

# **Teen Challenge Adult Centers of Texas, Inc.**

## **STUDENT HANDBOOK**

REV: 04/19

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” has a Christ-centered environment. God is our “Light”. His word is our “water” and the rules and structure of the program are the “nutrition”.

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. Do not expect Teen Challenge to be a “summer retreat”, but rather a “boot camp” for Christian discipleship.

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 follow, 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 that 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 1

These are some goals and standards that are basic to Christian growth, which you should be willing to set, 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.
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 2

### RULES OF CONDUCT

1. **NO STREET TALK.** This includes: no profanity, no talking about drugs or alcohol, or discussing past lifestyle. Do not talk to others about leaving the program.
2. Students are only permitted to leave the premises accompanied by a 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 are prohibited.
6. Student monies will be deposited in a commissary account. Students will have access to money as needed. **MONEY SENT MUST BE IN THE FORM OF A CHECK OR POSTAL MONEY ORDER MADE PAYABLE TO THE STUDENT.** 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, scissors, are not allowed (unless you are the designated to have them).
8. A student who has reached the Advance phase may 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 hand games of any kind are prohibited.
12. Student activity will be restricted to these boundaries unless staff permit otherwise:

**NORTH:** Main Office

**SOUTH:**

Walking Track

**EAST:** Baseball Diamond

**WEST:**

East side of the tree line

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

13. Do not use one staff member in opposition against another one. That is: if one staff tells you to do something, do not go to another staff 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 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 staff approval.
19. Students must have permission from the Program Director to sit with or visit with a family other than their own.
20. Fighting with another student, drug or alcohol use on the facility, refusal to follow guidelines and blatant disrespect of any Staff member, communication with female student are grounds for immediate termination.
21. Please follow the chain of command at all times. (Staff-Intern-Dorm Leader)

## Student 3

### HOUSE RULES

1. The following places are off-limits without staff permission:  
\* Offices \* Staff 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 and Staff Interns are the **ONLY** students allowed to be in the Kitchen.

2. When approaching 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 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 staff any facility or property damaged.
7. Going through donated items and items left by a student is prohibited. Dorm Leaders or Interns will remove property of those that 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.
10. Authorized students will be permitted to drive **WORK RELATED VEHICLES ONLY** on Teen Challenge property and with accountability.
11. Students must be out of bed five (5) minutes from wake-up. 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 commissary privileges will be revoked.
18. All furniture must be used for intended purposes only
19. Must be fully dressed before leaving dorms.

## Student 4

### LEGAL SITUATIONS POLICY

1. Students shall receive permission from the proper authorities before entering the program.
2. Students shall inform the Intake Supervisor regarding probation, parole, or court requirements.
3. Students required to report to a locally assigned officer, will be taken by a family member, a staff member (or designated student)
4. **Reporting is ultimately the student's responsibility.**
5. Students having warrants for their arrest, 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.
6. Students which have a court appearance, while enrolled in the program, shall be allowed to go – w/ 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 TC 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 staff on duty.
2. Beds must be properly made all day.
3. Clothes must be in their proper place -- hung neatly in the closet, folded in drawers, or in a dirty clothes basket. Doors must be open while rooms are being checked.
4. Bed frame, ladder, and window sills must be dusted.
5. Windows must be cleaned. (No personal items to be placed in window sills)
6. Drawers and dressers are to be kept in neat order. (Only 3 framed pictures are allowed on top of dressers.)
7. Food or snack items are not permitted in rooms.
8. Sleeping on top of bedspread is not allowed. Sleep between your sheets.
9. Bedding must be washed at least once a week.
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)

## Student 5

### FOOD

1. **Complaints about the food served will result in a write-up.**
2. Saving food from meals for later is prohibited.
3. Refreshments, coffee, candy or soft drinks are not to be taken into the chapel or learning Center.
4. Do not take cups or glasses outside (including your own).
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 approved by the Program Director. **(NO MORE THAN A THREE-DAY FAST WILL BE APPROVED)**

### 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 staff on duty; and that staff member will report it to the Program Director.
3. Doctor appointments shall be made only if 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 MEDICINE 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 Staff or Intern dispensing. The student and Staff/Intern will then both initial the medical form indicating the medication was taken.
7. All medications must be approved by Staff.
8. All Rx (prescription) medications *must* be approved by 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*.
9. 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 staff in order to go down for the day.
10. 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 6

### 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 you have been here thirty days.
4. All calls are made with the approval of the Asst. Men's Program Director.
5. All students will be provided one ten minute call per week. All numbers must be approved by staff and is limited to wives and immediate family only.
6. Phone calls will be made during designated time only.
7. Visiting times are: Saturday 1pm-5pm. and Sunday 1pm-5pm., (Praise In is from 6:00 p.m. – 15 min after service ends.) Any exception, and all visits, 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 lobby and dining room.
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 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.). Passes *must* be turned in 2 weeks in advance. 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 one's 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 3<sup>rd</sup> 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 staff.
11. All incoming and outgoing mail and packages will be checked by the Men's Program Director.
12. If you have any mail -- 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.
3. Stay in your seat and face the front. Walking around and talking without permission is prohibited.
4. Follow the directions of the Staff and Staff 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 staff permission.
6. You are required to take notes in every service you attend. Please turn your notebook in every Monday

## **STUDY HALL, CHAPEL, AND DEVOTIONS**

1. Writing or reading letters is prohibited.
2. Talking is prohibited without 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. There will be no breaks without permission from the Staff or teacher aid.
5. Study Hall will be held in the Cafeteria.
6. Devotion time is for reading your Bible and individual prayer. Talking during devotions is prohibited.
7. Sleeping during Study Hall, chapel and devotions is prohibited.
8. Do not stick pins into, write on, or tape things to your desk.
9. Students are not allowed to have or use red pens.

