
- Stationary
- Envelopes

OTHER ITEMS:

- Bible
- Hangers
- Pillow

IDENTIFICATION:

- Driver's License or State-issued photo ID.
- Social Security card
- Birth Certificate
- Marriage License

DO NOT BRING:

- Books for personal reading
- Musical Instruments
- Tools
- Radio/CD Player or MP3 player
- Personal Vehicle

NOTE: You do not have to bring everything on this list. This is a general outline.

The above-mentioned items are an outline to help each student know what to bring. The student must *limit* what you bring to no more than the equivalent of two (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, music groups, bars, cigarettes, etc. All clothing must be modest and meet Teen Challenge standards.

RULES OF CONDUCT

1. **NO STREET TALK.** This includes (but is not limited to) the following: no profanity, no talking about drugs or alcohol, or discussing past lifestyle. Do not talk to others about leaving the program Verbal threats are grounds for immediate dismissal.
2. Students are only permitted to leave the premises accompanied by a T.C. Staff member or approved designate.
3. Participation in all program activities is required of all students.
4. Use of tobacco in *any* form is prohibited.
5. Drug and alcohol use is prohibited; 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 MUST BE IN THE FORM OF A CHECK OR POSTAL MONEY ORDER MADE PAYABLE TO THE STUDENT.** Money may also be deposited via phone. Teen Challenge is not responsible for any lost or stolen money or valuables.
7. Personal music players such as (but not limited to) tape players, CD players, and MP3 players are not allowed. Digital Cameras, radios, tapes, electronic games, TVs, knives, and scissors are not allowed (unless student is designated to have them).
8. A student who has reached the Advance phase may request to have one (1) personal musical instrument only by the approval of Program Director.
9. Students are prohibited from doing their own laundry (**NO EXCEPTIONS**).
10. Talking to or writing notes to women are prohibited.
11. Scuffling, wrestling, punching, shadowboxing, and horseplay of any kind is prohibited.
12. Student activity will be restricted to the following boundaries unless Staff permit otherwise:

| | | | |
|---------------|------------------|---------------|----------------------------|
| NORTH: | Main Office | SOUTH: | Walking Track |
| EAST: | Baseball Diamond | WEST: | East side of the tree line |

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

13. Do not use one TC Staff member or Intern in opposition against another one. That is: if one T.C. Staff member or Intern tells you to do something, do not go to another T.C. Staff member to get your way.
14. Littering is prohibited.
15. Only literature given or approved by Program Director or Education Director is allowed.
16. Signing up to receive literature by mail is prohibited.
17. Respect fellow students by calling them by their given names. Nicknames are prohibited.
18. Only the designated students shall operate the stereo and TV with T.C. Staff approval.
19. Students must have permission from the Program Director to sit with or visit with a family other than their own during visitation.
20. Fighting with another student, verbal or physical threats, drug or alcohol use on the facility, refusal to follow guidelines and/or blatant disrespect of any T.C. Staff member or Intern, as well as communication with female students are grounds for immediate termination.
21. Please follow the chain of command at all times. (Intern → T.C. Staff)

HOUSE RULES

1. The following places are off-limits without M.C. Staff permission:
 - * Offices * M.C. Staff or Intern rooms * Office bathrooms * Kitchen * Any dorm room that is not your own * Tool Cage * Shop storage loft * Woman's Center *
 - * Mabee Shop * Auto Shop * R.V. Cottage & Pads * Red Barn *(NOTE: Kitchen personnel, M.C. Staff, or Interns are the **ONLY** students allowed to be in the Kitchen.)
2. When approaching T.C. Staff offices, make your presence known by knocking. **Do not enter office until you have been invited.**
3. Do not hang pictures, posters, etc. on walls, dressers or closet doors.
4. **Spitting in trash cans, water fountain, 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 Interns will remove property of those who leave the program.
8. **Eating and drinking in vehicles without permission is prohibited.**
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, powdered coffee creamers, and individual sugar packets. Water **ONLY** is allowed outside of cafeteria.
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 (under the covers) from 8 a.m. to 5 p.m. from Monday – Friday. During these hours two feet must be on the floor while lying in your bunk (top bunk must sit up)
12. Absolutely no talking or communication of any kind after quiet time begins. Students must be in bed at lights out and remain in bed until the scheduled wake-up time. (Restroom breaks are allowed)
13. Teen Challenge reserves the right to search student belongings at any time.
14. Read and familiarize yourself with the “Student Grievance Policy”.
15. Close room blinds when dressing.
16. All radios in vehicles must be tuned to Christian stations at all times. (NO EXCEPTIONS)
17. Vehicles and grounds are to be kept clean at all times. If this is not accomplished it will result in commissary privileges being revoked.
18. All furniture must be used for intended purposes only; please keep shoes off of furniture
19. Must be fully dressed before leaving dorms.

