



Helping People Who Hurt

*Pella Women's Home
Student Guidelines*

714 Independence St
Pella, IA 50219
Phone (641) 628-2808
<http://www.tcmid.org>

Dear Student,

We are thankful and glad that you have made this important decision of entering Pella Teen Challenge to make changes in your life, and begin the road of discipleship.

We understand it is not easy to change negative behaviors, thoughts and patterns that have dictated much of your life, and we want you to know that we are here to help you with prayer and loving support. This is a community where we long to see you grow, mature and ultimately become a disciple of Jesus Christ.

Living in community involves living with people of different backgrounds, life experiences and thought patterns which creates a diverse and exciting atmosphere. We know that entering into a new community has its difficulties, and we have created a set of rules and guidelines that are for your benefit and spiritual growth. Please read them carefully so there will be no misunderstandings of what we expect of you and what you can expect from us.

We want you to discover the wonderful principles of God's life by studying the Bible and ultimately encountering Jesus Christ through the Power of His Spirit and entering into a lifelong relationship with Him. We firmly believe that a relationship with Him changes everything and that the Bible will help in leading and guiding you in this relationship. Our prayer is that Jesus becomes your constant companion and Scripture is something that you can literally hold and read to learn about Him. We also believe that in entering into relationship you find new life and will find exactly who He created you to be (notice to be not do). Who better to direct our lives than the one who is the Author of life. At the women's center in Pella, you will learn to live your life according to His principles found in the Bible. This new life will give you true joy, hope, and peace and so much more!

We love you and we are glad you are here! You are an answer to our prayers. We believe that God has saved your life for a Purpose and that He has exciting plans for you! We can't wait to see what God will do in YOU.

In Christ's Love,

Candace Wilson
Director

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INTRODUCTION AND PURPOSE

The purpose of the Teen Challenge program is to reach and train women ages 18 and over who have life-controlling problems. Teen Challenge has a proven track record of unprecedented success for over forty years. This success is due to one thing: the power of Jesus Christ to completely deliver.

In light of that, the one thing essential for every student entering the program is a willingness to allow the Lord to work in her life through the ministry of the Teen Challenge staff.

The following pages contain guidelines that have been developed in order to maximize the discipleship process. The guidelines are strict. They are not intended to make you miserable—they are designed for your protection and growth. They assist staff personnel in maintaining an orderly environment in which adults can live harmoniously. Without these guidelines, chaos reigns. With them, a structured environment is maintained in which everyone can grow together.

It is important to note that once you are accepted, you enter with the understanding that you plan to complete the entire program, which is a minimum of 13 months in length.

DISCIPLESHIP AND STRUCTURE

- Phase 1 – This phase lasts approximately 2 months. The first two weeks of the program are the “adjustment period.” During this time, you are not eligible for phone, letter, or visiting privileges. However, you may place one ten-minute call to immediate family, your pastor, an approved female Christian friend, or legal authorities within your first 24 hours. The adjustment period lasts for four weeks for returning students. Following the adjustment period, you are eligible for phone, letter, and visit privileges as outlined in these guidelines. You will also need to start GED classes if needed.
- Phase 2 – This consists of four months of added responsibilities and more intense training.
- Phase 3 – This phase is at least 3 months long. During this phase, you will begin to look at what the future will entail for you, (school, work, ministry,) and begin to take the necessary steps that will get you there.
- Phase 4 – During the final phase of the training you will obtain full-time employment, maintain a personal budget, become involved in a local church and serve others.
- Completion – Successful completion of the residential program is recognized during a Completion Service, in which the family and friends join us to celebrate your accomplishment! Completion services will be held once a month.
- Graduation – Graduation is held annually in June. To be eligible for graduation, you must:
 1. Have completed the program at least 13 months prior.
 2. Maintain a good relationship with a local church.
 3. Maintain monthly contact with Teen Challenge staff personnel.
 4. Receive positive evaluations from your Pastor and/or accountability partner.
 5. Demonstrate ongoing spiritual growth.

Program Timeline						
Phase	Phase 1	Phase 2	First 4-day Pass	Phase 3	Second 4-day Pass	Phase 4
Length	2 months	4 months		3 months		4 months

PROMOTIONS

Our desire is to see your relationship with God grow strong, not just get you through the program. In light of that, the above information is a guide, but is not the final basis upon which you will be promoted to the next phase. You'll be evaluated regularly with regard to commitment, cooperation, sincerity, and yielding to the Lord. These evaluations will be used in determining when you are promoted to the next phase. Remember that Teen Challenge is a minimum of 13 months in length.

GENERAL GUIDELINES

INTRODUCTION INTO TEEN CHALLENGE

- There is a \$20 application fee due with every application submitted.
- You must have a valid driver's license (or state issued photo ID) to enter Teen Challenge.
- You must have a Social Security card, or have applied for one to enter Teen Challenge. If you don't have a card, you must provide proof that it has been applied for.
- You must have a physical exam, which has been completed within one month prior to your entry date. This includes blood work showing HIV and Hepatitis status, proof of Tetanus, and documentation of skin disorders. This is required prior to entering Teen Challenge.
- Before entering Teen Challenge, you must provide one of the following: (1.) all test results, or (2.) proof that the physical has been completed, and results are being sent to Teen Challenge. Adequate proof consists of a signed doctor's statement submitted on prescription pad or letterhead.
- There is a \$750 entry fee due upon entrance in the Teen Challenge program. This fee is non-refundable regardless of drop-out or dismissal. Checks or money orders payable to Teen Challenge of the Midlands are acceptable forms of payment.
- You must provide proof of having earned a high school diploma or GED. If you have not earned one of these, or cannot provide proof there is an additional \$85 fee for GED classes.
- Students entering the program will apply for food stamps subsidy while housed at Teen Challenge. Participation is contingent on the student's eligibility with the State. Assigned staff will coordinate this when you arrive, and unused food stamp cards will be returned to you when you leave the program.
- Everyone entering the program will undergo a complete search of person and possessions in order to eliminate any forbidden items. We also reserve the right to check your person or possessions or require you to submit a Urine Analysis at any time.
- Money brought with you will be kept in our safe, under your name. The remaining balance, if any, will be returned when you leave Teen Challenge.
- Teen Challenge conducts an annual fund-raising event in which all students participate. We provide necessary guidelines, training, and resources for this event, and will present more details as the event draws near.

