



STUDENT MANUAL

Revised June 23rd, 2009

INTRODUCTION

You are entering one of the world's most successful programs with a track record of 5 decades. In the next 12 months, you will encounter the power of God dynamically as your life is changed. You will have the opportunity to make choices that will affect not only your life, but also your destiny.

Over the 50 year life of Teen Challenge worldwide, we have learned some principles that may appear "tough" at first. At Teen Challenge you will encounter staff that love you and are vitally concerned about your Christian growth. You will experience an atmosphere charged with prayer and be exposed to some of the finest Christian teaching available. But it will be **YOU** who will make the decisions.

Remember...we are more interested in the development of character than provision of your comfort. You will be challenged to be your best.

This manual will **introduce** you to the Teen Challenge Residence Program. Although this ministry is called "Teen Challenge", we have men in the program from age 19 to 45.

Our prayer is that God will do a miraculous work in your life while you are here. Many graduates of Teen Challenge are working successfully in society and in Christian work. This makes us happy; to be a part of what God is doing to help people today. You need to know that no matter what you have done in the past— **God is able to change you—and start you on the road to a happy and successful Christian life!**

The rules and guidelines you will read in this manual may appear to be rather strict. However, this is NOT a jail, institution, or government agency. We know from experience that if you are ever going to succeed in life, you need structure and discipline. Naturally, rules and strictness are part of what is necessary in getting help. Therefore, remember, that the rules are set up to help you, so you can concentrate on getting your life together with the help of God.

There may be many reasons why you came to Teen Challenge for help; drugs, alcohol, and bad family relations... to name just a few. These are all problems that people in Teen Challenge have gone through in life. You might have been in rehabilitation programs before, but remember that Teen Challenge is different because it is a "Christ-centred" program. We believe that God, through His Son, Jesus Christ, is the answer for every problem that you are facing—or will face in the months to come. However, anything God does, He does as a two-way transaction. **In other words, God does His part, and you must do yours!** Your part is to be willing to accept direction from the staff, to do what you are told, and to put 100% effort into everything you do.

This means that you must be serious about changing your life! It also involves giving up all your street games, being open to the teachings of the Bible, and putting your total effort into the program here.

At Teen Challenge, you will no longer be able to just "push" your problems aside. You must confront each problem and overcome it—with help from God. As you overcome your problems, you will be a step closer toward maturity and complete freedom from the problems you were facing when you entered the program.

Any student with a spouse and or children should not expect any extra privileges outside the regular program. Any extra privileges must be formally requested and may be granted at the Student Life Coordinator's discretion.

OUR MANDATE

1. We minister primarily to men with substance abuse problems. These are people who abuse substances on a daily or several times a week basis.
2. We hold strictly to the philosophy that unless the client desperately and sincerely desires to change and reflects that desire by working hard, we will not work harder than they work at their recovery.
3. Our ministry is entirely based upon a relationship with God through His Son, Jesus Christ, and the principles taught in the Bible.
4. Our Mentoring is not psychological in nature, but biblical in perspective and application.
5. We are a Christian Discipleship program endeavouring to make men into disciples of Jesus Christ. We are non-denominational.
6. We teach basic life skills, such as responsibility, good work habits, integrity, self discipline and ethical morality.
7. We prepare our students to re-enter society as good citizens, good husbands, good fathers, good employees, functioning as substance free individuals.

HOW TO APPLY TO THE PROGRAM

- It is imperative that you read this Student Manual thoroughly before applying to the Program.
- Go to our website: bcteenchallenge.com and click on the '*apply now*' button on the home page.
- Fill out an application online and submit it.
- Download the Teen Challenge Medical Form from the website. (It is in the '*apply now*' section)
- Get the Medical Form filled by your doctor and necessary blood work and tests done.
- Get a CPIC done at a local police station or use our referral to backcheck.com for a record check.
- Should you not have access to this information online, please contact someone at one of our Centres and someone can mail or fax you manual forms.
- An intake interview can take place before coming in. This can take place by phone or in person.
- If you are incarcerated, please get your chaplain to download the necessary forms for you.

WAITING LIST

If it is determined that you are eligible and you are approved for entrance into this program, you will then be placed on our waiting list. While on this list you will be required to call every Monday to maintain your name on the list. This usually takes 1 to 6 months. You may call any time between 9:30a.m. and 4:30p.m. on Mondays to report in and leave your name for the waiting list. If you fail to call on a Monday and want to keep your name on the waiting list, your name will be placed at the bottom of the list. **If you fail to call after two weeks, your name**

will be removed from the waiting list. You will then be required to go through the entire application process again to re-apply to the program. Please be advised that we consider the waiting period a requirement and condition of the program to prove your seriousness in taking part in the program.