LEGAL SITUATIONS 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. Students are not allowed court appearance for personal matters unless subpoenaed.
9. Student with active warrants will be required to turn themselves in immediately. (**NO EXCEPTIONS**)
10. All students must sign consent for release of confidential information.
11. Court ordered classes are not to be completed while in the program. (i.e. NA, AA, DWI class)
12. Community service hours are only allowed Saturdays at Midland County and T.C. approved sites.

ROOM CLEANING

1. Rooms are to be clean before breakfast and remain in good order the entire day. They will be checked again in the afternoon by the M.C. Staff on duty.
2. Beds must be properly 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 pictures are allowed on top of dressers.)
8. Food or snack items are not permitted in dorm rooms.
9. Sleeping on top of bedspread is not allowed. Students must sleep between their sheets.
10. No sleeping with street clothes on at bedtime.
11. Students must adhere to intake specifications for amount of clothing allowed.
12. Students must finish personal hygiene before starting chores (you will be allowed to brush teeth after breakfast, but you must clean up after yourself).

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 Asst. Program Director, to ensure student safety.

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 appointments shall be made only in the case of an emergency.
4. Students will be responsible for any medical bills incurred while in the program.
5. Students requiring dental work will need to have a means of payment before being taken to the dentist (unless it is an emergency). The student remains responsible for payment.
6. 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*.
7. **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 Intern dispensing. The student and T.C. Staff/Intern will then both initial the medical form indicating the medication was taken.
8. 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 attend morning chapel to get approval from T.C. Staff in order to go down for the day.
9. Students who continue to have ongoing medical needs which interfere with their 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 Teen Challenge 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 only by the Men's Program Director.
3. Immediate family members may attend Praise-In after student has been at T.C. for thirty days.
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.
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 6:00 p.m. – 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 make unauthorized phone calls.
8. **Visitors are not allowed in the dorm area.** You may visit in the chapel, lobby and dining room. 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. If a student fails to pass a U/A upon return from a pass they automatically lose the privilege of their next pass!
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. The student *may not* use this time for any leisure activities or to get meals unless prior approval is given by appropriate T.C. Staff.
11. All incoming and outgoing mail and packages will be checked by the TC staff.
12. If you have any mail come in, it will be given to you. **PLEASE DO NOT** ask for mail.

CHURCH

1. **CANDY AND GUM ARE PROHIBITED** (with the exception of Breath mints and hard candy)
2. **DO NOT** pick up any church literature, 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 Interns.
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.
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. Study hall is for PSNC and GSNC work *only*, unless otherwise directed.
2. Restroom and water breaks will be permitted during class if permission is given. If excessive wandering is found to occur this privilege will cease.
3. 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.).
4. NO TALKING without permission from the M.C. Staff. DO NOT pass notes.
5. DO NOT read any books other than those assigned with your contract.
6. DO NOT sleep in class give the appearance that you are sleeping; this includes break time.
7. Desks in the PSNC/GSNC room are to be kept neat at all times. DO NOT put your feet on the furniture.
8. Class is not over until dismissed by M.C. Staff or Intern.
9. Get permission from PSNC/GSNC teacher if you are going to be absent for any reason. DO NOT send another student in your place.

