

**TEEN CHALLENGE ADULT CENTERS
OF TEXAS, INC.**

WOMEN'S CENTER HANDBOOK

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SUMMARY FOR PROGRAM APPLICANTS:

The Teen Challenge staff is very pleased to hear you have recognized that your life is in need of a change. We are honoured that you are considering the Teen Challenge program as a means to help you change. Today there are many people like you who are living productive lives as a result of choosing Teen Challenge and fulfilling their commitment to complete the program. It is our desire that you fully understand the Teen Challenge program prior to enrolment so you will be sure you are entering the right program. Teen Challenge is based upon the fact that man's basic need is a relationship with God through Jesus. People use drugs and alcohol in an attempt to fill the void in their lives that only Jesus can fill. When Jesus is genuinely received as Lord and Savior, a person's life will radically change. Jesus Christ is not just interested in whether or not you go to church or "have said a prayer," He must be Lord of all your life. In fact, He will deal with your attitude and the motives of your heart if you allow Him to.

Therefore, Teen Challenge is not a laid back, glorified drop-in center. It is a type of spiritual boot camp for people that want to be free from life-controlling habits and become alive to God. It will not be easy; in fact, completing Teen Challenge will probably be the toughest thing you have ever done in your life. Teen Challenge is governed by love- tough love. It is not always easy, soft love. At times this love is demonstrated by staff members confronting you with things you do not want to hear. They are willing to risk temporary rejection because it is ultimately for your good and God's glory. Their goal is not to pacify you or try to make you happy, but rather teach you how to live and walk with God. The Bible teaches that a joyful, blessed life is a by-product of a right relationship with God.

Upon entering Teen Challenge you will soon discover it is not the perfect place nor is it full of perfect easy to get along with people. Potentially the Women's Center can have 24 students in the program. Most of these women have many problems, bad habits and defense mechanisms as you do. However, it is a place that God definitely uses to develop interpersonal skills and to grow you in patience and love.

STATEMENT OF PURPOSE:

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".

Up to this point in your life, you have been taught only to "survive" regardless of which "rules" are broken. Rules, regulations, and boundaries are vital in order 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. 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?

These are some goals and standards that are basic to Christian growth, which you should be willing to set for yourself in the days ahead:

1. Full commitment to Jesus Christ
2. Dependability -- punctual, reliable, and keeping your word
3. Neatness -- cleanliness and good personal hygiene
4. Initiative -- self-starter, alert, no 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

GENERAL PROGRAM RULES

1. I agree to show respect to all staff members.
2. I understand that Teen Challenge is not responsible for any expenses that are incurred by myself while I am in the program, i.e. doctor, dental, toiletries, medicine, clothing, etc.
3. I agree that I am required to participate in all group activities (singing, working, classes, recreation; what is on schedule) only exception to this is if I have provided a medical documentation from a doctor saying that I am incapable of participating due to physical health.
4. I agree the following are off limits:
 - a. The offices, the kitchen or anything in the kitchen (refrigerators, cabinets, etc.) *
 - b. Staff bathrooms, other students rooms, overnight room, blessings shed, laundry room (unless permission given by staff).*
 - c. Administrative building.

***Exceptions:** Staff/volunteer on duty is present or personal work duties.
5. I agree not to enter and “hang out” in another student’s room for any reason including standing in doorways and sitting in hallway. I may ask them to come out and join me in a visiting area. I understand that all students involved will be held accountable.
6. I agree to refer to staff as Mr. /Brother or Ms. /Sister with first or last name.
7. I agree not to make sexual advances, hold hands for extended periods of time, lap sit or engage in any other inappropriate body contact behavior. Massages are not permitted unless special permission is given by staff for serious situations.
8. I agree to keep my feet off the furniture. I agree not to lie down on the furniture.

Exceptions: Feet on furniture with shoes off and CLEAN socks on.
9. I agree to show respect for others, including their property, however, I understand that if I share my things with others it may get damaged or ruined.
10. I agree I will not pass gas or burp out loud when others are present, I will learn to practice good manners (etiquette).
11. I agree not to lie down or sleep until free time; which is after “Snack Call” Monday – Friday.
12. I agree to be out of bed no later than five minutes after wake-up time.
13. I agree to keep Women Center windows shut and locked at all times.
14. I agree to the house economy rules:
 - a) The last one out of a room, closet or bathroom **must** turn off the lights and fans.
 - b) Keep house doors shut.
 - c) The thermostat is **OFF LIMITS**. Set at 72 in summer, 70 in winter.
 - d) Report maintenance problems to the “Maintenance Clerk” for repair immediately. (See backboard for job descriptions.)

15. I agree “Light’s out” as shown on schedule means: Room lights off and **no** talking.
16. I agree to not lean my chair back on two legs.
17. I agree to not have more clothes than allowed according to the **Clothing Guidelines**. No clothes or items are to be brought in without first having been cleared by assigned staff.
18. I agree to not possess and/or use cigarettes, drugs, alcohol, tobacco, secular CDs/radio or any non-edifying materials while I am in the program.
19. I agree to not use bad language or profanity.
20. I agree not to talk during chapels, class (except when the teacher permits), study hall, church services, and devotion/prayer times.
21. I agree the following are prohibited in student’s rooms: Food, drinks (except water), Video or Audio devices, Medications (prescriptions, over the counter, vitamins, etc.)
22. I agree any request for a refund of Student Funds must be submitted in writing to the Student Fund Account Manager within 30 days of leaving the program. I understand that any money left more than 30 days will be considered a donation.
23. I agree that if I leave, get suspended, or dismissed from the program and choose to leave my belongings at Teen Challenge it will be held here for 72 hours. I agree after 72 hours, any personal property remaining on the premises will be donated to a charitable organization or individual in need.

