

Teen Challenge Adult Centers of Texas, Inc.

MEN'S STUDENT HANDBOOK



Teen Challenge
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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.

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.

PROGRAM PHASES

There are four (4) phases in the program:

| | |
|-------------------|----------------------|
| Foundations | approx. 2 months |
| Basic Training | approx. 3 months |
| Advanced Training | approx. 2 – 4 months |
| <u>Re-Entry</u> | <u>3 – 5 months</u> |
| Minimum Time: | 12 months |

The program is a minimum of 12 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.

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.

“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.