NECESSARY ITEMS

- You will have limited closet space (hangers are provided) and a storage container for your clothing.
- Dress, casual, and work clothing. Please refer to Dress Code section for specific clothing items needed as well as those not permitted.
- Do not bring more than you will need! **Anything that will not fit in these spaces will be shipped back at your expense.** We do not have storage space for excess clothing and personal items.
- You will need paper, writing materials, envelopes and stamps. Bibles are provided if you don't have one.
- Basic hygiene products (deodorant, soap, shampoo, etc.) Extra hygiene products may be stored in the storage containers under your bunk as long as it is kept neat and orderly.
- Personal stereos, while not necessary, are permitted. This must be a handheld CD, MP3/iPod or cassette player with headphones, but cannot include a built-in radio. You must have your songs approved by staff prior to using CDs, MP3/iPod, or cassettes.

PROHIBITED ITEMS AND ACTIONS

Teen Challenge is a Christian discipleship program – it is not a treatment program or rehab facility. We utilize biblical principles to identify and deal with root issues leading to sin. In light of that, anything that might contradict biblical truth is not permitted. This includes personal clothing items, music, pictures, and keepsakes, as well as relationships and contact with certain people who might be a detriment to your walk with the Lord.

It's been said, "If you always do what you've always done, you'll always get what you've always gotten." Our intention is not to control your life but to establish an environment where you can make a break with things that have held you back, and begin to live your new Life in Christ. In light of that, listed below are some of the forbidden items and actions.

The following actions are forbidden:

- Leaving Teen Challenge property unless accompanied by staff.
- Back-talking or arguing with staff.
- Physical or verbal abuse of anyone.
- Possessing, and/or playing secular music.
- Name-calling.
- Grumbling or complaining of any kind.
- Stealing.
- Touching children of staff, students, or visitors, without permission.
- Abusing or damaging Teen Challenge property.
- Giving, trading, or buying items from staff.
- Moving furniture or other items in the building without permission from staff.
- Relationships with the opposite sex outside of spouse or family.

The following items are forbidden:

- Cell phones
- Magazines or newspapers, secular music and books

* If you have any of these items at intake or at any other time during the program, they will be confiscated and will not be returned to you.

The following behaviors are grounds for immediate dismissal:

- Lying or deceit of any kind.
- Assaulting staff or students.
- Encouraging other students to drop out.
- Talking to other students about suicide or attempting suicide.
- Leaving property unless approved by or accompanied by staff.

HEALTH, HYGIENE, AND APPEARANCE

HEALTHCARE PRECAUTIONS

- Students with coughs and colds are not permitted in the kitchen, if you have a cold you are responsible to find a replacement while you are sick.
- You are required to wear rubber gloves when cleaning the bathrooms.
- You must wash your hands before and after working in the kitchen and before and after handling food.
- You are required to shower daily. Showers may be taken only at pre-arranged shower times, after exercising, or after approval of staff. Teen Challenge provides a laundered towel for each shower you take.
- Teen Challenge provides a new pillow for you upon program entry.
- Each bunk is fitted with a mattress pad, plastic liner, and bedspread. The liner is disinfected once the bunk has been vacated, and sheets, pads, and bedspread are laundered weekly.
- You also have a laundry basket assigned to you. You must not handle another student's laundry.
- You are not to use other student's personal hygiene products including, soap, hair gel, combs, razors, clippers, tweezers, etc.

- Staff personnel have access to phone numbers to summon medical aid and treatment in case of a serious emergency.
- You will be given the opportunity to enroll in a major medical healthcare policy upon program entry. This is to offset the costs of medical expenses should you be injured or become seriously ill during the lifetime of the policy. You may accept or decline this coverage, in writing. You will be responsible for all policy premiums if you choose to accept this coverage.

HIV+ POLICY (and other blood born diseases)

Teen Challenge does not discriminate against those who are HIV positive in our admissions procedures. Because a large number of intravenous drug users have been infected by the HIV virus and other disorders, at any given time there may be one or more students enrolled that are HIV positive, or infected with other diseases. This center does not require students who are HIV positive to notify other students of their HIV status.

Teen Challenge is not a medical care facility and is unable to provide medical supervision. Therefore all students desiring entrance into Teen Challenge must be in good health and able to participate in all activities. If your health deteriorates to the point where you are no longer able to participate in the daily activities or your medical condition requires supervision, you will withdraw yourself from Teen Challenge.

All students will be required to pay for any medical services at the time of treatment.