Male/Female Contact Rules:

1. I agree when a male and female student enters a hallway, the female student must pass through first. No male and female students are to be alone in any locations at any time.
2. I agree I will not have extended eye contact with a male student.
3. I agree I will keep an arm’s length distance between a male student and myself.
4. I agree I will not have any type of relationship between a male student and myself.
5. I agree I may be in the same room with a male student **ONLY** when a staff member is present.
6. I agree if staff senses me flirting or purposely trying to initiate a relationship with someone of the opposite gender, including male staff, I **will be** confronted and disciplined. If I am struggling with a particular area concerning a relationship etc., I will discuss it with my counselor.
7. I agree there is to be **NO** talking with a male student! No passing notes. No communication whatsoever. **NOTE:** Those who do not follow these rules will be subject to suspension or dismissal!

8. I agree I may not associate with anyone of the opposite sex alone outside of Teen Challenge. Should a male approach me, there is a 30 second rule. I will excuse myself by explaining that I am not allowed to socialize with the opposite gender. Please do not be rude. The only exception is married couples when staff permits or Teen Challenge Staff (excluding male interns).
*zero tolerance-lead to dismissal: 30 day dismissal/extra 30 days added on to time

Meals

1. I agree during meals that the order of the serving line will be: kitchen crew, guests, families, and staff (at their discretion). Out of courtesy for new students for the first week they will be at the front of the line. I agree to eat everything in moderation.
2. I agree when returning dishes to throw away any non-perishable trash (i.e. napkins, wrappers...) and place the dishes in the serving window after meals.
3. I agree in order to keep germs or sicknesses from spreading I will not share my food with anyone, I will either eat the food on my plate or throw it away.

Fasting

- I agree Breakfast is a voluntary time of fasting, but only with staff permission.
- I agree I will study the facets of various types of fasting and its benefits to my spiritual growth. As I proceed through the program I will apply fasting to my discipline as a child of God as staff gives permission. I understand staff may assign me a book to read explaining about fasting before my request will be approved.
- I agree that if I have had an eating disorder that my request may be denied for my health's safety.

GROUNDS GUIDELINES

1. I agree not to go outside of the house, in laundry room, patio, kitchen, prayer room, or re-entry / intern's rooms, gym or offices without the permission of staff or volunteer on duty and the staff's knowledge of my whereabouts.
2. I agree to these procedures for going outside:
 - Check the time to see if this privilege is permitted, if so, inform staff on duty.
 - Must be accompanied by another student if student is under 2 weeks from entry.
 - Outside boundaries:
 - Women's Center and track in front of center.
 - Women with visitors may only visit in the end area rooms (with door open), patio, living room, eating area, backyard or education room. No visiting in side yards or dorms.
 - NO sunbathing in the front, only in backyard (with towels, not bedspreads).
 - Must be inside at sunset

SPECIAL ACTIVITIES GUIDELINES

1. I agree to participate in special group activities; either the whole group goes, or the whole group stays. (The exception, in some cases, is where there is a matter of discipline or sickness.)
2. I agree on any “Group Activity”, where we will be going out to different places away from the center (concerts, picnics, special events, etc.) I will stay with the group.
3. I agree that during choir practices, everyone will be on a mandatory Quiet Out. Should I have a question pertaining to the practice I will raise my hand in submission to the authority provided (Choir Director, staff or student intern).
4. I agree I will not criticize nor complain. I will not have a bad attitude nor be lazy. I understand that this is just as important as the other parts of the program.
5. I agree to the following bathroom rules during these activities:
 - Must go before and after church/event services unless it is an emergency and permission is given by staff/intern in charge in which case you will be accompanied by an intern.

SPIRITUAL EMPHASIS GUIDELINES

Praise In Instructions

1. I agree to be seated according to the Student Seating Chart. Female students will sit directly to the left and in back pews as you walk in the chapel. If I have visitors we will sit in front of the Women’s Center students. Students who have been in the program for less than 30 days will not sit beside one another.
2. I will use the restroom before I leave the Women’s Center (not during service times).

Church

1. I agree I must maintain an attitude of prayer at all times.
2. I agree I must use my Sermon Notebook and take notes at each church service.
3. I agree I must obtain staff or volunteer permission for emergency bathroom issues only. I will use the restroom before I leave the Women’s Center. In an emergency where a bathroom break is needed, I will wait until I get my leader’s attention. I must have accountability to go to the restroom and I will not use restrooms to primp.
4. I agree invitations to visit the Teen Challenge Center are to be communicated by the staff or the Program Director. I am not permitted to invite people. However, I may request the staff to invite church members to the center for lunch or activities.
5. I agree I must not ask for nor receive the following from anyone including church members: addresses, phone numbers and money.

