

# GLOBAL TEEN CHALLENGE



## STUDENT MANUAL

sample

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Dear Student,

Welcome to Teen Challenge! We are thankful God has brought you here and we want you to know there is hope and freedom for you in God. He is offering you a new beginning!

While you are here you are going to find yourself challenged in many areas of your life, especially as you begin to read God's Word. You will discover many wonderful and exciting principles that will help you to live a productive life in Christ.

We are here to provide you with an atmosphere of love and support, a place free of abuse of any kind (i.e. verbal, sexual or physical), a place where you will be able to learn about God and get to know Him intimately. We are committed to serving you, teaching you, and helping you to find strength and love in your relationship with Jesus Christ. Please feel free to share your hurts, needs, and concerns with us, because we are here for you.

May God strengthen, deliver, and heal you while you are here at Teen Challenge.

Our love and prayers are with you!

Teen Challenge Staff

## **PROGRAM PHASES**

### **PHASE I: EVANGELISM, CRISIS INTERVENTION, OR REFERRAL**

This phase is when a student is introduced to Teen Challenge. It may have been when a friend, family member, or pastor referred him to Teen Challenge. It may have been at a street rally, an outreach, in prison, or when the student came for his interview.

### **PHASE II: INDUCTION**

The Induction Phase is the first four to six months of the program. During this phase the student will learn the basics of a personal relationship with God, responsible daily living, and relating to others with dignity and respect.

The first fourteen days are what is considered a "Probationary Period" to determine if the student is truly a candidate for the Teen Challenge program. An evaluation will be made at this time to determine whether the student should continue in Teen Challenge. If there has been no apparent progress or genuine effort on the student's part to grow within the structure of the program, Teen Challenge will try to place him in another program.

Upon completion of the Induction Phase, the student will have completed 14 Group Studies for New Christians, and have given evidence of spiritual growth. A special completion service will be held, the student will receive a certificate and his family may be invited to celebrate with him.

Graduating from the Induction Phase to the Training Phase is not automatic. There must be evidence of spiritual growth before the Induction Phase is completed. The following areas are considered by the staff to determine whether a student is ready to advance to the Training Phase:

1. Spiritual progress
2. Academic attitude and effort
3. Work attitude and effort
4. Attitude (especially toward fellow students and staff)
5. Family relationships and communication

### **PHASE III: TRAINING**

The length of the Training Phase is normally eight months. During this time the student will have vocational training, educational opportunities, and increased responsibilities as he matures in his Christian life.

### **PHASE IV: RE-ENTRY**

Re-entry is the period following graduation from the Training Phase. It consists of a six-month period of making the transition back into society and putting into practice what has been learned at Teen Challenge. Re-entry can be done while living at Teen Challenge or in another setting depending on the student's needs and/or available Teen Challenge space. Teen Challenge

strongly encourages students *NOT* to go back to their former environment, but rather begin their new life in Christ in a stable Christian environment. The re-entry residential phase is optional.

## **DISCIPLINE**

The purpose of discipline is to help students correct a condition or attitude that they have difficulty in correcting themselves. The use of external discipline is meant to help students grow in their Christian life until they can discipline themselves. All decisions regarding discipline are final. The Program Director and counselors evaluate disciplinary write-ups and discipline is determined by the severity and frequency of the offense(s).

Some of the forms of discipline that may be used in Teen challenge are:

1. Denial of students' privileges such as guest visitation, mail, telephone calls, passes, etc.
2. Requiring students to perform extra duty in a designated work responsibility.
3. Requiring students to read, study, or research special topics related to their offense.
4. Requiring students to perform special assignments during their free time.
5. Assigning additional or remedial class work for education related offenses.

A student who chooses not to accept the disciplinary action taken against him shall be discharged from the program.

## **GENERAL RULES**

1. No smoking.
2. Possession or use of drugs, alcohol, cigarettes, or any tobacco products is grounds for immediate dismissal.
3. All physical contact is prohibited.
4. Talking or reminiscing about past street life, drugs, etc. is prohibited.
5. Profanity, slang, derogatory names, racial slurs, off-color expressions, or bodily gestures are not allowed.
6. Proper respect is to be given to all Teen Challenge staff, volunteers, and visitors. They are to be addressed as "Brother..." or "Sister..."
7. A staff member may search any student's person or personal property at any time.
8. A student's telephone calls and mail may be monitored by staff when deemed necessary.
9. Students are not permitted to leave the property without permission from staff. A student who leaves (even for 5 minutes), will be considered dismissed and will have to re-apply for admittance again. This includes leaving the group on an outing, at recreation, at church, etc.
10. Leaving the building after "lights out" is not permitted.
11. Weapons such as guns, knives, clubs, etc. are not allowed at any time.
12. Students are required to be on time for all activities, meals, chapels, classes, recreation, or any other event.
13. Personal radios, stereos, walkmans, cassette and CD players are not permitted.
14. Students are not allowed to be alone with persons of the opposite sex.
15. Students must participate in all scheduled activities such as, meals, classes, chapel, church, work assignments, recreation, etc.