ADMISSION INTO THE PROGRAM

Intake is on Tuesdays, except holidays and December. And you will need to arrive by 10 am. Upon your arrival at Teen Challenge you will be checked into your room and meet with a staff member to complete the necessary entrance forms, including release forms. An administrative intake fee of \$700.00 (non-refundable) is due on the day you come into the program.

All belongings will be thoroughly checked to make sure you have only what is allowed as mentioned on the Admission Information Sheet, which you receive with your application. At this time, you will also be checked to make sure you are not carrying anything illegal on your person. You will be permitted one brief phone call, after you are checked into the program, to let your family know you have arrived safely. In the following days you will have some orientation classes to help you understand the program, the rules, and expectations.

New students will be given the Student Manual to write out on their first day. They will be given 7 days to finish writing it out. A New Student Overview will be done within the first week of intake. This will be done by the Intake Coordinator and will ensure that all parameters of the program are clear.

WHAT WE DO

First, we provide an environment for men to personally get to know God. **The Bible says in John 17:3 "And this is eternal life that they may know You, the only true God, and Jesus Christ whom You have sent."** We believe that God created us to have a personal relationship with Him, a relationship that is available to us through His Son Jesus Christ, and we believe that through this relationship God is able to change men's hearts. 2 Corinthians 5:17 says, "If any man is in Christ, he is a new creation; old things have passed away; behold, all things have become new." And it is through this change God makes within men's hearts, that they are set free from their addictions and addictive lifestyle. As a matter of fact, we actually guarantee that if a man sincerely allows God to work in his heart, God will change him and deliver him of his addictions, because God is guaranteed.

Second, at Teen Challenge we provide a structured, disciplined environment. As you are well aware, most drug addicts and alcoholics live unstructured, undisciplined lives, and a person needs structure and discipline in their life in order to be a success in life. Therefore, we have a number of rules and guidelines within our program, and failure to keep these rules and guidelines may mean discipline in the form of extra work during free time and loss of privileges, or it may mean dismissal.

Third, at Teen Challenge we also provide Biblical mentoring for all of our students because we believe that addictions are merely symptoms of unresolved problems in one's life. Therefore, we propose to deal with every area of a man's life and heart, not just addictive lifestyle. As issues arise during a man's stay at Teen Challenge, we deal with problems head on.

Fourth, at Teen Challenge we provide a vocational program for the purpose of teaching good work ethic, good work attitudes, and self-esteem. We do not provide specific vocational training; however, you will be asked to do a variety of tasks, which will challenge you and help you develop new skills.

WHAT WE EXPECT FROM YOU

In light of what we do at Teen Challenge, we expect the following from our students:

1. A commitment to seek a personal relationship with God through His Son Jesus Christ according to John 17:3 as your main purpose for being in the Teen Challenge program, so as to allow God to change you.
2. A commitment to keep the program rules and to obey the staff.
3. A commitment to deal with all the root problems in your life and to personally seek out answers for your problems under the guidance of your assigned mentor.
4. A commitment to fully take part in all work assignments you are given, above and beyond what is asked of you.

PERSONAL RIGHTS AND FREEDOMS

While at Teen Challenge you are committing your life into the care of people who are committed to your healing and growth. **We ask for your trust.** You show trust by laying down certain personal rights and freedoms. Addicts have learned certain responses that actually cater to their addictive lifestyle. All of the game playing, manipulation, and street survival techniques that have been a part of your day-to-day philosophy must be laid down. We require total honesty with yourself, with God and with the Teen Challenge staff, for a person who is open and transparent will be able to focus on his desperate need to be free of his addiction.

THE PROGRAM

Teen Challenge operates a two-phase Christian growth program. Applicants to the program must be willing to voluntarily commit themselves to a minimum of 12 months of training. In order to successfully graduate you must successfully complete both phases of the program. We believe that God does not do things halfway! As always ... the final choice is YOURS!

PHASE 1 - INDUCTION:

Phase 1 involves approximately 6 months of intensive training. Screening and testing, counselling (individual and group), Bible studies, chapel services, work therapy, recreation—are all part of the basic induction phase, in preparation for Phase 2.