6. I agree that following the service, the group will remain in the sanctuary until the staff/ intern indicates leaving. This is an opportunity for the church members to greet the students. I agree we have three minutes to get in the van.
7. I agree I am not to fill out visitor cards or take any literature from a church without permission from intern on duty. I will sit with the group in the church service wherever staff designates.
8. I agree Female students will sit behind and away from male students when attending the same church service.
9. I agree we will not leave the church until everyone is accounted for (intern/drivers responsibility).

Rallies – A Rally is an event during which we introduce a church to Teen Challenge. Teen Challenge students sing along with a band or CD tracks and give their testimonies of how God has changed their lives since coming to Teen Challenge.

1. I agree we stand on stage for a period of time as well as sing and give testimony. The testimonies are to be kept to 3 – 5 minutes. Each testimony must give at least one scripture example that relates to their life.
2. I agree I must have an attitude of prayer at all times.
3. I agree while on stage I must try to **smile** and refrain from talking and/or laughing. I will not embarrass myself by adjusting bra straps, underwear, or picking my nose. I will conduct myself in a respectful, lady-like manner while in public or in the Women’s Center.
4. I agree I must be prepared to sing and/or testify. Murmuring and complaining are not allowed.
5. I agree I may be assigned a duty “selling crosses.” I may be handling money and I will not steal from Teen Challenge. God is watching. I will turn in all monies to staff before loading into the van upon departure.
6. I agree it is my responsibility to load, unload, and reorder crosses when running low.
7. I agree in an emergency where a bathroom break is needed, I will wait until I get my leader’s attention in which case I will have accountability to go to the restroom. I will not use the restrooms to primp. All must go before church service or after only. Notify staff/intern in charge.
8. I agree we will not leave the church until everyone is accounted for (drivers/interns).

Prayer Room

- Prayer is very important to your spiritual growth. The prayer room is a mandatory quiet room solely set aside for prayer (exception – counseling or specific assignments from staff i.e. DVD chapels etc....). Be encouraged to take full advantage of this room.
- There is to be no visiting/ chatting in the prayer room whatsoever.
- Prayer room door is to stay unlocked at all times and open when multiple students are in there at the same time.
- Be mindful of the prayer room. If you are aware that it is in use refrain from visiting/ chatting in that end room and the dining area.

Student Devotions / Prayer Time

- Included in my schedule every day is a time for prayer/quiet time. I agree I will read the Bible and write down what God is showing me during my study and how I may apply it to my life. I will not do homework, write-letters, work on discipline or work on anything other than prayer and devotion during this time.

BEHAVIORAL GUIDELINES

Behaviors

1. I agree to assume personal responsibility for my own attitude and behavior at all times. I understand that what my authority deems incorrect behavior will be confronted and it will be disciplined if necessary. I will agree to the disciplinary action with an improved attitude.
2. I will not go to another staff/volunteer or intern if one has already told me “NO.” I will not play one in opposition against another. I will not redirect a similar question in order to get the answer I desire. (This is considered staff shopping.)
3. I agree not to sleep in classes, church, devotions, prayer, chapels, or any group activity. I understand I can only sleep during free time.
4. I agree NOT to pass notes in classes, church, devotions, prayer, chapels, or any group activity.
5. I agree I am not to talk to or communicate with any male students while I am in the program for any reason.

Discipline

Understand that if the guidelines are violated there will be consequences for your actions. These guidelines are for your benefit to help bring structure and responsibility to your life.

STANDARDS OF DISCIPLINE

I understand that the disciplinary actions concerning different situations I face may include and are not limited to the following.

Tongue Discipline: “Quiet Out” - The student is not allowed to have any personal conversations with another student, (i.e., gestures, verbalizations and written communication). Phone privileges are revoked. Only conversation regarding a job duty and conversation with staff members - concerning personal studies are allowed.

Academic Discipline: The student receives limited privileges until all academic requirements are completed, including additional work and/or table-discipline* as determined by the staff. All free time must be spent completing academic discipline.

*Table Discipline - The student is required to complete assigned studies or task, in a designated area. The student is not to communicate while on table discipline. All free time must be spent completing table discipline.

Scripture Discipline: The student must complete assigned scripture verses in a designated area. All free time must be spent completing discipline.

Work Discipline: The student must complete work assignments when not engaged in another job or scheduled activity. All free time must be spent completing work discipline.

Probation: The student receives no privileges, (i.e., loss of phone calls, passes, recreation activities, special events and ministry opportunities). All free time must be spent completing assigned discipline. Any additional infraction of the rules will result in dismissal from the program.

Dismissal: The student loses all residential provision and must pack all personal belongings and will receive alternative storage and sleeping accommodations.

All discipline is subject to the Program Director and Disciplinarian's discretion.

COMMUNICATIONS GUIDELINES

Quiet-Out

1. I agree that while on *Quiet Out* discipline I will only communicate with Staff and only that which is necessary. The only exceptions to this rule may be during class (as Teacher permits), church cleaning and work duties (only what relates to my specific work information). I understand that if the rules for *Quiet Out* are not followed a possible extension will be given on the duration.
2. I agree not to be loud or boisterous. I understand I am not allowed to talk during study hall, chapel, devotions or prayer.
3. Vans: If noise is not cut down to a minimum in the van then a mandatory quiet out will be implemented.