16. Students are not allowed to carry more than \$5.00 at any time.
17. All magazines and newspapers must be approved by the staff.
18. Glue of any kind and mouthwash containing alcohol are not permitted.
19. Matches and cigarette lighters are not permitted.
20. Playing cards, dice, and computer games are not permitted.

### **“BIG BROTHER/BIG SISTER”**

Students will be assigned a “Big Brother/Big Sister” when entering Teen Challenge. The Big Brother/Big Sister will help students feel welcome and help them adjust to their new surroundings. It’s responsibility of the Big Brother/Big Sister to show the new students around, help them get settled in their room, eat meals with them, go through the student program schedule, and answer any questions they may have. A Big Brother/Big Sister assignment is for two weeks.

### **COUNSELOR**

Each student will be assigned a counselor to whom they will be accountable for their personal development. They will meet with their counselor at least once a week and whenever necessary.

### **LEGAL ISSUES**

Students’ court appearances and probation appointments are coordinated through their counselor.

### **PERSONAL DEVOTIONS**

Each student is required to be in chapel for personal devotions at the scheduled time each day. It is quiet time for prayer, meditation, and reading God’s Word. Evening devotions are usually held by the students in each room for five to ten minutes before lights-out.

### **DORMITORY LIFE**

1. Rooms are to be kept neat and clean at all times. There will be regular inspections.
2. Leaving the bedroom except to go to the bathroom after “lights-out” is not permitted.
3. Entering the rooms of other students is not permitted without authorization.
4. Exchanging clothes or other articles is not permitted (unless approved by staff). Students are not allowed to borrow from others or tamper with things that do not belong to them.
5. Bedroom doors must remain open until lights-out.
6. Lying on beds during the day is not permitted.
7. Buying, selling, trading, or giving away of anything is not permitted.
8. Students are not allowed to alter their bedrooms.

## **FOOD**

1. Students are not allowed in the kitchen unless approved by staff.
2. Students are not allowed to open the refrigerator.
3. No student is allowed in the pantry, food storage area, or freezer. Any food taken without proper authorization is stealing. Students may not take food from the kitchen or dining room.
4. No food is allowed in the dormitory rooms except individually wrapped hard candy. Students are not allowed to have candy bars, potato chips, cookies, peanuts, fruit, crackers, etc. in their rooms.
5. Students are required to attend all meals and those arriving late may be subject to discipline.

## **DRESS CODE**

The standards for dress are modesty, cleanliness, and neatness.

1. When attending church:
  - a. Tennis shoes, slippers, blue jeans, sandals, T-shirts, or torn clothing are not allowed.
  - b. Button-up shirts with a tie and dress pants must be worn.
2. A belt must be worn with pants with loops at all times and the pant legs must be the traditional length and width.
3. No military wear is allowed.
4. No sunglasses, bandannas or hats are to be worn inside of any building.
5. No racial wear (including written statements on clothing).
6. Students must use footwear at all times outside of their dormitory rooms.
7. Only modest shorts are to be worn and only at times approved by staff.
8. No jewelry is allowed with the exception of wedding or engagement rings.
9. Shirts must be buttoned with the exception of the top button and tucked inside of pants.
10. No sleeveless, cut-off, see-through or fishnet shirts are allowed.
11. Underclothing must be worn.
12. Shoes must be tied at all times and socks must be worn.

## **PERSONAL HYGIENE**

1. Clothes must be clean, ironed and mended and shoes must be polished for Sundays.
2. No facial jewelry is allowed.
3. Men's hair:
  - a. Hair must be no longer than the bottom of a traditional collar and the ear showing and sideburns must be trimmed to the bottom of the ear.
  - b. Spiked hair and ponytails are not allowed. Hair can not be dyed other than its natural color.
4. Baths and showers are to be taken daily and fingernails are to be kept clean.
5. Deodorant must be used daily.
6. Students shall comb their hair, wash their face and hands and brush their teeth before breakfast.
7. Students are responsible for their own personal toiletries.