PHASE 2 – TRAINING:

The purpose of phase 2 at Teen Challenge is to prepare the student for a successful return to society, by helping him learn to face everyday stresses and problems appropriately, and to show continued growth and stability. Phase 2 is approximately 6 months long. Each individual will receive mentoring, help in establishing personal goals, help with establishing church fellowship and after program plans, in-depth personal Christian education, continued discipleship, ministry and outreach experience, leadership training, and Christian Bible-based life classes.

CLASSES

We have two different types of classes here at Teen Challenge. They are called Personal Studies Class and Group Studies. The lessons you do in the Personal Studies Class are designed so that you can work at your own speed. The most important thing is not how many classes you complete quickly—BUT HOW MUCH YOU LEARN AND APPLY THE TRUTHS TO YOUR LIFE!

The Group Class is designed for the entire group to participate. This will be taught by one of your instructors. Homework will be assigned. You will not grow and advance in the program if you do not STUDY and FINISH your homework as set out by your instructor.

SPIRITUAL LIFE

Within the program, emphasis is placed on your personal walk with God—through His Son Jesus Christ. We help you to develop a normal spiritual life through morning devotions, daily chapels, and prayer times, along with church on Sundays. Your active participation in these and being open to the teaching presented, chapels and counselling will significantly affect your progress.

These activities are all mandatory within the program, but it is our hope that they will become a way of life for you once you complete the program. They are not simply things "to do" but are designed so that you can develop a deep personal relationship with God through His Son Jesus Christ. TEEN CHALLENGE CANNOT SET YOU FREE FROM DRUGS OR ALCOHOL—ONLY A LIVING GOD CAN PERMANENTLY CHANGE YOU! HE ALONE IS THE SOURCE OF NOT ONLY ETERNAL LIFE, BUT ABUNDANT LIFE AS WELL!!

DRESS CODE

At all times you are to be well groomed. Showers should be taken after any heavy exercise or rugged outdoor work. They are to be taken at the scheduled times **ONLY**, unless you have special staff permission. Shower times must be kept to a 15-minute maximum!

This will be enforced. You must be properly groomed before coming to devotions and class in the morning. (**Hair combed, teeth brushed, face washed and shaven, deodorant, etc.**) Teen Challenge may provide your basic toiletries for you. It is important that you keep yourself clean and smelling good. Remember, we work in very close relationship to one another! If you have a skin problem and are unable to shave everyday, you must have a note from the Program Director giving you the proper permission.

CLASSES, CHAPEL AND MEALS

- Dress shorts may be worn in the summer months. (shorts must be approved by staff)
- Sandals may be worn in the summer months with staff's permission.
- Tapered shirts must be tucked in.
- High neck sweaters (turtle necks) are an acceptable alternative to collar shirts.
- Casual shoes can be worn.

- Socks must be worn at all times.
- No work boots in house.
- If you are filthy from work detail, please change your clothes.

WORK TIME

- Nice shirts or T-shirts must be worn while working.
- No torn shirts, under shirts or tank tops.
- Shirts must be worn unless you have permission from the staff to go without.
- Shirts must always be worn while working away from the Centre.
- On work detail days you may be asked to take your shower after work even if you have an early shower time.
- Please be reminded that every Teen Challenge student must be ready and willing to do whatever chore or job he has been given.

AFTER SUPPER, SUNDAY AFTERNOON AND SCHEDULED FREE TIME

- Warm up/sweats are allowed if they are neat and clean with no holes.
- Be fully dressed when leaving the dorm areas for any reason.

AM CHURCH

A suit and tie must be worn to Sunday morning church. The dress code for the summer months may differ (see staff for details)

OTHER ACTIVITIES

Dress code will be announced by staff.

STREET MINISTRY

All Students who wish to participate in outreach (street evangelism) will need to do three things to participate.

- They must be in their 4th month.
- They need to write a letter of intent/motive for why they would like to go.
- They must get a course booklet called 'Evangelism' from the Second Phase Teacher, and complete it, as well as a final test on which includes the 'Roman's Road'.

DORMS

- Dorms are for quiet time and sleeping only. Please respect the boundaries and do not visit in other dorms other than your own. Beds are to be made neatly with pillow covered and everything tucked in. **They must be made prior to morning devotions.**
- Nothing should be left out on your bed, chair, and floor and on your dresser.
- No food or drinks are allowed in dorm except gum, mints, candy or water.
- All clothes are to be hung up, on hangers, in your designated area or folded and stored away.
- Dorm life is every night from 9:30 pm – 10:00 pm.
- Quiet time is from 10:00 pm till 10:30 pm.
- Lights out is at 10:30 pm from Sunday to Thursday, and at 11:00 pm on Friday and Saturday.
- Students are allowed to lay down during the lunch hour.