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. Turning on the stereo, radio, and television is prohibited.
4. 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.
5. Breaks are to be taken with permission from the T.C. Staff or designated person only.
6. Use of power tools are prohibited without work supervisor permission.
7. Stop work when work supervisor or schedule instructs.
8. Clear work vehicle of all job site materials when completed.
9. **No working in shops without Workforce Supervisor’s permission.**

DRESS CODE:

CLASSES, CHAPEL

- 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.
- High neck sweaters are not acceptable alternative to collar shirts.
- Casual shoes may be worn – **NO** open-toed sandals.
- Socks must be worn at all times (unless going to or returning from the shower where shower shoes are required)
- No house shoes.
- Warm-ups allowed during ***evening*** study hall period.

WORK TIME

- Shirts must be worn at all times.
- Nice shirts or T-shirts must be worn while working.
- All shirts are to be tucked in, with belt.
- No torn shirts, under shirts, or tank tops.
- Bandanas are not allowed
- Hats must be worn with bills facing forward at all times. Students are required to remove their hat while indoors.

AFTER SUPPER, SATURDAY, AND SUNDAY AFTERNOON (SCHEDULED FREE TIME)

- Warm ups are allowed, if they are neat and clean with **NO HOLES** (in dorms *only*).
- Shoes and socks must be worn at all times.
- Flip-flops (shower shoes) may be worn with socks.
- Be fully dressed when leaving the dorm for *any* reason. (including trip to shower)
- Knee length shorts are allowed during movie time and recreation.

RECREATION

- Shirts must be worn.
- Sweats are preferred.
- Bandanas are not allowed.
- Shorts, knee length.

CHURCH AND PRAISE-IN

- Dress slacks or nice jeans (no holes), button down dress shirts, and dress 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.
- All hair styles must be approved by Program Director.
- Mustaches are allowed if they are kept neat, clean, and properly trimmed; not to extend past corner of mouth
- All piercings are prohibited. (**No Exceptions**)
- Students must shower daily and must be clean shaven every Morning.

PROGRAM PHASES

There are four (4) phases in the program. The times listed are minimums for each phase:

| | |
|-------------------|----------------------|
| Foundations | approx. 2 months |
| Basic Training | approx. 3 months |
| Advanced Training | approx. 3 – 4 months |
| <u>Re-Entry</u> | <u>3 – 4 months</u> |
| Minimum Time: | 12 months |

Potentially, the program is 12-15 months long. This depends on each individual's progress and completion of requirements. **GROWTH AND STABILITY – NOT TIME – ARE THE KEY ISSUES** that determine the length of stay.

The Foundations, Basic Training, and Advanced Training Phases of the program will be at the Teen Challenge South Campus (aka – “The Farm”), where the student will be enrolled 24-hours a day, 7-days a week in the Christian growth program and be under constant supervision.

Only after successful completion of the Advanced Training Phase will students be allowed to qualify for the Re-Entry Phase. In this phase, students will move into a facility in town and will be required to obtain and hold a job, become involved in a local church, and be accountable to the Re-Entry Supervisor for their time and money.

FOUNDATION PHASE

1. Complete two (2) PSNC contracts.
2. Complete the GSNC courses.
3. Show a desire for Christian growth.
4. Show a proper attitude toward authority and others.
5. Show a desire to complete the program

BASIC PHASE

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

1. Show consistent Christian growth.
2. Show proper attitude towards authority and others.
3. Show a sincere desire to complete the program and continue growing.
4. Complete the GSNC courses.
5. Complete the Basic to Advance Test
6. Practice good leadership & demonstrate peace keeping skills.
7. Complete 2 PSNC contracts.

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.
4. Completion of the Advanced to Re-Entry Test.
5. Complete a minimum of 3 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 Education Director.

GRADING POLICY

Grades will be posted each Friday. Grades will be added up and posted according to the point values listed below. The grade you receive will determine what group you are in and the privileges you will have earned.

POINT VALUE

| | |
|--------------|------------|
| GSNC/PSNC | 70 points |
| Sermon Notes | 30 points |
| <hr/> | |
| | 100 points |

GRADE GROUPS

“A” Group - 94-100 points

- Basic Privileges.