Talk Fast

From time to time, I may choose to participate in a voluntary talk fast or I may be assigned to one by my leadership. I agree I will focus on God and myself, allowing Him to prove Himself to me and show me areas in which I have grown or need further growth in my walk with Him. I will wear a designated scarf to distinguish that I am on a "talk fast" and I will not talk with students or staff (except that which is absolutely necessary or for work duties). A "talk fast" can be a great tool that can help me draw closer to God and increase my ability to hear Him.

Communication:

1. I agree to socialize only in the living room, dining room, track, education room and patio in back yard and only during free time.
2. I agree not to talk about my past life, but will focus instead on building a new lifestyle for the present and the future. "Past life" means one's street life, drugs, sex, past boyfriends, relationships, "war stories," how "bad" one was, etc.
3. I agree not to listen-to, sing, hum, or whistle secular songs while I am in the program. (Eph. 4:29-30, Eph. 5:19-21) This is a time to be set apart and allow God to renew your mind. (Rom. 12:2)
4. I agree not to complain nor grumble about the program or staff/volunteers with other students, at anytime; including on phone calls. **Dissension will not be tolerated!** Use the grievance procedure.

5. I agree not to call other students nicknames, unless it is respectful and the person is positively ok with it.
6. I agree to conduct myself as well-mannered in all occasions.
7. I agree not to play non-Christian music on the instruments and I agree I may only play instruments during free time.
8. I agree not to talk, communicate or make eye contact with male students in the program unless permission given by staff.

Letters/Calls

1. I agree to write only those pre-approved. I agree I cannot have contact with a previous boyfriend even if I have lived with the person. Exception: Ex's that have custody of my children and the children are residing with him then I may communicate about the children only. Mail is a privilege and is based on grades and conduct.
2. I agree that Teen Challenge may open and inspect all of my mail. All mail will be read, if appropriate I will receive it, if inappropriate it will be put in my graduate box.
3. I agree letters may be written and received 2 weeks after entering the program.
4. I agree not to try to sneak letters or messages out to people that are not pre-approved, either for myself or for another student.

Phone Policy - Phone calls are a privilege and are based on conduct.

1. I agree that I may not make nor receive any telephone calls during my first two weeks in the program (just like mail). I may make my first phone call after two weeks as the schedule permits.
2. I agree calls are 15 minutes long and only 2 phone calls per week unless I have children 18 or younger, in which case I get 3 phone calls per week (same amount of time).
3. I agree if a loved one needs to be contacted outside of my scheduled phone times, Teen Challenge will make the call.
4. I understand that calls are made in the evenings, as the schedule permits.
5. I agree, no "roll-over".
6. I agree that I may only call people on my approved list given by staff only.
7. I agree I may have one 10-minute phone call once a month to my Pastor.

Request Slips

I agree I must fill out and submit request forms for: visitors, passes, items from the blessing room, permission to fast or any other personal requests to be approved by the Program Director.

Visits and Passes

1. I agree I may have visits after being in the program 30 days. Visitation times are 5:00pm – 10pm every Friday (dinner included) and 1pm – 5pm every Saturday and Sunday, with a maximum of 4 visitors per visit, unless multiple children are involved, then there can be 5 visitors total. All visitors must check in with the staff/volunteer on duty and each visitor must sign the clipboard each visit before they are permitted to see me.
2. Visitors must provide a photo ID. Staff/volunteer will greet the visitors as they enter and leave.

3. Any packages or articles of clothing must be given to the staff/volunteer on duty to put in overnight room for daytime staff to check in on Monday.
4. I am not allowed to go to visitors vehicles for any reason, outside the women's center perimeters or in dorms.
5. I agree that when visiting in the end rooms, the door must stay open.
6. I agree visits must be scheduled by the Thursday prior to the visit on Saturday. If a request is not received by that time, I will not be allowed to have any visitors. Only people that are on my approved list will be allowed to visit me.
7. I agree upon completion of 3 months I get an 8hr off campus pass. When I reach 5months, 7 months and 9 months I will receive a 3-day off campus pass, taken either Friday-Sunday or Saturday – Monday, 9am-5pm.
8. Thanksgiving and Christmas:
 - a. If I entered the program within 60 days of Thanksgiving or Christmas I understand I cannot go home for that holiday.
 - b. If regular passes fall during holiday passes than I understand I do not get extra days for my pass, I lose those passes.
9. Any exceptions concerning passes must be approved by the program director.
10. I agree travel that requires over 6 hrs. (one-way) may add one extra day to the pass.

Packages

1. I agree all clothes and items I have will not exceed the amount allowed on the Clothing Guidelines or Modesty Guidelines posted. Any box I receive is not to exceed 16" x 13" in size, or 4 Wal-Mart size bags full; soda packs do not have to be in the box. I may receive one package every 30 days and an extra one for Christmas and Birthday.
2. I agree upon arrival, all gifts, packages, money, and goodies are to be given to person on duty and taken to the overnight room to be checked in by staff or intern on duty. Clothes are not to be brought in without first having been cleared by staff/ intern. Any money designated for me will be put into my student account.
3. I agree anything brought by a visitor must be given to staff/ intern or volunteer on duty. No items may be given directly to me.
4. I agree it is my responsibility to explain the rules to my family.