PERSONAL FINANCES

You are only allowed to have \$10 (Phase One) or \$20 (Phase Two) on your person at any time. This prevents someone from leaving and taking your money with them. The rest of your money will be kept locked in the Teen Challenge safe. A "Bank Account" in the Teen Challenge safe will be set up and you will be given a receipt (and asked to sign for each withdrawal) for the total amount placed in our trust. If you need money for some necessity see the Program Coordinator for a money request form. Also, please note that you are not allowed to buy, sell, loan, borrow or lend money or belongings to other students or staff. Money requests are due on Wednesday and banking is on Friday.

MUSICAL INSTRUMENTS AND PRIVILEGES

All music shall be monitored by staff and specific approval will be granted by the Program Director. You must have prior approval to bring any musical instrument to Teen Challenge. There is at least a one month waiting period to play a musical instrument and is at the staff's discretion. Then this privilege must be approved by the Student Life Dept. or the Program Director. Practice times are between noon and 1pm and from 6pm to 7pm on weekdays and between 1pm and 3pm on Saturday. No playing instruments on Sunday.

DEVOTIONS

- Half an hour of quiet time in the chapel.
- Devoted to prayer and reading of the Word of God.
- Do not do D assignments at this time.
- Bible note sheets and special assignments are only allowed during this time with special permission from your teacher or program director.

MEDICINE TIMES

Medicine or snacks are only handed out at 7:15am, 11:45am, 5:00pm and 9:30 pm. Snacks are only handed out from the Medicine Closet at 11:45am and 5:00pm only.

SICKNESS

- Students who are not up to a high standard of general health and are continually sick and in need of medical attention may be dismissed from the program. (In excess of 10 sick days will constitute dismissal)
- Students may only be permitted to stay in bed if genuinely sick. Those desiring to take a sick day must get out of bed, attend devotions, have breakfast and complete chore. Then staff will decide if the student needs to take a sick day.
- Students who are sick are allowed soup, bread, juice and or fruit for lunch and supper.

Students who are declared sick must stay in bed for the entire day. This means no getting up, except for washroom use. No exceptions! Kitchen crew will bring meals to dorm. Students are allowed up to a maximum of 10 sick days during their program.

SNACKS

- Snacks are served according to kitchen schedule and cook's choice (upon availability)
- Snacks are optional.
- Snacks in the Medical Closet are to be given out only at 11:45am and 5:00pm.

STUDENT STORAGE

- All students have a designated area assigned to them. All clothes, luggage etc. that you do not use regularly is to be put in student storage.
- To get something out of student storage, you must fill out a student request form.

STUDY HALL

- Study hall is as per current schedule.
- There is to be no talking.
- If you have no homework to do you may read your Bible. You may not write a letter, read another book, do academic discipline, etc.
- Students are not allowed food, drinks or gum in study hall.

SERMON NOTES

Sermon notes MUST be taken at all chapel services and church services. **(NO EXCEPTIONS)** Random checks will be made by duty staff, and those found non-compliant will be written a demerit ticket.

MORNING DEVOTIONS

- Morning devotions are personal prayer and Bible reading times. There is to be no talking during morning devotions. Only the Bible can be read during devotions, any other devotional reading material must be approved by Student Life Coordinator, or program director.
- Devotions are to be done in the chapel according to scheduled times.

MUSIC

- The singing or playing of secular music is not permitted.
- The Student Life Coordinator must approve all tapes and CDs.
- Walkmans are only allowed for 2nd phase students if approved by the Student Life Co-ordinator. They are only to be used on free time. All MP3 players must be submitted to Student Life Co-ordinator upon arrival from passes.

READING MATERIAL

- The Teaching Dept. must approve all reading material at T.C. This includes newspapers and magazines.

MINISTRY TEAMS

We have determined that outreach ministry is an important part of the Teen Challenge program concept. There are benefits not only to the many who receive a special touch from God through participating in a team, but also helpful as a part of the redemptive process while here at Teen Challenge. Your participation is subject to the approval of Counselling Staff. As a student participating in one of these teams, positive performance in all areas is a must (i.e. Counselling, Academic, Vocational), and your work must be exemplary to continue on a ministry team. Remember, ministry is a privilege not a right! The following criteria shall apply to any student who is on a Teen Challenge Outreach Team:

- Outreach is not a holiday, but a vital part of God's program for you.
- In all ministry situations, you represent Jesus Christ and Teen Challenge.
- All rules of the program apply to you throughout your commitment to the Outreach Team.