SICKNESS, DENTAL, AND MEDICAL CARE

- It is your responsibility to notify staff personnel when you are sick.
- Scripture teaches that it is the responsibility of the sick to call for prayer by spiritual leaders. If you're not feeling well, please ask staff personnel to pray for you.
- It is the responsibility of staff personnel to determine appropriate treatment by
 1. Taking your temperature.
 2. Making a visual examination for credible signs of illness.
 3. Consulting a physician if necessary.
- Many times the Lord heals right away, and other times He uses physicians or other healthcare professionals. If you need a doctor, see the Dean of Student Affairs. She will arrange all healthcare appointments for you – you are not to schedule these on your own.
- If you have pre-arranged appointments prior to entering Teen Challenge, tell the Intake Coordinator, so we can make appropriate arrangements.
- Unless you're extremely sick as indicated by a high fever, vomiting, or severe diarrhea, you are required to be showered and dressed every day. If you are still too sick to take part in the day's activities, you may return to bed with prior approval from staff personnel on duty.
- When you are sick, you will remain in your room all day, except to use the restroom. During the time you are down, you may only read your Bible (no devotionals, books, or P.A.C.E. work). Meals will be brought to you.
- You are not to visit with other students.
- You may not lay hands on other students or staff personnel unless you have permission from them.
- Notify staff personnel immediately in the case of discharge (vomiting, bloody nose, bleeding cuts, etc.).

Our primary objective is to help people grow spiritually, which means we often minister to physical needs. However, in the process of ministering to hurting people, we don't want to leave health-care providers holding the bill. To accomplish both objectives, we observe the following guidelines.

Before medical care is needed

- As part of the interview process, applicants are advised to have a verifiable means of payment in the event medical or dental care is necessary. Absence of these means does not necessarily equal non-acceptance into the program, but brings awareness to a possible problem if care is needed.
- Applicants may be covered under a health-care plan carried by their parents, spouse, employer, or other person. Information related to this should be copied and noted in the student file.
- Applicants are offered the option of enrolling in an individual health care plan as part of the post-admissions process.
- Once in the program, advisors should question advisees as to how they might pay for care if necessary.

Emergencies

- In emergencies, call 911.
- Document everything pertaining to emergencies including date, time, and location of the emergency, witnesses, actions taken immediately following the emergency, etc.
- First-aid kits are located in all vehicles. They're also in various locations throughout the building.

Non-Emergencies

- We utilize free health-care providers where possible.
- If a free provider is not an option, and the student is covered by a health-care plan, the Dean of Student Affairs will set up an appointment.
- Appointments will be scheduled by the Dean of Student Affairs outside of devotions and classroom time.
- Students are not allowed to schedule their own appointments or follow-ups without staff approval.
- We will not schedule medical appointments if the student does not have verifiable means of payment.
- Teen Challenge staff will transport students to medical appointments and sit with them during the appointment.
- To verify results, the diagnosis and plan of treatment, staff will have personal contact with the physician or healthcare provider during or immediately following the appointment (prior to leaving the clinic).
- Staff should receive paperwork from the provider following the appointment (diagnosis, prognosis, prescriptions, and other papers).
- If sample medications are provided, they need to be accompanied by the physician's signed and dated prescription on a prescription pad or letterhead.
- If a prescription is advised, it must be written on the physician's prescription pad.
- All prescriptions will be filled and handled by staff only. Students may not fill their own prescriptions or call in prescriptions. After picking the prescription up, staff will place it in the med cabinet, and make sure the appropriate paperwork is complete.
- Refer to the Health, Hygiene, and Appearance section of the Student Guidelines for more information.

MEDICATIONS

- When you need medication, you are responsible for asking staff personnel on duty at med-call.
- A detailed log of medications taken while enrolled in Teen Challenge will be kept for each student.
- Staff personnel will have a current list of students requiring prescription medications in the medication room.
- Med-call is conducted at breakfast, lunch, dinner, and bedtime. Special consideration will be made for prescription medications that must be taken at other times.
- Medications (prescriptions and over-the-counter) are to be taken according to label directions only. No extended use of over-the-counter medication that conflicts with the directions on the bottle will be allowed without first seeing a physician, and receiving signed doctor's orders on prescription pad or letterhead.
- You are required to take and complete all prescriptions unless released by a medical doctor. This written release must be submitted to Teen Challenge, and will be kept in your file.
- All medications (prescription and over-the-counter) must be in their original containers with label directions and prescription information legible.
- Non-prescription creams and ointments may be stored in your hygiene bin on the dorm floor only.
- Medication samples must include signed doctor's orders on prescription pad or letterhead.
- Multiple medications must be stored in separate containers.
- Multi-vitamins and antacids may be kept by the student with approval of staff personnel.
- Decongestants and over-the-counter medications will be locked in the medication cabinet and dispensed by staff personnel.
- You will not be allowed to take non-prescribed medication without approval from the Dean of Student Affairs.
- You may not take energy producing or muscle enhancing products without a doctor's prescription.
- All oral medications are to be taken at med call, in the presence of a staff member. Students are required to bring their water bottle with them to med-call.
- Narcotic pain relievers are NOT permitted.
- Inhalers and external medication may be kept by the student with approval of staff personnel.
- Medications prescribed for one student will not be administered to another student or employee.
- Teen Challenge policy concerning psychiatric medications is that we desire you to wean off them with your doctor's approval and written permission.
- Unused, outdated, or recalled drugs are disposed of in a manner that assures they cannot be retrieved.

HYGIENE

- Teen Challenge policy is that your hygiene and appearance be appropriate for the environment you're in (chapel, work time, etc.).
- You may not cut your own hair or another student's hair without written permission from your advisor each time.
- Hair coloring will be allowed, but must be natural hair color (no drastic color).
- You are to take a shower daily and brush your teeth twice a day.
- Shower accommodations include a shower on the first and second floor of the house. The Dean of Student Affairs will assign time to shower when you enter the home.
- Showers are to be 15 minutes in duration. This includes your total time in the shower, getting dressed, etc.
- No showers are allowed before 5:00am and after 10:00pm.
- You should not be around other students while nude. In addition, you may not sleep nude, shorts or pants are required anytime you are out of bed.
- You must wear undergarments during the day.