Media

1. I understand that I will not be allowed to listen to the radio or to watch television (except when strictly supervised and only approved stations). I will listen only to music approved by the staff. Any TV/DVD viewing is a privilege. I am not allowed to turn the TV, DVD, Apple TV or CD player on or off, only interns or volunteers may operate them without staff permission. All movies must be approved by director if above PG rating.
2. I agree NO Internet allowed. NO facebook or any other kind of social network allowed.

EDUCATIONAL GUIDELINES

Purpose of Educational Department

You are here at Teen Challenge to be trained and educated in the ways of the Lord Jesus Christ. Staff members are here to help you learn these ways through counseling, lecture classes, personally assigned contracts, prayer, etc. A passing grade is 70% or above.

GRADING POLICY

Grades will be posted weekly. Grades will be added up and posted according to the "Point Values" listed below.

POINT VALUE:

GSNC – 25 points

PSNC – 25 points

Sermon Notes – 20 points

Work Duties – 20 points

Chores – 10 points

GRADE GROUPS

"A" Group - 94-100 points

"B" Group - 84-93 points

"C" Group - 71-83 points

"D" Group - 70 points or below

- When grades drop to a D, you will meet with the Disciplinarian to discuss why your grades dropped and you will be subject to disciplinary actions until grades improve.

GSNC and PSNC Description

"Group Studies for New Christians" or "GSNC" is a Teen Challenge USA curriculum lead by Teen Challenge staff. GSNC curriculum is geared to help you in your spiritual walk as a Christian with studies such as "How can I know I'm a Christian", "How to Study the Bible" and "Growing Through Failure". These classes will take place Monday through Friday or as scheduled.

"Personal Studies for New Christians" or "PSNC" is a Teen Challenge Curriculum geared to help you with your spiritual growth on a personal level. You will be assigned a binder in which you will have several sections – Lessons, Scripture, Bible Reading, Personal Reading and Sermon Notes. The teacher will create a contract every 4 – 6 weeks with specific assignments which promote spiritual maturity.

Every student is required to participate in Group Studies and Personal Studies as assigned. Times posted on student schedule.

Classroom Guidelines

I agree that I am required to do my best at all times. I agree to do all class work assigned to me, and turn it in on time. The Education Supervisor will give further guidelines. There is to be no talking, no gum chewing, no food or drinks, no candy, no sleeping and no passing notes in class.

Study Hall

I agree I will attend study hall when required. Study Hall is provided for me to work on my required assignments in my studies. I am not allowed to work on anything else during study hall and agree that I will not write letters or journal, draw, pass notes to anyone, or work on discipline. I agree to not talk to other students, except during break times. I agree to not talk to staff unless it is about my class work. Once more, there is to be no talking, no gum chewing, no food or drinks (except water), no candy, no sleeping and no passing notes in Study Hall.

Please be aware of others and keep noises down to a minimum (pen clicking, feet shuffling etc.).

Teen Challenge Books

I agree not to write in or mark on Teen Challenge books. When I am finished with the resource material, I will return it to staff immediately to be checked in. I may not “grab” a book from the shelf without staff permission.

GED Policy – In the case where I have not completed high school, I agree to the following:

1. I am permitted to pursue GED classes.
2. While at GED testing (at Midland College or Men’s Center Classroom), I will not be allowed to talk to anyone of the opposite gender, pass notes, or make any phone calls. The GED Staff will be watching me.
3. I must have accountability when I go to the restroom.
4. I must not leave the GED area.
5. I must put forth my best effort into the educational materials and opportunity I am given.
6. Pre-tests are done online. I will not be allowed to get on the Internet for any reason other than GED. I may only go onto the website given.
7. I will not initiate any conversations with Teen Challenge men at any time.

VOCATIONAL GUIDELINES

Purpose for Work/Responsibilities

The Midland Teen Challenge Adult Centers of Texas Inc. has a lower fee than many other facilities in the U.S.. This fee does not nearly cover the expenses needed to keep the program running. For this reason there are jobs that Teen Challenge does to bring in more finances as well as two major fundraiser events per year (Golf Tournament and Teen Challenge Banquet). These jobs will require full participation. Apart from earning income, we believe in servanthood and following Jesus’ example in giving of ourselves when a need arises. In the case of volunteering for an event or helping someone in need we ask that you maintain a positive attitude and show respect.

Please agree to the following:

1. I agree to finish my job assignment. Upon completing my job responsibility, I agree to report to the staff or cleaning instructor in charge for further instructions.
2. I agree that I may receive correction and/or be given extra work for time spent loafing on the job. I may be asked to redo an area if it does not pass inspection. I will do this without murmuring or complaining.
3. I agree not to go to the bathroom during work duties without permission of the staff or cleaning instructor in charge. I understand that violations will result in a "Behavior Report."
4. I agree not to leave the job until told to do so by the staff or student leader in charge. I understand I may be asked to help in another area.
5. I agree that purposely doing sloppy work or intentional damage to tools or property will result in discipline and could lead to future dismissal from the program. I will report any damage.
6. I agree I will not consume food, drinks, or candy at the job assignment. I will not take items from job assignments. This is stealing and is grounds for immediate dismissal.
7. I agree all supplies must be returned to their proper places before I am considered finished.
8. I agree to learn to do my job the way the staff or student leader in charge wants it done.
9. I agree not to mingle, gossip, or confront anyone while on work duty; take care of that back at the center; if an issue arises about work duty, go immediately to the work duty supervisor about it.