“B” Group - 84-93 points

- Basic Privileges.

“C” Group - 66-83 points

- Basic Privileges.

“D” Group - 65 points or below

- Privileges may be restricted
- **“D” is considered as having failed.** A student failing 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 violations will result in being given a Behavior Report (“write-up”). A T.C. Staff member or Intern may give a write-up after prayerful consideration of the situation. 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.

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.

When a student continues violating the program rules and policies, commits violations that are deliberate and intentional, or violates policies that may require dismissal, the T.C. Staff shall report the violation to the Program Director. The Program Director in conjunction with the discipline committee shall decide the possible discipline. The discipline shall be administered in a just and equitable manner.

Only the Program Director may dismiss a student (unless student violates #20 in the Student Code of Conduct section which could result in an immediate dismissal by T.C. Staff.). In the absence of the Program Director the Asst. Director may dismiss a student. The Program Director shall confer with any T.C. Staff member or Intern issuing a write-up to gain a clear understanding of the situation. If the Program Director feels a write-up was given unjustly, then adjustments may be made. If the write-up is to be withdrawn, he will direct the T.C. Staff accordingly.

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 Intern will accompany the student at all times for the duration of the discharge procedures for the purpose of aid and accountability. The student will not be allowed to communicate with other students during this time unless such communication is approved by Program Director.
2. If the student has luggage in storage, a T.C. Staff person or Intern 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 or Interns 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 Intern, 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 he is dropped off in town.

RE-ADMITTANCE POLICIES

1. When a student leaves or is dismissed from the program there will be a mandatory 30-day waiting period before possible re-admittance will be considered. Any exceptions will be made by the Program Director or Executive Director.
2. When a student leaves a scheduled activity or walks off Teen Challenge property, he will be considered as having left the program.
3. After 30-days the Program Director will interview the student for possible re-admittance into the program.
4. When a student leaves the program and is then re-admitted back into the program he may have to restart the program from day one. Discipline may be added as a part of the re-admittance plan.

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 abused 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.) The student must give the complaint to the T.C. Staff or Intern in charge so that they may pass it on to be reviewed by appropriate Directors. 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. Any action required on the complaint or grievance will be addressed by T.C. staff.

Teen Challenge Work Experience Program

Biblical Basis for Work Experience Program

Teen Challenge Work Experience Program derives its inspiration from our belief in the Holy Scriptures, which views work as one of the central purposes for human existence. In the beginning, God worked, and placed man, who was created in His image, on the earth to "fill the earth and subdue it" (Genesis 1:28). Work was a principal means of reflecting God's image even before the Fall by applying labor, skill, and creativity to make productive and fruitful the latent resources of the earth. After the Fall, work did not become bad, only more challenging and difficult (Genesis 3:17-19). God designed work to be redemptive, allowing us to enter the joy of co-laboring with Him (1 Thessalonians 3:2). Work is the dominant enterprise of most healthy people in sound societies. Through the illumination and renewing of the mind by the Scriptures and the Holy Spirit, communion with God, the encouragement of fellow Christians, and God's grace, one may capture a vision of work as the blessing that God originally intended for man.

The Bible is filled with exhortations and illustrations concerning work.

Diligent, hard work is associated with prosperity (Proverbs 10:4; 14:23), serving people in high rank (Proverbs 22:29), satisfaction in life, (Ecclesiastes 2:24) and reaping eternal rewards (Colossians 3:23-24).

The apostle Paul writes in his letters of the example he and others set working with their own hands to provide for themselves and those who labored with them (I Corinthians 4:12). He encourages his readers to not be dependent on anyone, but, if possible, to work with their hands to provide for their own needs (Titus 3:14). Above all, Paul exhorts his readers to do everything as though God was the supervisor (Colossians 3:23).

Hard work is the fruit of a repentant lifestyle (Ephesians 4:28) and wins the respect of the local community (I Thessalonians 4:11-12). Where one has led a less than wholesome lifestyle involving anti-social behavior, there is further moral imperative to "make up for" the wrongs done by providing for oneself, and to have enough to give to those in need, through hard work (Ephesians 4:28).