DRESS AND APPEARANCE

Part of beginning a new life includes looking and dressing the part. As a Christian, you represent Christ all the time, not just while you're at Teen Challenge. The dress code applies at all times, including visits and passes.

Prohibited Clothing	
Low-riding, sloppy jeans	Tight-fitting clothes
Bath robes (only showers and bedtime)	Excessively worn clothing
Spaghetti straps (dresses, tank tops, etc)	Shorts not reaching at least mid-thigh
Body piercings (cartilage)	Shirts revealing cleavage, belly, or bra straps
Clothing with sexual, alcohol, or drug & gang related pictures, wording or innuendo	

The following clothing list is suggested while in Teen Challenge:

- Enough underwear, bra's, and socks for a week.
- 2 pairs of dress slacks
- 4 – 5 pairs of jeans
- 4 – 5 pairs of work clothing
- 4 – 5 pairs of shorts
- 2 pairs of work-out/relax pants
- 2 – 3 dress/dress casual shirts
- 5 – 7 t-shirts
- 2 pairs of dress shoes
- 1 – 2 pairs of work or outdoor shoes
- 2 pairs of sandals or inside shoes

* Sunday church must wear casual clothing. If visiting other churches must wear dress pants.

*Wednesday night church, you must wear nice jeans, and casual top or better.

*Classroom or devotions you must be decently dressed for the day (example: no sweatpants, running pants, etc.)

*Make sure you have clothes that are able to be worked in and able to get dirty.

RELATIONSHIPS

DIVORCED OR COMMON LAW MARRIAGE

- While at Teen Challenge, you may communicate with your legal spouse only.
- We recognize there are certain situations where divorced couples need to communicate for various reasons. See the Dean of Student Affairs if this is necessary.
- Teen Challenge of the Midlands does not recognize common law marriages. Communication in these instances is not allowed.
- You may not have contact with boyfriends or fiancés.
- If you have children with a partner or former spouse, you may see your children during pre-arranged visits without the other parent present.

STUDENT'S CHILDREN VISITING

It is your responsibility to supervise your children while they are visiting. Teen Challenge staff personnel and students are not available for childcare.

Please do not bring bikes, rollerblades, skateboards, scooter, etc. Teen Challenge provides games and other activities for families.

CO-ED RELATIONS

Men are not the enemy! That may seem obvious, but it needs to be said in light of our guidelines concerning co-ed relations. The intention here is to help you “guard your heart” as the Bible says. The problem is not the opposite sex. The Bible makes it clear that the problem is our heart. While God works on your heart, here are some guidelines to help you as you grow:

- Conversations with men other than immediate family are to be kept to a minimum. A simple greeting as you pass by is sufficient.
- If someone tries to communicate with you outside of this guideline, don't be rude – politely withdraw yourself from the situation.
- Wisdom dictates that you not be in the same room with men other than immediate family without staff personnel present.
- In group activity, keep the conversation relevant to the activity of that group.
- If you are struggling with an attraction, discuss it with staff or a mentor.

VISITS, PASSES, AND COMMUNICATIONS

VISIT PRIVILEGES

Level 1 – First Month – No passes or visits.

Second Month – Two in-visits. In-visits are Saturdays from 12:00am-5:00pm.

Level 2 – Two 12-hour passes. 9:00am-9:00pm on Saturdays.

Level 3 – One 60-hour weekend pass. 9:00am on Friday – 9:00pm on Sunday.

(In level 3, your weekend pass can be split up into two out-visits equal to 60 hours. This is only in level 3.)

Level 4 – First 2 Months - One 60-hour weekend pass, plus one 12-hour pass

Last 2 Months - One 60-hour weekend pass, plus two 12-hour passes

4 Day Pass:

Between Levels 2 and 3, as well as Levels 3 and 4, you will get a 4-day pass in place of your 60 hour pass for that month. To advance to Level 4, you must be caught up with your PACE work and Bible readings.

Family Pass:

These can be used once after you have completed Phase 1 and can be used for weddings, graduations, funerals, etc. Your pass request must be approved by the Dean of Student Affairs. This is in addition to your two 4-day passes.

Travel Time:

If the distance from the Pella House to a student's pass destination exceeds 300 miles (determined by MapQuest), one additional hour *may* be added for every 65 miles.

Mandatory Events:

Students are often required to participate in program events on weekends and Sundays. In such cases, students may not be allowed to take passes when it conflicts with volunteer events, special weekend seminars, sharing at churches, or other special program events.

IN AND OUT VISITATION GUIDELINES

- Visitors are subject to Teen Challenge guidelines while on campus.
- Guests must leave the building when it is unoccupied.
- All guests must participate in the activities in which you are involved.
- Guests should not bring any electronics, small appliances (coffee pot, TV, VCR, radio, etc.). If you have a question regarding a specific item, please call staff personnel in advance.
- Visits for holidays will be handled on an individual basis. You must submit a special request to the Dean of Student Affairs at least two weeks in advance.

REQUIREMENTS FOR PASSES

- You are eligible for your first 4-day pass (four 24-hour periods) after satisfactorily completing Phase 2 and receiving favorable evaluations.
- You are eligible for your second 4-day pass (four 24-hour periods) after satisfactorily completing Phase 3 and receiving favorable evaluations.
- Prior to applying for a pass, you must be current on all class work, and have demonstrated a cooperative attitude and desire to grow spiritually.
- If you are on probation or parole, your probation officer must submit written approval for you to leave Teen Challenge during this time.
- You will be required to submit to drug and alcohol tests as well as other drug tests upon return from your passes. Teen Challenge reserves the right to conduct random drug tests when necessary.
- You must fill out a Pass Review form and submit it to the Dean once you return.