Laundry –

A student is assigned to all Women's Center laundry with the help of kitchen crew as needed. This job is to be taken carefully. No one but the laundry worker and kitchen crew are permitted to enter the laundry room for any reason.

1. I agree I am allowed three loads of clothes, and 1 load of sheets & towels to be washed each week on my designated laundry day. Sheets are to be washed each week. Comforter is washed once a month. I understand I must turn all my laundry in to the laundry worker as soon as possible that morning.
2. I agree any "special" loads, needs, problems, etc., are to be directed to the student over laundry.
3. I agree I am allowed to buy my own detergent or use the laundry detergent provided by Teen Challenge. If I want dryer sheets I must purchase them.
4. I agree to wear gloves to handle others laundry.

Kitchen Crew Responsibilities

Kitchen crew must agree to the following job description:

1. I will not be in the kitchen for any other reason, at any other time, except to do my job as assigned and scheduled.
2. I agree not to enter any refrigerator/freezer or storage room unless my job responsibilities and/or staff grant permission.
3. I agree a chore checker must check the kitchen before my work is considered complete and I am allowed to leave the area.

4. I agree that all kitchen workers should complete their jobs at approximately the same time. However, if I complete my duties before others, I will assist those that are not yet finished. I agree not to leave the work area before all crew are finished with their assignments. Possible exceptions: discipline situations.
5. I agree even though I am near food (and it may be tempting), I agree not to, at any time, snack or graze while working in the kitchen.
6. I agree to follow the same guidelines as other students (i.e. I will eat in the dining hall).
7. I agree kitchen crew is allowed to miss church cleaning if that time is needed to prepare a meal, but I agree to participate in church cleaning as much as possible.
8. Kitchen duty is considered the kitchen crews house chore.
9. I agree all kitchen crew **must use serving utensils and wear gloves at all times preparing, serving and cleaning food/dishes.** Make sure proper storage containers and bags are used to store food so as not to spoil. Discard any food that has been left out over night or has been in the refrigerator after 7 days, unless expiration date shows otherwise. Date all food. Do not place any food on the floor.
10. I agree if in the event someone accidentally cuts herself while preparing, serving, or cleaning up kitchen, I will immediately remove myself from the kitchen area and go to staff on duty and report it to seek medical attention. Must wear band-aid with ANY open wound.
11. I will not serve food with my hands; rather, I will use the serving utensils provided and I will wear plastic gloves and a hairnet while working in the kitchen.

DIETARY GUIDELINES

1. I agree the kitchen is off limits. I agree not to enter the kitchen except when authorized by staff.
2. Seconds will be permitted unless the student requests portion control in writing. I will beware of over-indulging and practice self-control.
3. I agree to be on time for prayer before all meals.

Etiquette (Eating Manners) – Time Schedule and Place

1. I agree no food is to be anywhere except dining room and back porch. An exception is made for hard candy and clear water sippers. **(Do not open water flavor packets anywhere but dining room tables or outside) (NO HARD CANDY IN STUDY HALL).**
2. I agree I may use portion control, if requested in writing.
3. I agree to eat my meals at the dining room table ONLY. When I leave the table, it is then understood that I am finished eating and drinking.
4. I agree if I am using an excessive amount of milk, salad dressing, condiments, etc., I will be confronted and may lose the privilege of having these items.
5. During Movie nights popcorn may only be eaten while sitting on the floor or at the table behind the sofas – NOT on the sofas.
6. During mealtimes I agree not to spend more than 20 minutes eating once I have seated myself at the table. I understand the kitchen help has a job to do, and I will be helpful by clearing out as soon as possible.
7. I agree to help kitchen personnel by cleaning up my own mess should I happen to spill something.
8. I agree to chew with my mouth closed. I agree to use a napkin. I agree to say excuse me if I accidentally burp.
9. I agree to not pour liquid drinks in trashcan. (Use the sink provided in the dining area.)
10. I agree to not leave personal belongings on the back sink and I will rinse it out after every use.

Snacks - Shopping every 2 weeks

1. No perishable items are permitted in the snack boxes. Overflow items will be moved to House Box for indigent students only. The kitchen is not to be used for storage. Snack & Soda Call will be at scheduled times. I will have 15 minutes to receive my soda and snack.
2. I agree to not have colored drinks or food anywhere but dining room and outside.
3. I agree I may have 2 items from my snack box and 1 drink. Snacks and un-opened sodas are to be finished or returned to overnight room by supper clean-up, what is not finished will be discarded at dinner clean-up.
4. I agree I cannot share any of my food with other students. I may bless other students with sealed/unopened snacks only.