## **STUDENT FINANCES**

1. All money the student has upon entrance, receives from family, friends or visitors, or has when returning from an appointment, must be turned in immediately to a staff member to be deposited in his student bank account.
2. Withdrawals shall not exceed \$5 unless approved by staff.
3. Teen Challenge is not responsible for any money that is stolen or misplaced.
4. Any money sent to a student by check must be made out to them and not Teen Challenge.

## **WORKDAYS/WORK CREWS**

1. The workday is normally from 9 a.m. – 4 p.m. If students finish their assignments early, they need to notify a staff member.
2. Students on work crews are not permitted to stop at any stores without permission.
3. Students will not keep any tools in their possession overnight. All tools must be turned in at the end of the workday.
4. Students are not permitted to accept any donations of goods, money, etc. without permission from staff.
5. No telephone calls are allowed during work assignments except for an emergency.

## **LEAVING THE PROGRAM**

If a student is dismissed from the program or decides to leave, he must take all his belongings upon departure. If this is not possible, arrangements must be made to pick up his belongings within 48 hours. Teen Challenge is not responsible for any students' personal possessions while they are in the program or after they leave.

## **FIRE ALARM PROCEDURES**

Fire drills may be held unannounced. In a fire drill, these procedures are to be followed:

1. Close all doors and windows and turn off the lights on the way out.
2. Walk; don't run to the nearest exit. Gather outside of the building and check for your roommates.
3. Remain outside until instructed to return to the building.
4. Everyone must exit the building during a fire drill.

### **IN CASE OF AN ACTUAL FIRE:**

1. Ring the alarm bell in the building to inform all occupants. (Become familiar with its location upon reading this manual).
2. Inform the staff on duty.
3. The staff on duty is to call the police emergency number and the Fire Department.
4. Follow the first four procedures above.



**FIRE SAFETY:**

No candles, matches or lighters are to be used in the dormitory rooms. Report any unsafe electrical connections or appliances to the appropriate staff.

**AIDS POLICY**

Teen Challenge does not discriminate against those who are HIV+ in its admission procedures. Because a large number of IV drugs users have been infected by the HIV virus, at any given time there may be one or more students in the program who are HIV+. Teen Challenge does not require students who are HIV+ to notify other students in the program of their HIV status.

Teen Challenge is not a medical care facility and is unable to provide 24 hour on-site medical supervision. Therefore, all students entering the program must be in good health and able to participate in all activities. If a student's health deteriorates to the point where he is no longer able to participate in the normal daily activities, or if he should require extensive medical supervision, he should leave Teen Challenge.

**Student responsibilities:**

1. HIV+ students who have family members or friends who could have possibly contracted the virus from them, shall notify them immediately.
2. HIV+ students will not be allowed to work in the kitchen or in any food handling capacity at any time. There will be NO exceptions.
3. All students are prohibited from any sexual relationships with other students or staff. Violation of these rules is grounds for immediate dismissal from the program.
4. Any HIV+ student that intentionally puts another person at risk of being infected with the HIV virus, shall be immediately dismissed from the program.

**MAIL**

Student correspondence with persons outside of the program shall be subject to the discretion of designated staff. Correspondence privileges may be refused with persons, including immediate family members who are deemed inappropriate or for disciplinary reasons. Those approved for student correspondence may include the following:

- a. Immediate family.
- b. Approved individuals such as pastors, probation and parole officers.
- c. Persons who have had a positive influence on the student's life.

Students will need to supply their own stationery, envelopes, and stamps. All outgoing mail must be unsealed and given to the staff member on duty. Each student is required to open their mail in the presence of an assigned staff member in order to deposit all checks, money orders, and cash over \$5.00 into their student account.

## **MEDICATION**

When students enter Teen Challenge, all medications must be checked to be sure they can be taken within Teen Challenge guidelines. Abuse of any medication is grounds for dismissal from the program.

1. All medications must be submitted to the staff and kept in the office for distribution.
2. All medication is to be taken according to prescription, in the office and in the presence of staff. Each dosage will be logged.
3. Medications with alcohol or narcotic contents may not be taken.
4. No diet aid medications or sleeping pills are allowed.
5. Laxatives should be used sparingly and only when prescribed.
6. Any psychiatric, anti-depressant or mood-altering prescriptions must be approved by the Program Director.
7. A student must report any adverse reactions to his medication immediately.