THE RIOT ACT

Upon leaving the Centre to attend church, ministry functions, outreach functions, outreach or recreation, please remember that we are representing Jesus Christ, through Teen Challenge, to others.

Teen Challenge is a ministry that raises the bar in all areas. Two of these areas are dress code and conduct. It is required that you strictly adhere to the guidelines set in place.

Remember that it is a privilege to travel outside the Centre and any failure to follow the guidelines could result in the temporary or permanent loss of these activities!!

Some guidelines to remember:

- Stay with the partner that you were assigned. You do not reserve the right to pick your own partner.
- Always let a staff member know of your whereabouts. Never leave the group alone or with anyone else unless you have been given express permission by a staff member.
- We do not encourage excessive socializing with people outside the program. We do not however condone that you be rude either. If unauthorized persons approach you, be courteous and keep your conversations short. Talking to women is not permitted. You may briefly greet the staff and students from the Teen Challenge Women's Centre. If staff thinks that your conversation is too long, you may receive a demerit ticket.
- No gum is allowed at church... hard candy is ok.
- In church, it is expected that you participate in all the activities, show respect to all speakers and be in an attitude of prayer. No talking or joking around during the service. Remember that the meeting of the Saints is a Holy thing.
- All guidelines are subject to change at any time by discretion of the on duty staff.
- No horse play allowed by students or staff at any time.
- While at CLA, it is up to the duty staff's discretion if one coffee or drink is allowed. All students and their families must sit in the designated reserved for Teen Challenge section of the sanctuary by 6:25pm.
- Students must let a staff member know if they need to go to the washroom and must go with their assigned accountability partner.
- At the end of the service, students may leave the sanctuary at the duty staff's discretion.
- When leaving the sanctuary, please meet in the Café and leave when the duty staff deems it is appropriate.

ASSIGNED MENTOR

When you arrive you will be assigned a mentor, which may change from time to time. During Phase One you will meet with your mentor approximately once per week. During Phase Two you will meet with your mentor as necessary. Problems or questions should be directed to the staff on duty. We also encourage you to discuss your problems with your mentor regularly. They are available to answer a variety of your questions or problems.

PASSES AND VISITS

Students at the BC Teen Challenge Chilliwack Center may have the privilege of taking a pass...

- in their "third month" a 6 hour pass (between 60 and 90 days after their intake date)
- in their "fifth month" a 12 hour pass (between 120 and 150 days after their intake date)
- in their "seventh month" a 24 hour pass (between 180 and 210 days after their intake date)
- in their "ninth month" a 48 hour pass (between 240 and 270 days after their intake date)
- in their "tenth month" a 72 hour pass (between 270 and 300 days after their intake date)
- in their "eleventh month" a 72 hour pass (between 300 and 330 days after their intake date)
- in their "twelfth month" a 72 hour pass (between 330 and 365 days after their intake date)
- "subsequent months" a 72 hour pass (every 30 days thereafter)

***All passes must be applied for two weeks in advance using the standard BC Teen Challenge Pass Application Form.**

***A students' behaviour can have a significant impact on whether a pass is accepted or denied. (It is up to the discretion of staff whether a student may lose their pass if on 'D'.)**

- The immediate family of Teen Challenge students may come to Sunday Night CLA Services, the Monday Morning Open Chapel at the Chilliwack Centre and Official Teen Challenge Graduation Ceremonies. All other contact with people must be pre approved by the 'Student Life Department'. Family constitutes only immediate relatives such as wives, children, parents and grandparents.
- All students are responsible to arrange transportation to and from the center. All students are expected to arrange the means and costs of this transportation through regular phone calls.
- All pass requests must be in to Student Life Dept. two weeks prior. No exceptions. A student may not apply for a pass if they are under discipline
- Visits are held the first Saturday of each month from 12 – 6 pm.
- Inside the building you may visit in the chapel, living room, rec. room, and dining room area. Visitors are not allowed in dorms or office area.
- Students are not to visit sitting inside a vehicle.
- It is the responsibility of the student to make sure that their visitors respect the rules while on the T.C. property.

- Anything that a visitor brings to you during a visit must be given to the duty staff to be given to Program Coordinator approval. **THIS INCLUDES MONEY, FOOD, MUSIC AND READING MATERIAL**
- The Program Director has the final say on your requests. These privileges are dependent upon what phase you are in, and your general progress and attitude in the program.
- Any student with a spouse and or children should not expect any extra privileges outside the regular program. Any extra privileges must be formally requested and may be granted at the Student Life Coordinator's discretion.