## **PSNC/ GSNC CLASS RULES**

1. Restroom and water breaks will be permitted during class if permission is given from the teacher aid. If excessive wondering is found to occur this privilege will cease.
2. During class time work only on PSNC/GSNC work. (No writing, drawing or reading letters etc.) Come to class prepared (books, Bible, pen, paper, etc.).
3. PSNC/GSNC work can be done at study hall.
4. NO TALKING without permission from the staff. DO NOT pass notes.
5. DO NOT read any books other than those assigned with your contract.
6. DO NOT give the appearance that you are sleeping.
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 staff or teacher aid.
9. Get permission from PSNC/GSNC teacher if you are going to be absent. DO NOT send another student in your place.

## Student 8

### WORK DUTIES

1. Report to circle up ready to work at assigned time.
2. Report to the 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 clean-up of job site.
5. Breaks are to be taken with permission from the staff only.
6. Use of power tools are prohibited without work supervisor permission.
7. Stop work when work supervisor instructs.
8. Clear work vehicle of all job site materials when completed.
9. **No working in shops without Vocational Directors permission.**

## Student 9

### DRESS CODE

### CLASSES, CHAPEL, AND MEALS

- \* Collard shirts will be worn with nice, clean jeans or slacks. (No Holes)
- \* Shirts will be buttoned 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 can 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

- \* 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.
- \* Shirts must be worn all the time.
- \* Rolled up handkerchiefs around arms, legs, and in pockets are not permitted.
- \* Hats must be worn with bills facing forward at all times.

### 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.

## Student 10

### RECREATION

- \* Shirts must be worn.
- \* Sweats are preferred.
- \* Rolled up handkerchiefs around arms or legs are prohibited.
- \* Shorts, knee length.

### CHURCH AND PRAISE IN

- \* Dress slacks, dress shirts, and dress shoes are required.
- \* Shirts are to be tucked in with belt
- \* Ties are required for Sunday morning church services.
- \* Suspenders are not a substitute for a belt if slacks have loops

### GENERAL

- \* Hair must be combed, neat, and no longer than collar length.
- \* 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.
- \* All piercings are prohibited. (**No Exceptions**)
- \* Students must shower daily and must be clean shaven every Morning.
- \* No jewelry except approved by Program 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
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	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

- \* No privileges.
- \* No games or TV.
- \* Mail withheld until grades improve.
- \* No movies (you must study during movie time).

\* D is considered as having failed. A student failing will have to take the class over next time it is available. This will 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 write-up or warning write-up. A staff member, Staff Intern or Dorm Leader may give a write-up after prayerful consideration of the situation.

A write-up will consist of various forms of disciplines including but not limited to; talk fasts, extra work duties, essays, missing of free time, dish duty, loss or cancelation of passes Etc. The extra work duty will be assigned by the Staff Intern

When a write-up is given the person giving the write up will:

1. Explain to the student why the write-up is being given.
2. Explain appropriate alternative behavior to the student along with the long term and spiritual implications of continuing his present conduct.
3. Give a thorough explanation of the reason for the write-up on the write-up form; sign it, have the student sign it, and place it in the Asst. Program Director's box.

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 staff shall report the violation to the Program Director. The Program Director shall decide the possible discipline. The steps given for issuing a write-up shall be followed when issuing any other discipline. The discipline shall be administered in a just and equitable manner.

## Student 13

Only the Program Director may dismiss a student (unless student violates #19 in the Student Code of Conduct section which could result in an immediate dismissal by Staff.). In the absence of the Program Director the Executive Director may dismiss a student. The Program Director shall confer with any staff member issuing a write-up to gain a clear understanding of the situation. If the Program Director feels a write-up was given unjustly, adjustments, if any will to be made. If the write-up is to be withdrawn, he will direct the staff accordingly. Only the staff giving a write-up may recall it.

### PROGRAM PHASES

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

Foundations	2 months
Basic Training	4 months
Advanced Training	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, 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 move into 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.

### FOUNDATIONS

1. Complete one (2) PSNC contracts.
2. Complete the "*Quick look at the Bible*", "*How Can I Know I Am a Christian*", "*Christian Practices*", "*Obedience to Man*" and "*Obedience to God*" group studies.
3. Show a desire for Christian growth.
4. Show a proper attitude toward authority and others
5. Show a desire to complete the program

## Student 14

### **BASIC TRAINING**

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 TRAINING**

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.

### **RE-ENTRY**

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.

## **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 will have to start again in 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, 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 Executive Director, the Associate Director or designee 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.