PASS REQUEST POLICY

- All pass requests **MUST** be submitted *at least 7 BUSINESS DAYS IN ADVANCE* of the leave date. It is the student's sole responsibility to ensure that pass requests are filled out correctly and are received by the Dean of Student Affairs **BEFORE 5:00pm**. Any pass requests submitted after 5:00pm of the 7th business day before the leave date will **NOT** be considered under any circumstances, except emergency situations.

MAIL AND PHONE CALLS

Mail and phone calls are subject to approval of staff personnel at all times. The privilege level you enjoy is contingent on you personal growth, cooperation, attitude, and desire to grow spiritually. In addition, any relationship that has the potential to prove detrimental to your spiritual growth may be terminated.

An approved contact list for mail, phone calls and visits will be completed upon entrance. The list may include immediate family members, pastoral staff, legal contacts and female or married, Christian friends. These will be the only people with whom you may have contact while here. The list is subject to revision.

PHONE POLICY

Phone Call Schedule						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Two incoming calls permitted from <u>different</u> callers after Phase 1. Refer to Daily Schedule for incoming call times.		7:00-8:30		7:00-8:30	7:00-8:30	Two incoming calls permitted from <u>different</u> callers after Phase 1. Refer to Daily Schedule for incoming call times.
		7:00-8:30		7:00-8:30	7:00-8:30	
Messages will be taken for incoming calls except in emergency situations. You may return non-emergency calls at your designated time						

There will be no incoming calls on weekdays, except in emergency situations. If you receive an incoming call, a message will be taken and you can return the call at your designated phone call time. However, weekend calls will be permitted and directed to you according to guidelines detailed below. Calls are limited from 10-20 minutes each depending on your level in the program. You may receive two incoming calls (not from the same person) on Saturday and two on Sunday after you have completed Phase 1.

- Students must remain in an area designated by staff and in the presence of staff at all times while on the phone.
- Staff must dial the number for students in Level 1.
- All out-going and in-coming calls and times will be recorded by staff.
- If calls exceed your given time limit, your first offense will result in loss of your next phone call, second offense will result in loss of phone privileges for a week. You are responsible for keeping track of your own phone time.
- Students may be permitted to make business calls in the presence of the Dean between 11:30am-4:30pm.

Phase 1: 2-10 minute outgoing phone calls during the week. (Staff must dial the number.)

Phase 2: 2-15 minute outgoing phone calls during the week.

Phase 3: 2-20 minute outgoing phone calls during the week.

Phase 4: 3-20 minute outgoing phone calls during the week. (One of these outgoing calls can occur on the weekend)

***Students must never answer the house phone unless asked to do so by staff.**

MAIL

- Staff personnel must approve all incoming and outgoing mail.
- Mail will be distributed after work detail and not before.
- Mail may be opened by staff personnel prior to forwarding it to you
- You may write or receive an unlimited number of letters.
- You may not sign for mail or package deliveries.
- Outgoing letters must be given to staff. Envelopes must be properly addressed, stamped, and unsealed.
- Cards and packages from those not included on your approved correspondence list will be reviewed by staff personnel.

WORK DETAIL

GENERAL GUIDELINES

Work detail is a significant portion of the discipleship process. Work detail is a series of short-term, supervised work assignments students perform during their time at Teen Challenge. During the course of the this program, Teen Challenge staff members interact with students in the process of reforming and maturing their character, overcoming sinful addictive patterns of behavior, and adopting a productive livelihood. The benefits derived by students are not compensation and in-kind benefits, but 1.) awareness of sin and need for a regeneration, repentance, forgiveness, and recovery, 2.) freedom from reliance on controlled substances, 3.) learning the value of and respect for authority, 4.) developing habit patterns of regular schedule, work responsibility, and performance accountability which are foundational to being a productive and responsible citizen.

Although work assignments may provide Teen Challenge with some offsetting revenue, any contributions or other funds received are used to help cover the cost of staffing, operating the Work detail program, and delivering other rehabilitating services to students.

Typical work detail includes tasks such as building maintenance, volunteering the community, yard work, food service and house keeping.

- You must wear close-toed shoes when working in the yard.
- Return tools, cleaning supplies and utensils to their proper place and clean up your work area when finished.
- See your crew leader when you finish an assigned task.
- When working off-site, students are representatives of Teen Challenge and are to be respectful of rules and guidelines set out by those we are serving.
- Leaving an off-campus jobsite will result in immediate termination of Teen Challenge.
- When volunteering at the Nursing Home, you may not go to the cafeteria or gift shop. You must stay in the Long Term Care Unit.

FOOD SERVICE

MEALS

- You are expected to be present at all meals.
- Food may not be taken from the dining room unless approved by staff personnel.
- Complaining about the food may result in a discipline.
- When done with meal, take dishes to the sink and rinse off dishes.
- You must be finished with breakfast by 8:00am during the week.
- No snacks after 9:00pm during the week, and 10:00pm during the weekends.
- You must complete your kitchen chore before leaving the kitchen area.

FOOD

- No food or chocolate, other than hard candy is aloud upstairs in bedrooms.
- No personal food allowed, All food must be shared with the rest of the house.
- Beverages are not allowed in the rooms except water. Staff personnel may allow appropriate beverages for sick students.

SOFT DRINKS AND COFFEE

- If soft drinks are available you may consume them only at lunch OR dinner. (Only one soda per day.)

- You may have two cups (small sized) of coffee in the morning. If there is leftover coffee, you may have more, but you may not pour yourself an extra cup of coffee before class to save for later in the afternoon; it must be poured and consumed during break times between and after class.
- Students are not allowed to make an additional pot of coffee unless given prior approval by staff.
- Energy drinks are not permitted.
- If you get beverages while on a work crew or visit, they need to be disposed of before returning to Teen Challenge.
- Only water is allowed during classes and personal study times.