TELEPHONE CALLS

After completing your first week in the program, a "Phone Sheet" will be prepared for you by the Student Life Coordinator. All phone calls must be made during evening free time and will be limited to 15 minutes **maximum**. For long distance calls, you must use **line 4**, call **COLLECT** to the party you are calling or use a calling card. The hours for calling are Monday to Friday, 6:00pm to 7:00pm and 8:15pm to 8:45pm. There are no phone calls on Saturday and Sunday. Do not use 411. Legal and professional calls, which must be made in daytime hours, may be permitted by making arrangements in advance. No calls to women other than direct relatives will be permitted. If you have been given special permission to make an evening phone call, then you must get a note from that day staff person to give to the evening staff person for verification purposes.

SIGNING OUT

- Students must sign out and in every time they leave and return to the Centre property. There is a sign out book in the foyer. Failure to sign out will result in a discipline ticket being written by staff.
- You must also get a staff member to sign you back in as well.

APPOINTMENTS

ALL non-emergency appointments (i.e. Lawyers, Doctors, Probation/Parole officer, etc) are made through the Student Life Co-ordinator. Occasionally the Probation/Parole officer will come to the centre and visit all clients under his jurisdiction.

ETIQUETTE

Be polite and courteous; show a mature attitude. Swearing and crude conversation is not accepted at any time; especially at meals with guests. It shows that you don't have the vocabulary to express your thoughts appropriately. Let people finish what they are saying before adding your comments. Interrupting others is a sign of no respect and a lack of social skills. You are expected to respect others as you would like them to respect you. Guests and women always go first. Wait patiently for announcements and for the mealtime prayer to be said before eating. **TABLE MANNERS ARE ESSENTIAL! ie: TALKING OR EATING WITH YOUR MOUTHFUL, REACHING OVER FOOD, AND GENERAL SLOPPINESS/RUDENESS ARE ALL SUBJECT TO DISCIPLINE.** Also, constant asking of questions (badgering) is not accepted, and is also grounds for discipline.

MEAL TIME

We try to provide you with the very best meals here at Teen Challenge. Please do not criticize the cook or the meal. Be thankful for what God has given you! Keep loud talking down during mealtime. There is to be **NO** unedifying conversation at the table. Let your conversation be Christ-centred.

Every effort will be made to serve meals on time. Meal times are posted and you must be there on time. For the evening meal, we ask you to finish your meal promptly for the cleanup crew. Dessert is not a part of dinner.

You are required to eat a little of **EVERYTHING** that is being served up and what you take **YOU MUST EAT**. Throwing food out will result in discipline. We expect you to express your 'thanks' to the cook at every meal. This will help you develop a grateful attitude for everything you are given. If you wish to fast or skip a meal you **MUST** have prior permission. **The Program Director must approve, in advance, FASTING or skipping a meal.**

KITCHEN DUTIES

Kitchen duties are assigned on a monthly basis. Some will have an opportunity to serve in this area. Cooks must excuse themselves from regular activities to take part in the preparing of a meal. The wake up time for cooks is 30 minutes prior (no earlier and no later) to the earliest regular student body wake up call. It is important for the cooks to be prepared for upcoming meals and plan accordingly. The cooks can excuse themselves no earlier than 11:15am for lunch preparation, and no earlier than 3:45pm for dinner preparation.

LAUNDRY PROTOCOL

Laundry is to be done between the hours of 8:00am and 8:00pm, Monday through Friday. Students are allowed a maximum of 2 loads each, including sheets per week. If the student doing the laundry chore finds this rule being broken, they are to notify staff immediately, or a demerit ticket will be written for them as well as the offending student. Student and House laundry must be completed during this time. Staff laundry is to be done on Saturday and Sunday only.

WORK DETAIL AND SPECIAL ASSIGNMENTS

You will be assigned a specific job at the centre, which you are responsible to carry out. We are here to teach you not only the spiritual aspects of living, but responsibility, dependability and accountability, which are important in living an effective and satisfying Christian life. This means you must learn good work habits.

RECREATION

Is scheduled for every Monday afternoon and is mandatory for all students for the purpose of weekly exercise. You will be expected to fully participate in all activities organized by the staff for that time period.

STUDENT DISCIPLINE "D" BOARD

For the purpose of developing discipline and structure in your life, Teen Challenge has rules, which we expect you to follow. Failure to follow our rules will result in a written behaviour report.