## **MUSIC AND ENTERTAINMENT**

Students may only watch television and/or videos approved by staff and at the scheduled times. Singing, playing or listening to rock, rap, or secular music is not permitted.

## **PASSES**

There will be no student passes for visits home scheduled while in the four to six month Induction Phase at Teen Challenge. The issuance of a pass shall be subject to the discretion of designated staff, normally the student's counselor.

Types of Student Passes:

1. One-day pass:
  - a. Students may be eligible to receive a one-day pass at the end of the third month of program attendance.
  - b. Students may be eligible to receive a one-day pass each subsequent month.
  - c. One-day passes do not accumulate from one month to another.
2. Over-night Pass:
  - a. Students may only be eligible to receive an overnight pass at the end of the fifth month of program attendance.
  - b. Students who are married may be eligible to receive an over-night pass each month after their fifth month in the program for the express purpose of being with their spouse.
  - c. Students leaving on an over-night pass must provide an address and telephone number where they may be reached during their absence from the program.
  - d. Over-night passes do not accumulate from one month to another.

3. Three-day Pass:
  - a. The issuance of a three-day pass shall be subject to the discretion of designated staff.
  - b. Students leaving on a three-day pass must provide an address and telephone number where they may be reached during their absence from the program.
4. Students desirous of receiving any pass shall submit a *Student Request Form (Pass, Telephone, Visitor)* [Form 124] to their counselor. It is the responsibility of the student requesting any pass to verify all necessary arrangements.
5. Students leaving for a one-day or over-night pass shall report immediately upon their return to the staff on duty to have their luggage and person inspected.

### **SICKNESS**

A student who is sick shall be responsible for notifying staff personnel on duty of his condition. If a student is too sick to notify staff, he may send someone else to inform the staff of the illness.

A staff member shall take the student's temperature and examine him for credible signs of illness. If necessary, a physician's consultation will be arranged, however the student must remain in bed until the following morning, regardless of any improvement.

### **TELEPHONE**

Telephone privileges may be refused to those persons, including immediate family members who are deemed inappropriate or for disciplinary reasons. Students shall submit a *Student Request Form (Pass, Telephone, Visitor)* [Form 124] to appropriate staff for approval for all calls.

Those approved for student telephone calls may include the following:

1. Immediate family.
2. Approved individuals such as pastors, probation and parole officers.
3. Persons who have had a positive influence on the student's life.

General Telephone Policies:

1. Students are not permitted to make telephone calls for the first two weeks.
2. Each student shall be allowed to make or receive two calls per week.
3. All student long distance telephone calls shall be collect unless otherwise approved.
4. Staff personnel shall place student telephone calls. The person placing the call shall give the phone to the student only after confirming that the answering person is an approved party.
5. Students shall not be allowed to accept collect calls, unless granted permission by staff.
6. Student telephone calls shall be limited to 10 minutes.
7. Student calls will be made only during the designated free times.

## VISITORS

Students may have visitors only after fourteen days in the program, subject to the discretion of the designated staff.

Visitation privileges shall be refused to those persons, including immediate family members who at the discretion of staff personnel are deemed inappropriate or for disciplinary reasons. Those approved for student visits may include the following:

1. Immediate family and spouses.
2. Approved individuals such as pastors, probation and parole officers.
3. Spiritual parents or others who have had a positive influence on the student's life.
4. Legal guardians or court appointed persons.

Visitors may only visit on designated visiting days, in designated areas and during the designated hours.

Students shall not receive any item or money directly from a visitor, but must request a staff person to approve all items or money. Money received from a visitor for a student shall be placed into his Teen Challenge student bank account.

It shall be the student's responsibility to observe the rules of the Student Manual during times of visitation. Infractions may subject a student to discipline or the loss of visitation privileges. Anything questionable should be brought to the staff person on duty.

Personal visits from girlfriends, common-law wives, or fiancées will not be permitted unless there are children involved (biological children).

Visits must first be approved by the student's counselor and the student must be accompanied by a staff member during visits. Students must request visits at least seven days in advance.

## STUDENT AGREEMENT

I understand that failure to comply with the Teen Challenge student rules may result in extra duty, loss of privileges, suspension, or dismissal.

I, \_\_\_\_\_ have read the Teen Challenge Student Manual and agree to abide by it.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_

Date \_\_\_\_\_