FASTING

- You must have permission from staff personnel on duty to fast a meal.
- See the Dean of Student Affairs if you want to go on an extended fast (more than a single meal).
- Because of health regulations, fasting is not allowed for the purpose of weight loss or pregnant women, and fasting of fluids is not permitted.
- If you fast more than one meal, you are allowed to walk, but you may not do any strenuous activities while fasting (running, aerobics, etc.) Fasting is not for weight loss.

LEISURE AND FREE TIME

RECREATION/EXERCISE

- On Tuesdays, Thursdays, and Saturdays, you are required to participate in exercising.
- You are expected to participate in scheduled activities unless physically unable.
- You may not place bets on any activity or game.

TV AND VCR

- You must have permission from staff personnel on duty to watch videos.

STUDENT WALKS

- Students may take walks in pairs as long as one of the students has been in the program for at least 4 months and has been approved by staff to take younger students for walks.
- You may not take walks without staff supervision (except on the “L” with an older student) until you have been in the program for 30 days.
- When walking the “L”, you must obtain verbal permission directly from staff and check back in with staff every 30 minutes.
- When out for a walk, students must not enter any buildings, establishments, stores, churches, vehicles, restaurants, residences, etc., unless accompanied by staff or having received prior approval by staff.

*Students must never leave TC property without prior verbal approval from staff.

SHOPPING

- Shopping trips are made to Wal-Mart twice a month, usually on Fridays.
- Requests to stop at other retail stores within the city limits of Pella may be submitted to the Dean for consideration; however, students must understand that this is a rare privilege and not all requests will be granted. You must maintain an attitude of gratitude and contentment when a desired shopping location is not permitted. If there are items you need at other stores, you can always pick them up while out on pass.
- Staff will check-out your money prior to leaving for the store. It is your responsibility to make sure you check out enough money.
- You cannot borrow money to or from other students.
- You cannot ask other students or staff to purchase items for you.
- You cannot make purchases for others students.
- Students must stick together in pairs at ALL times and report to the designated meeting/checkout place on time. Failure to show up at checkouts on time may result in loss of shopping privileges.
- Students must turn in all receipts, money, and purchases to staff immediately upon return to the house.

MUSIC

- You may bring approved CD's, DVD's, and VHS tapes. Do not bring secular music with you.
- Personal stereos are permitted. This must be a handheld CD, MP3/iPod or cassette player with headphones, but must not include a built-in-radio.
- Label you stereo in such a way that the identification is obvious and irremovable.
- If you borrow a CD, make sure you return it promptly.
- If you have an MP3/iPod, your loaded songs must be reviewed and approved by staff and may be checked periodically and spontaneously.

MUSICAL INSTRUMENTS

- With permission, you may bring a musical instrument to Teen Challenge; however, you may not have a instrument for the first 4 months.
- Personal instruments will be kept in bedrooms.
- Ask permission from staff personnel on duty when you want to play. Consideration will be based upon the time of day, your privilege level, and what other activities are going on at the time.
- You may not play instruments belonging to others without specific permission each time.

EDUCATION

GED

If you have not received a high school diploma or GED prior to entry in Teen Challenge, you will be required to obtain a GED through weekly classes, homework assignments, and tests. The GED curriculum is taught by Teen Challenge staff personnel in partnership with Des Moines Area Community College and Pella High School. There is an \$85 fee for GED test. Teen Challenge will reimburse you once you have completed GED classes, received your GED certificate, and successfully completed the Teen Challenge program.

P.A.C.E. (PERSONAL ACCELERATED CHRISTIAN EDUCATION)

- Teen Challenge requires individual courses of study tailored to help you grow spiritually. These consist of a mixture of resources – videos, audio recordings, books, scripture aids, etc.
- Tutoring is available if extra help is needed.

LECTURE CLASSES

Teen Challenge offers lecture classes for students through all 4 levels of the program. Students are responsible to attend lecture classes as assigned, take notes, complete all assignments, and pass tests. In the event that a lecture is missed due to illness, pass, or other circumstances, meet with your teacher to determine the best way to make up the class. Class attendance is very important to a student's progress in the program, therefore:

- If a student misses more than 60% of a week's lecture material, the week will not be counted as an academic week and the student will be required to make up an additional week in that Level as well as any make-up assignments the teacher may assign.

LIFE AT TEEN CHALLENGE

The following section contains general things you need to know about life at Teen Challenge.

WEEKLY SCHEDULE

- The general weekly schedule is included on the final page of this manual. At various times throughout the year, we alter the schedule to accommodate special events. The best thing to remember is to be flexible.

WAKE-UP

- Wake-up time is according to the daily schedule on the last page of these guidelines. On week days wake-up is at 7:00am. On weekends, wake-up is at 9:00am.
- You are to get out of bed immediately.
- You must make your bed and straighten your area before leaving your room.
- Be considerate of others who may be sleeping or having personal devotions.

QUIET TIME/LIGHTS OUT

- Quiet time begins at 9:30pm. At this time your Bible and journal are the only books allowed. No other books or devotionals.
- You must read your Bible for a minimum of 15 minutes before you go to bed each night.
- You are responsible for taking care of all your business by 9:30pm Sunday through Thursday and by 10:00pm on Friday and Saturday.
- At 9:30pm (10:30pm on Friday) you must be dressed for bed and begin your Quiet time.
- There is no sleeping, reading books or devotionals, or studying class material allowed during Quiet Time.
- Go to the restroom before lights out!
- Lights will be turned off immediately following Quiet Time. There is to be no talking at this time.