Caffeine

There is a limit of (4 caffeinated drinks per day) 3 cups of coffee in the morning and 1 soda, or Gatorade/ juice box/ non-perishable drink at “snack call” time in the evening; no vice versa, no exceptions without staff approval.

PLEASE CLEAN UP AFTER YOURSELF!

NO energy drinks.

Fasting Policy/Guidelines

1. I agree I must indicate which meals I plan to fast and the dates of the fast.
2. I agree my request will be approved/ disapproved by the Program Director and staff. I understand that if I have ever had an eating disorder, I may not be allowed to fast.
3. Talk fasts are permitted after staff approval.
4. Permission for dieting can only be approved by the Program Director. Portion control can be suggested but student must request it in writing.

ROOM GUIDELINES

Housekeeping Chores

1. My dorm will be ready for daily/weekly room inspections.
2. I agree that, at any time I leave my room, my room will be clean and in proper order with all of my clothes, shoes, books, towels, personal items, etc. in their proper places. It is my responsibility to know/find-out where these places are.
3. I agree to make my bed.
 - Beds should be made as follows: Comforter should be on top. Quilt or heavy blanket, if not under the spread, is to be folded and placed at the foot of the bed. I am to cooperate with my roommates in cleaning.
4. I agree only water sippers and tissue boxes may be placed on desk or dresser tops. Staff reserves the right to search my room thoroughly at any time. I am not allowed to sleep with daytime clothes on.
5. I agree the chore checker will check my dorm chores and points will be taken off of my grade if not completed correctly.

Modesty Guidelines

Tops

- No cleavage, torso must be covered, no skin-tight, no see through (bra should not be visible at all)
- Must wear bra and underwear at all times (exception: night-time sleeping)
- Sleeveless must be 3 fingers wide or worn with over-shirt/ sweater
- Hats may only be worn casually (not to chapels or church events)

Bottoms

- No skin-tight, must be able to pinch a hand full of fabric
- Leggings may ONLY be worn with skirts or dresses that come down to the knee
- Yoga pants may ONLY be worn with a shirt that covers your bottom
- Shorts must be knee length
- Skirts/ dresses must be loose fitting and pass the knee (with leggings they must at least come to the knee).
- Dress shoes may not have more than a 2 inch heel.

PERSONAL HYGIENE GUIDELINES

Haircuts

1. I agree not to cut my own hair or any other student's hair without permission from staff. I understand that all hair-cuts must be done on Saturday's only.
2. I agree I must submit a request form for hair colors in house (can only be done on Saturday and Sunday).

Nail Polish

1. I agree that I am not to share my nail polish with anyone or borrow any from others.
2. I understand that I may not put on nail polish anywhere but outside (during free time only).

Showers

1. I agree to shower once a day with soap and wash my hair at least every other day with shampoo. Showers will be during free time in the afternoon/evening, or when staff and/or schedule approve otherwise.

Personal Needs (toiletry, clothing, purchasing items from store)

I agree at times, the Women's Center has a variety of personal toiletry items available to students. Otherwise, I understand that I am responsible for purchasing my own wants. Needs may be requested from Blessings Room (see Blessings Request Forms).

Feminine Products

I agree I **will not flush** any feminine products (tampons, sanitary napkins, etc.) down the toilet. We are on a septic system, and those products could severely damage the system.

Universal Precautions

Assume that anyone could have a communicable disease. Therefore, please observe the following precautions: DO NOT... eat or drink after anyone else, share razors, scissors, nail polish, use anyone's toothbrush or toothpaste; sneeze or cough without covering your mouth (using crook of arm or shoulder recommended instead of hands); do not leave the restroom without washing hands or touch food without washing hands with soap and water. In the case of cleaning, wear gloves anytime in contact with bodily fluids, wear gloves while church cleaning, dorm chores, and house chores.

Illness/Medication

1. I agree prescribed medication will be given as scheduled.
2. I agree if I am sick, I will be required to stay in bed for a 24-hour period. My temperature will be taken. This may determine if I am allowed to stay in bed. (This is all at staff's discretion.).
3. I agree that while I am sick, I may be served special food (ie... soup, crackers...). (Exception: I may have regular meals if down for physical injuries).
4. I agree that Teen Challenge will not assume liability for personal injuries sustained while I am in the program.
5. I agree no mood-altering medication will be allowed for any purpose. No psychiatric drugs prescribed by a doctor for physiological reasons. No sleep aides.
6. Any Medical issues that require major surgery or bed rest for more than a few days will need to be done on a medical pass and recovery taken place elsewhere.

Blessings Room – Every Saturday

1. I agree if I am in need of certain clothing items and would like to get them from the Blessings Room, I must submit a request form and turn it in to staff to be approved the Monday before shopping day on Saturday.
2. I agree there will be a designated time when I can go to the Blessings Room. The only exception to this process will be for a new student who needs clothing immediately.
3. I agree the staff or designated student will supervise me in the Blessings Room. Only two students at a time will be allowed in the Blessings Room. I will only look through those items for which I have submitted a request form.
4. I agree there will not be emergency trips to the Blessings Room before services or other activities. The Blessings Room is meant to help those in need, not those in want.