Being put on total discipline, which is usually given in increments of weeks, means you are given work assignments during your free time Monday through Saturday, and a suspension of certain privileges. Privileges denied include:

- No telephone calls, outgoing or incoming except for legal or family emergencies.
- No mail, outgoing or incoming except for legal matters.
- No visits or applying for visits.
- No passes or applying for passes.
- No seconds at mealtime.
- No snacks.
- 1 hour extra work
- No desserts at any time. (This includes grads, outreach and special events.)
- No coffee, tea or juice. **Water Only!!**
- Fresh fruit is allowed on D.
- No money for purchase of anything.
- No television or recreational movies.
- No music.
- No chewing gum.
- No requests will be processed during this time, including money requests. No requests at all!
- Absolutely NO Privileges while on "D"
- No games or sports period!!

Please know that there are two sides to love -- affection and discipline. The main purpose of discipline is for you to learn. This means it is an opportunity for you to get alone with God, and allow Him to change those things, which have caused you to be on discipline in the first place. This is one of the main purposes of the program.

STUDENT RULES

Some of the **basic rules** we ask you follow include:

- Your bed area must meet specifications.
- You must be on time and prepared for all scheduled activities.
- A dress code for all classes, chapels, graduation services, Sunday Church and group outings.
- You must shower and shave everyday.
- No talking during study hall, quiet time, after lights out.
- No fighting, swearing, threatening, horseplay, playing pranks or

calling names.

- You must obey staff and show respect.
- No use of drugs, alcohol, cigarettes. This includes on **OR** off the property.

GENERAL RULES

1. Do not talk to other students about your past life at **ANY TIME** while you are in the program. You are here to build a new life, so put the past behind you. This also means no unedifying conversation around staff **OR** the other students **OR ANYWHERE!**
2. No horseplay, swearing, wrestling, body punching, etc. Do not threaten anyone—even in a joking fashion. All these can lead to someone getting angry and something more serious happening. Fighting and/or threatening students or staff will be grounds for immediate dismissal.
3. The Program is full time. You will not be able to hold any outside job under **ANY CIRCUMSTANCES.**
4. Staff members are not to be approached while they are off duty, unless it is **ABSOLUTELY NECESSARY.** Staff and volunteers are to be addressed with due respect **even when you think they are wrong** on a matter concerning yourself or the Centre.
5. At Church, on outings, or anywhere else, you are **NOT** allowed to invite people to the Centre for dinner, visits, or any other activities, unless you have **FIRST** received permission from a Senior Staff member.
6. Students in the program are not allowed to answer the telephone.
7. Students are not allowed to start or drive any Teen Challenge vehicle without permission.
8. The TV is primarily for videotape teaching. You are not allowed to touch it at any time without permission. The staff regulates all TV viewing.
9. Offices, shops and the staff quarters are **OFF LIMITS** at all times. You must have advance permission from authorized staff **FIRST** to enter these areas.
10. You are **NOT** allowed to be off the Teen Challenge property at any time without a staff member unless you have an approved pass. You are to be within the approved boundaries. After dark, you are not to be outside unless you have staff permission. Sneaking out **will** result in dismissal from the program.
11. Students are not allowed to have knives, lighters, matches, glue, solvents, etc., in their personal possession.
12. If any furniture, glass, or other Teen Challenge property is broken, the entire room will be held responsible, unless the one responsible admits to the blame. It will be paid for by the student(s) involved. Therefore, please be careful. Furniture and equipment is expensive, and is set up not only for you, but those who come after you into the program. Severe damage will be grounds for immediate dismissal.
13. Lights must be turned off when the last person has left the room. This includes dorms, classroom, hallways, chapel, storage etc. If lights are left on, a house discipline ticket will be written.

BEREAVEMENT & EMERGENCY LEAVE

If a death occurs in the immediate family of a student who is enrolled in the Teen Challenge British Columbia program, arrangements will be made by the Student Life Co-ordinator for the student to attend the wake and or funeral. The Student will be accompanied by a Teen Challenge Staff member.

In regards to Emergencies, each situation will be assessed on an individual basis. The Program Director and Counsellor have the final authority in the decision making regarding each individual situation.

MARRIAGE

We here at Teen Challenge British Columbia regard marriage as a God ordained union of body and spirit between a man and a woman.

At this time, Teen Challenge British Columbia does not offer counselling for married couples, rather, the individual student receives counselling on a regular basis to address **ALL** issues that relate to his/her life controlling problems.

Teen Challenge British Columbia is under **NO** obligation to financially support the student's spouse and family while they are enrolled in the program.