One of the primary objectives of the Teen Challenge program is to encourage students to live in repentance from a self-destructive lifestyle. Participating in work assignments, therefore, is one means by which students may practice and develop the godly habit of a repentant lifestyle prior to their return to society.

In contrast, laziness is associated with poverty (Proverbs 10:4), destructiveness, (Proverbs 18:9), and sinfulness (2 Thessalonians 3:6-8). One is considered worse than an unbeliever if he does not work hard and provide for his dependents (1 Timothy 3:1, 4, 5; 5:8). Christians must avoid fellowship with "one who is idle." (2 Thessalonians 3:6) If an individual "does not work, he shouldn't eat." (2 Thessalonians 3:10)

Practical Application and Experience

The experience of Teen Challenge confirms these Biblical pronouncements, as we have found that work assignments often help surface unbiblical attitudes towards work, authority, and God, and occasionally, racism, dishonesty, and disorganization, and reveal (at least in part) why students may have misused alcohol and/or other substances to cope with their failures. In exposing and addressing sinful attitudes, work assignments also provide Teen Challenge staff the opportunity to teach students the benefits and blessings of mature Christian character, in making the best of the same circumstances and honoring God in the process.

Work assignments also prepare students to live a productive life after they complete the Teen Challenge program. Students learn specific principles regarding a healthy work ethic such as:

- 1) Punctuality
- 2) Cheerfulness and willingness regarding work
- 3) Submission to authority
- 4) Collegiality and collaboration with fellow co-workers
- 5) Completing tasks and experiencing the satisfaction of work well done
- 6) Dealing with and overcoming failure
- 7) Taking initiative and seeking greater responsibility
- 8) Understanding the correlation between job production and future wages
- 9) Desiring greater knowledge and skills within one's line of work

Accomplishing Our Mission

In summary, the Work Experience Program permits Teen Challenge staff members to discern and disciple the character and behavior of our students. The Program also trains and equips our students to apply first-hand the lessons they are learning from staff members, as they seek to undertake a new drug-free, mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive lifestyle upon their graduation from Teen Challenge.

Scriptures on Work

Proverbs 10:4 Lazy hands make a man poor, but diligent hands bring wealth.

Proverbs 18:19 One who is slack in his work, is brother to one who destroys.

Proverbs 14:23 All hard work brings a profit, but mere talk leads only to poverty.

Proverbs 22:29 Do you see a man skilled in his work? He will serve before kings; he will not serve before obscure men.

Proverbs 24:30 I went past the field of the sluggard, past the vineyard of the man who lacks judgment; 31 thorns had come up everywhere, the ground was covered with weeds, and the stone wall was in ruins. I applied my heart to what I observed and learned a lesson from what I saw: A little sleep, a little slumber, a little folding of the hands to rest and poverty will come on you like a bandit and scarcity like an armed man.

Ecclesiastes 2:24 A man can do nothing better than to eat and drink and find satisfaction in his work. This too, I see, is from the hand of God.

1 Corinthians 4:12 We work hard with our own hands. When we are cursed, we bless; when we are persecuted, we endure it; when we are slandered, we answer kindly. Up to this moment we have become the scum of the earth, the refuse of the world.

2 Corinthians 6:4 Rather, as servants of God we commend ourselves in every way: in great endurance; in troubles, hardships and distresses; in beatings, imprisonments and riots; in hard work, sleepless nights and hunger; in purity, understanding, patience and kindness; in the Holy Spirit and in sincere love; in truthful speech and in the power of God; with weapons of righteousness in the right hand and in the left; through glory and dishonor, bad report and good report; genuine, yet regarded as impostors; known, yet regarded as unknown; dying, and yet we live on; beaten, and yet not killed; sorrowful, yet always rejoicing; poor, yet making many rich; having nothing, and yet possessing everything.

Ephesians 4:28 He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.

Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

1 Thessalonians 4:11 Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody.

2 Thessalonians 3:6 In the name of the Lord Jesus Christ, we command you, brothers, to keep away from every brother who is idle and does not live according to the teaching you received from us. For you yourselves know how you ought to follow our example. We were not idle when we were with you, nor did we eat anyone's food without paying for it. On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. 9 We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow. For even when we were with you, we gave you this rule: "If a man will not work, he shall not eat."

Titus 3:14 Our people must learn to devote themselves to doing what is good, in order that they may provide for daily necessities and not live unproductive

Student Acknowledgements Regarding Work Assignments

Statement of Student Applicant

- I understand that if I am admitted as a student, that I will be required to participate in TC Program Work Experience Program.
- I acknowledge that I have read and fully agree with Teen Challenge’s Program's description of its Work Experience Program, which addresses the importance of my work assignments in helping to build in me the Biblical values of a good work ethic and the character of a responsible, upright individual.
- I understand that if I am admitted, I will be performing my work assignments not as an employee of Teen Challenge, but solely for my benefit, to further my spiritual growth and maturity, character development, recovery from controlled substances, and readiness to go back into the work place.
- Accordingly, by submitting this Application, I am not applying for a position of employment, and if admitted, I understand I will not be receiving any compensation or in-kind benefits in exchange for the performance of any work assignments.
- I further understand that if I fail to perform my work assignments, Teen Challenge may revoke my status and privileges as a student, not because performance of work assignments are the consideration for the receipt of such status and benefits, but because each student's participation in the Work Experience Program is a necessary and vital part of the recovery process.

Signature of Applicant
Name:(print) _____
Date: _____

Signature of Witness
Name:(print) _____
Date: _____

Statement of Newly Admitted Student Regarding Work Assignments

I acknowledge that I have read the Teen Challenge statement regarding the necessity of work assignments as part of my overall recovery program at Teen Challenge and fully agree with Teen Challenge statement regarding the importance of my work assignments in helping to build in me the Biblical values of a good work ethic and the character of a responsible, upright individual. I understand that I will be performing my work assignments not as an employee of Teen Challenge, but solely for my benefit, to further my spiritual growth and maturity, character development, recovery from controlled substances, and readiness to go back into the work place. I do not expect any compensation or in-kind benefits, for the performance of any work assignment. My performance of a work assignment is not a condition of my receipt of room and board from Teen Challenge. If I fail to perform my work assignments, Teen Challenge may revoke my status and privileges as a student, not because the performance of work assignments is consideration for my receipt of such status and privileges, but because my participation in the Work Experience Program is vital to my recovery and my overall participation in the Teen Challenge student program..

As evidence of my understanding regarding the purpose of the work assignments, I agree that:

- 1) I will not execute any agreement with the entity that will be providing immediate supervision over my work assignment
- 2) I will not to file any claim or take any action individually or with others for recovery of wages in conjunction with my work assignment;
- 3) I will contribute at least 75% of any income I receive from public benefits, benevolence assistance, charitable gifts, or other means of assistance that I receive in conjunction with my participation as a student and/or during my term as a student to Teen Challenge to help defray the costs and expenses of my participation as a student, provided that it is consistent with the law.

Signature of Applicant

Name:(print) _____

Date: _____

Signature of Witness

Name:(print) _____

Date: _____

PERSONAL PROPERTY TO BRING TO TEEN CHALLENGE

CLOTHES

Dress shirts (4)
Shirts with collars (4)
Dress slacks (4) (NO BAGGIES OR BAGGY LOOK)
Sweats (1)
Work Pants (5) (NO BAGGIES OR BAGGY LOOK)
Stamps
Work Shirts (5)
Pencils
Tennis Shoes (1)
Dress Shoes (1)
Casual Shoes (1)
Work Shoes (1)
Bathrobe (1)
Shower Shoes (1)
Jeans (3) (NO BAGGIES OR BAGGY LOOK)
Briefs (7)
Socks (9) (NO ANKLE SOCKS)
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.

OPTIONAL

Shorts (2) knee length
Rec. time only

Pens (No red pens)
Pictures (immediate
family only)
Stationary
Envelopes

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.

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