LAUNDRY

- We suggest you identify clothing with a permanent marker.
- You are responsible to get your laundry done on your assigned laundry day.
- Only 2 loads unless you have permission from the Dean of Student Affairs.
- Teen Challenge is not responsible for lost or damaged items.
- You might want to leave expensive or very nice clothing at home.
- If you receive someone else's clothing from the laundry room, simply return it to the owner or a staff member.
- Students are not permitted to do another student's laundry.

ROOM RULES

- Your bedroom door must remain open at all times.
- No items are to be brought into the room without permission and inspection from staff personnel.
- Toiletries are to be stored in your hygiene bin in the dressing room. However, you may store extra hygiene supplies in the bin under your bed.
- There is to be nothing stored under your mattress or around the sides of it.
- You may not trade, sell or give away personal items without permission from staff personnel.
- Periodic inspections will be made without notice.
- You may store necessary items in designated places only (under bed containers, study carrels.) You may not store clothing or other items in your luggage.
- Sheets and blankets are not to be hung over bunks in such a way that they cover the bottom bunk.

TEEN CHALLENGE ACTIVITIES

- You must be on time for all activities. You'll learn the system within your first couple days. Study hall, work meetings and other regularly scheduled activities will not necessarily be announced.

- Use the restroom prior to the start of special activities. You will not be allowed to leave during an activity, except in the case of illness. Notify staff personnel on duty if this is the case.
- When activities take place outside of Teen Challenge, you must remain with the group at all times. Leaving the group without permission from staff personnel on duty will result in dismissal.

CHURCH ACTIVITIES

- You must congregate in the living room when waiting to leave for church or other events.
- You will attend church services and other activities as a group with other Teen Challenge students. Stay with the group at all times.
- You may take a Bible, notebook, and pen to church; not other books are permitted unless they're part of a Sunday School class.
- When praying for others, do not lay hands on men.
- Do not submit written or verbal prayer requests to the church or individuals concerning financial or material needs. Speak to staff personnel about these needs.
- You may take cough drops, lozenges and breath mints to church and other special activities.
- Staff personnel on duty will direct you to seats. Sit in the first available seat within our section – do not wait for a special place or save seats for others.
- When riding to church with others (staff personnel, out-visits, etc.), you must return in the same vehicle in which you arrived.
- Use the restroom before church and chapel services, Sunday School classes, and special events.
- If you need to use the restroom, you must go with another student.
- Talk to the Dean of Student Affairs about husbands and family members attending church services where Teen Challenge will be present.

CONFIDENTIALITY

- Without your signed consent, we will not acknowledge to anyone outside of Teen Challenge whether or not you are, or ever have been enrolled.
- Teen Challenge has a policy of confidentiality pertaining to all student conversations with staff, meetings, correspondence and other internal transactions.
- Knowledge concerning students or their circumstances as a result of a relationship with a staff is considered confidential and will not be disclosed to persons or family members outside the ministry without the student's signed consent.
- Teen Challenge has a legal requirements to report all instances or confessing of child abuse or suspected child abuse to proper local authorities.
- In a life-threatening situation, we will only release pertinent medical information to those medical personnel responsible for your safety. We will inform you of this event, ASAP.
- Information may be provided to Law Enforcement Officers directly relating to your commission of crime on the ministry premises or against staff, or the threat to commit such a crime.
- By order of competent jurisdiction , some information may be released without your consent.

STUDENT FINANCES

- Because Teen Challenge houses and feeds all students, 50% of any disability income will be paid to Teen Challenge while you're in the program. If you have outstanding debts, the remainder will be used to meet those obligations.
- Most of the personal care products we have at Teen Challenge have been donated and are for the use of those who wouldn't otherwise receive them. If you have funds in your student account, you are expected to purchase your own supplies rather than using these donated items.
- Students may not carry any cash or coin on them during the duration of the program. All money must be kept in the safe to be checked in and out by staff.
- Do not bring checkbooks or credit cards with you.
- You may keep up to \$50 cash in your student account at one time. (Exceptions to this policy are Level 4 students who may acquire tips while working.)
- Checks sent to you in the amount of \$50 or less will be cashed by Teen Challenge, and the full amount deposited into your account.
- To withdraw money from your account, you must see your staff in advance.

- When money is withdrawn for a pass or visit, you are expected to return with receipts for all your purchases. Receipts and cash must be immediately submitted to the staff on duty who will verify these and notify the Dean of Student Affairs.
- Any money sent to you in the mail or given to you while on pass must be turned in to staff.
- Student accounts are reconciled monthly by our Accounting Assistant.
- Upon leaving the program, your money will be returned to you, minus outstanding repair costs for any damage done to Teen Challenge property.

PHOTOS

- Photos must be of those on your approved caller list: close family members, pastoral staff, and female friends of positive influence. Any photos in your possession (including wallets) must be approved by the Dean of Student Affairs.
- Pictures taken while you are here also need to be approved by the Dean of Student Affairs.

EMERGENCY PROCEDURES

For everyone's safety, Teen Challenge has emergency procedures in place in the event of fire. We schedule random fire drills throughout the calendar year to check fire detection systems as well as evacuation procedures.

- When the fire alarm sounds, you are to leave the building immediately in an orderly fashion.
- All students, staff, guests, and families must leave the building—there are no exceptions!
- Everyone is to congregate across the street at the First Baptist Church.
- Roll call will be taken to account for all students, staff, guests, and families.
- Designated staff are responsible to remain inside to investigate each alarm.
- Staff will give an all clear when it is safe to re-enter the building.

BLESSING ROOM

We do not have blessing room at this time, but if you are in need of clothes or undergarments, etc, please notify staff and they can try to connect with the right places.