Rather, it is up to the student to exercise faith with the support of TC staff, family members, and the church, that the needs of the student's family will be met while they are enrolled in the program.

Any student with a spouse and or children should not expect any extra privileges outside the regular program. Any extra privileges must be formally requested and may be granted at the Student Life Coordinator's discretion.

LETTER WRITING AND MAIL

Student Life Co-ordinator will distribute mail and parcels. It is the responsibility of the staff to give you your mail. Your outgoing mail must be given **UNSEALED** to the Student Life Co-ordinator. "Sneaking" mail out of the building (through visitors, or by any means) is a direct violation of this rule, and will result in discipline or dismissal. All mail will be inspected (for your own good) and must be initialled by a Staff member prior to being forwarded to the office to be mailed. Therefore, please leave outgoing mail unsealed **UNTIL** staff has inspected and initialled it for mailing.

Incoming mail will be checked by the Student Life Co-ordinator and then passed on to you. You may receive mail from immediate family. You may not sign up for record clubs, book clubs, Bible schools, mailing lists or subscriptions **OF ANY KIND** (including church attendance cards) while you are in the program.

CHURCH AND PUBLIC OUTINGS

If you do not have the proper clothing for church (see Dress Code), please see a staff member in advance for assistance. Once at a church you are to follow the Team Leader's instructions. If no special instructions are given, you are to go straight to the first four (4) rows, side section of the sanctuary for morning worship. If you need to use the men's room go **BEFORE** the service with your assigned partner. While in church, pay attention to what the Pastor is saying! **Always take notes**, and do not talk or chew gum during the service. You are expected to have your Bible, notepaper and pen with you. **REMEMBER**, there is to be **NO TALKING TO GIRLS WHATSOEVER** and this applies wherever you go. When girls approach you, explain to them that you cannot talk, and move on. Also, you are **NOT** allowed to give your name or exchange your name and address with anyone you meet—including girls—while out of the Centre at any time. After the services you are to follow the instructions of the staff. We expect you to be a good example to those around you and for the reputation of the organization.

BEING RETAINED

Students who do not meet our basic expectations in their particular phase may be required to do a repeat month, which means graduation will take longer than 12 months. Activities, actions, and/or infractions that may result in a student being retained:

- Not responding to counselling.
- Continually being on discipline.
- Showing poor attitude.
- Poor effort at work.
- Poor effort in class.

DISMISSAL

Activities, actions, and/or infractions that may result in the dismissal of a student:

- Smoking cigarettes, using drugs and/or alcohol.
- Physical violence toward self or others, or threatening physical harm.
- Theft of Teen Challenge property or the property of others.
- Wilful damage of Teen Challenge property, or the property of others.
- Siding with and abetting others in violating rules, policies or procedures.
- Absent Without Leave—off the property without an approved pass.
- Sexual misconduct.
- Not willingly responding to counselling.
- Persistently demonstrating an attitude of disregard for the rules.

If you confess your needs in one of these areas, we will do all that can be done to help you. If you continually deny any fault for breach of rules, (when the facts are presented) we will be forced to dismiss you. Your actions and attitudes will help determine your progress in the program. We will continue to challenge you in the areas that we discern needs improvement. Activities, actions, and/or infractions that will result in the **immediate** dismissal of a student from the program are:

- Any of the above list if deemed to be sufficiently severe.
- Trafficking or smuggling drugs or alcohol onto Teen Challenge property, and/or consuming drugs or alcohol while in the program.
- Starting a fight, and/or striking a staff or student.
- Threats to staff or students.

RE-ENTERING THE PROGRAM

When a student chooses to leave the program before graduation, he may apply to re-enter after their waiting period has expired. The student will be required to come in for an interview again, and will restart the program again at the beginning of Phase One. It is at the discretion of the Program Director as to how long they will have to wait to re-enter the program, and whether or not the student will be permitted to return.

GRADUATION

After completing training at Teen Challenge, a student is eligible to graduate based on the recommendation of the staff and whether the student has met all the necessary requirements.*

LASTLY, IF YOU WISH TO LEAVE

If you do decide to leave, please sit down and talk to a counsellor about why you wish to leave. We won't try to force you to stay; however, it is important for us to know why! If at some time you want to leave the program, we will **not** stop you from leaving -- so **please do not sneak out!** Also, do not continually say, "I'm leaving", or something similar. This could put the thought in someone else's mind, and **YOU** would be responsible for that person leaving the program. If you are dismissed (which is very rare) or leave by your own decision, you should make arrangements to take all your personal property with you.