RECREATIONAL GUIDELINES

Purpose for Physical Exercise

The purpose for physical exercise is to promote spiritual and physical health. It promotes good health and allows the opportunity to interact with others in an appropriate manner during recreational activities.

Recreation/ Exercise

1. I agree to keep my temper under control during team sport activities. Games will be suspended immediately if good sportsmanship is not maintained.
2. I agree not to be careless with recreational equipment.

3. I agree I am required to participate in recreational activities and not withdraw myself from the group (standing, sitting, or lying around) without staff permission.
4. I agree that it is my responsibility to protect my eyeglasses from damage during recreation.

Travel Guidelines/ Driver Responsibilities:

1. I agree the driver will never go to the store for any reason without staff approval.
2. I agree the driver will check for any trash left in vehicle.
3. I agree to respect the driver.
4. I agree no food or drinks in vans. Exception is to carry water in a closed container to work duty and trips.
5. I agree to keep talking and noise to a minimum, so as to not distract the driver.

As driver:

6. I agree to turn in keys to staff on duty or the overnight room upon return.
7. I agree to drive safely, only park where I can pull out forward, and not back up.
8. I agree to look around the vehicle first before starting the vehicle.
9. I agree to maintain control of the radio/CD player (Christian music only).
10. I agree to keep temperature at a comfortable level.

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 Assistant Director or designee's box for review. You will be able to meet with the Director or designee at some point in the investigative process to discuss the details of the complaint or grievance. This investigative process shall take place within 24 hours on week days and within 72 hours on weekends. Any action required on the complaint or grievance will be addressed within seven days of staff notification.

TEEN CHALLENGE HONOR CODE

If you are aware of a substance or behavior that is a danger to the individual or someone else (i.e., weapons, threats, inappropriate sexual behavior, alcohol, drugs, or tobacco) a staff member should be notified immediately.

James 4:17

“Therefore, to him who knows to do good and does not do it, to him it is sin.”

Failure to abide by the *Teen Challenge Honor Code* impacts everyone in the program. To know of sin among us and not confront it is to participate in the sin.

TEEN CHALLENGE WOMEN'S CENTER CLOTHING GUIDELINES

The numbers below are the maximum a student may bring or have. All clothing must be in good condition and **NOT TORN. DO NOT** bring clothes advertising: **beer, rock groups, bars, cigarettes, etc.** All clothing must be modest and meet Teen Challenge standards.

CLOTHES

- (4) Rally dress clothes attire outfits
- (7) Undershirts/tanks (long enough to be tucked in to prevent midriff showing when bent over or lifting arms)
- (6) Sweaters/sweatshirts/hoodies
- (18) Shirts (include dress casual and work T-shirts) – note some shirts may get bleach on them from cleaning.
- (18) Pants (include dress casual, sweat pants, capris, knee length shorts, jeans – no holes)
- (6) Dresses or skirts
- (4) Pair of pajamas or modest sleepwear sets
- (1) Bathrobe
- (10) Panties, (10) Bras, (15) Socks
- (1) One-piece swimsuit (*must cover torso, No French-cut*)
- (2) Pair of slippers (3) Pair flip-flops/sandals (3) Pair of tennis shoes (*1 work pair and 2 other*)
- (5) Pair of dress shoes/boots (make sure to have 1 black dress shoe comfortable to stand in)
- (2) Winter coats/Jackets
- (2) Belts, (2) Purses, (1) Backpack, (1) Other Book Bag
- (2) Pair gloves, (3) Hats & scarves
- (3) Slips/ hose/leggings

OTHER ITEMS

Bible (*any translation*), Daily devotional book (*approved by staff*), pencils/pens (no red), highlighters

(Bible and devotional must be unwritten in or with family names and information only. No phone numbers or other information.)

- *Clothes hangers*, Towels (3) & washcloths/bath scrub
- Stamps, envelopes, stationary/cards, pictures (**Immediate family only**)
- Identification (*must bring at least the first 4*)
 - Social security card (original)
 - Birth certificate (*original*)
 - Marriage license or divorce decree (original)
 - Drivers license and/or other picture ID
 - HS Diploma or GED if applicable

TOILETRY/COMMISARY ITEMS: (*No more than 1 month supply unless stated*)

Bath soap, Deodorant, Razor/shaver

Hair care products (*comb, brush, shampoo, conditioner, rollers, etc.*)

Hairspray (*aerosol*) & gel

(1) Blow Dryer, (1) Curling iron and hair straightener

Toothbrush and toothpaste

Personal hygiene products (2 packages tampons/pads)

Make-up, Costume jewelry – not in excess (1) Perfume or body spray (*only if it cannot be opened*)

(2 bags) Hard Candy (6 weeks amount) individual sweetener packets or sealed container for sugar & creamer

(24) 12oz cans of soda, or other drinks (non-perishable)

Coffee is provided- do not bring individual coffee

All commissary snacks have to fit in container provided – any excess items will be donated to the house.

I understand that my belongings are subject to be searched at any given time during my stay. I understand the staff may confiscate anything that I have that is considered “over the limit” or against T.C. rules and guidelines.

Rules & Guidelines Agreement

I (student printed name) _____ have read and agree to the Teen Challenge Adult Centers of Texas inc. rules and guidelines.

Date: _____

Student Signature: _____