GUIDANCE AND ADVICE

If you have a problem, see the Dean of Student Affairs who will arrange for you to see a mentor. If it's urgent or the Dean of Student Affairs isn't available, see staff on duty.

DISCIPLINE

Please remember the rules are here for your benefit. When you break these rules, problem areas in your life are brought to the surface. In order to grow from these incidents, discipline will be given when necessary. Remember that discipline is not punishment to make you miserable, but is a means by which you can overcome problem areas and grow in your Christian life. Various means of discipline may be employed in the hopes of bringing growth. These include loss of privileges, written assignments, extra work, probation, etc.

DEALING WITH CONFLICT

When there are problems with others, read and apply (in this order) Matthew 7:1-5 and Matthew 18:15-17.

STUDENT RIGHTS

You have the right to a humane and safe environment free from abuse, neglect, and exploitation. You shall not be detained against your legal consenters' will. You shall be granted dignity and personal privacy.

You have the right to give informed consent or refuse treatment or medication and to be advised of the consequences of such a decision. You have the right to know about the cost and third party coverage of treatment, including any limitations on the duration of services.

If you feel any of these rights are violated or if you feel you have been discriminated against because of race, color, national origin, physical disability or age, you should file a grievance (The grievance procedure is explained in the next section).

- Complete a Grievance Report form. Forms may be obtained from the Dean of Student Affairs or staff. Assistance in completing the form will be provided upon request.
- The student or his designated representative should submit the grievance directly to the Dean of Student Affairs.
- The date and time the grievance is received shall be annotated on the grievance form. The student shall receive an initial response within 72 hours (three days) following the receipt of the Grievance Report.
- An immediate investigation of the facts supporting or disproving the complaint or grievance shall be conducted.
- Upon completion of the investigation, the student shall receive a written copy of the investigation results and any action taken. The originals shall be kept in the student's file.

A Grievance Report is included on page 18

TERMINATION

Following are guidelines related to premature departure from the program:

- If you leave the property without permission, you are immediately terminated from the program. This includes leaving a visit or jobsite away from Teen Challenge without permission.
- You must return your class notebook, library books and any other items belonging to Teen Challenge.
- Staff personnel must help you pack and accompany you to the bus station or one of the missions in Des Moines during normal business hours. Prior to departure, you need to follow the Teen Challenge rules—if you do not comply, we will call the police. We will facilitate your leaving as soon as possible during the workday, but will not necessarily rearrange schedules to make this happen.
- If a bus ticket is necessary, Teen Challenge will purchase a non-refundable ticket.
- You need to take all personal possessions with you. Teen Challenge will not be held responsible for anything left behind. Your personal belongings cannot be guaranteed by the program in regards to safety, loss or damage. If you leave, Teen Challenge is under no obligation to protect or hold your property for you, but will take reasonable measure to secure any such properties. An attempt to reclaim any left items must be within 7 days after departure. No reclamation will be considered beyond 7 days and at that time all items will become the property and responsibility of Teen Challenge. Personal belongings will not be shipped unless you leave money to cover these costs. C.O.D. mail will not be utilized.
- A one-month waiting period will go into effect before you will be considered for readmission. Readmission is not guaranteed.
- If you are readmitted, you will start the program over without credit for previous time spent at this, or any other Teen Challenge. There will be a four-week adjustment period instead of two.
- Students who leave prior to completion of the program will not be allowed to attend Teen Challenge functions or visit with staff at the center without express permission of the Director.
- You are not to speak to any student who has dropped out or been dismissed.
- You are not to have contact with students who have been terminated.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:45	Wake-Up>Showers	Wake-Up>Showers	Wake-Up>Showers	Wake-Up>Showers	Wake-Up>Showers		
7:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
7:30							
8:00	Group Prayer/ Devotions	Group Prayer/ Devotions	Group Prayer/ Devotions	Group Prayer/ Devotions	Group Prayer/ Devotions		
8:30							
9:00							
9:15	Personal Studies/Lecture	Personal Studies/Lecture	Personal Studies/Lecture	Personal Studies/Lecture	Personal Studies/Lecture	Wake- up/showers	Wake- up/showes
9:30							
10:00							
10:30							
11:00	Lunch Prep	Lunch Prep	Lunch Prep	Lunch Prep	Lunch Prep		Church
11:15							
11:30							
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Visitation 12:00- 5:00pm	Lunch
12:30	Lunch Clean-Up	Lunch Clean-Up	Lunch Clean-Up	Lunch Clean-Up	Lunch Clean-Up		
1:00	Work Crew/Volunteer	Work Crew/Volunteer	Work Crew/Volunteer	Work Crew/Volunteer	Work Crew/Volunteer		
1:30							
2:00							
2:30							
3:00							
3:30							
4:00	Dinner Prep	Dinner Prep	Dinner Prep	Dinner Prep	Dinner Prep	Dinner	Church
4:30							
5:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner Clean-Up	
5:30	Dinner Clean-Up	Dinner Clean-Up	Dinner Clean-Up	Dinner Clean-Up	Dinner Clean-Up		Church
6:00			Church				
6:30	Personal Studies	Exercise/Rec		Church	Exercise/Rec	Activity	
7:00							
7:30		Phone Night/ Outgoing		Phone Night/ Outgoing			
8:00							
8:30							
9:00							
9:30							
10:00	Quiet Time/Devotion	Quiet Time/Devotion	Quiet Time/Devotion	Quiet Time/Devotion	Quiet Time/Devotion		Quiet Time/Devoti on
10:30	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Quiet Time	Lights Out

11:00

**** This is a general overview of the schedule and is subject to change.**

Lights Out