



Teen Challenge International
Where Life Transformation Happens

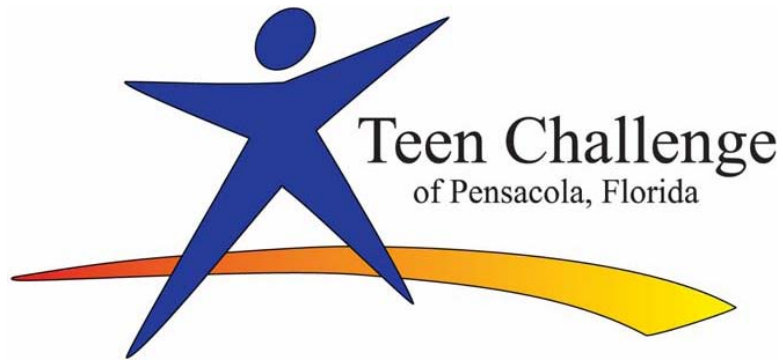
Pensacola Women's Center

FAMILY HANDBOOK

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Dear Family and Friends,

By enrolling your family member or friend in the Pensacola Teen Challenge program, you are acknowledging that she needs help. Because this is a serious decision that you have helped make, it is critical that you understand the importance of what you are doing, as the road ahead will be one of the toughest journeys both of you will ever make.

In order to help make this journey positive and successful, we have provided this handbook with guidelines to help you understand the process a student will go through while she is here. We encourage you to partner with us in making this journey successful, as it will help the student in making the changes necessary to re-direct her life.

Pensacola Teen Challenge is a highly disciplined and highly structured program. It is not for everyone, but it is for everyone who desires help from life-controlling addictions and who desires to change. A student will encounter many things throughout the program that will challenge her behavior, and she is most certain to complain. Your reaction to these complaints will influence her, so we want to help you learn how to handle these issues as they arise.

Please read this booklet carefully, and make sure that you are able to do your part in helping your family member or friend through the process of recovery.

Sincerely,

The Staff of Pensacola Teen Challenge
Teen Challenge International

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PROGRAM DESCRIPTION

A student who is in need of life change does not miraculously transform overnight. Change requires a process of time, and a student must be willing to commit to whatever time is needed in order to effect change. Although many recovery programs are much shorter in length, there are no other programs that have as great a success rate as Teen Challenge. This is due, in part, to the length of the program. Many times, students who enter the Teen Challenge program have spent years trapped in their addictions, and it requires time before they are truly ready to receive the proper tools to change.

- Pensacola Teen Challenge is a minimum of one year in length. Depending upon circumstances, program length may be extended, but will never be shortened.
- Pensacola Teen Challenge does not accept students for less than one year. This includes check-ins that are both voluntary and court-ordered. Please note that court-ordered clients will not be admitted if they are sentenced for less than one year. Although the Court may impose less than a one year sentence, the Pensacola program has a minimum length requirement of one year. If a court-ordered client still elects to enroll in the program, she must agree to serve the entire year, or whatever time it takes for completion of the program. Teen Challenge will not provide a successful completion letter, or graduation certificate to the Court for any time less than the prescribed time for that client, which will never be less than, but can be greater than, one year. Time is typically added to a client's stay if the client incurs any infractions of policy during her stay in the program; hence the possibility of completion of the program taking more than one year.
- Completion of the program is critical to the success of the student. Therefore, it is imperative that she is supported to this end. Family members should not allow any room for discussion of removing the student from the program before she has completed all requirements of Teen Challenge. **Upon enrolling a student in Teen Challenge, family members must agree that they will not assist the student in exiting the program before completion of the program.**
- Recovery is a family issue; therefore, it is recommended that all family members attend the Family Recovery Weekend sessions during the entire length of the student's enrollment in the Teen Challenge program. Families who attend the Family Recovery Weekends are required to abide by the same rules and policies of the students, and to adhere to all campus rules. Families are responsible for knowing and understanding the rules as outlined in this manual. Failure to abide by the policies and procedures in this handbook can lead to a family's right to visit on campus, or for that student to be approved for a pass with that individual. Teen Challenge is a ministry of the church and maintains very high Christian standards. Because we teach all students these standards, family members are expected to comply with the same standards during visitation.

NEW STUDENT ORIENTATION / INDUCTION / TRAINING / AFTERCARE

The Pensacola Teen Challenge program is divided into four (4) phases: Orientation, Induction, Training and Aftercare. The first three (3) phases are required for successful completion of the one-year program. Phase 4, or aftercare, is optional for individuals who may need extra time to transition into society.

Orientation

- After a student enrolls in the program, up to 14 days is first spent in orientation. The orientation process is designed to provide intense, targeted Christian education. This gives the student time to become oriented to campus life, to learn program procedures and to spend time in classes to become fully acquainted with all rules and policies of the program. During this time, other than doing on-campus chores, or assisting in Saturday carwashes, the student will spend her time on campus in class or in chapel. Orientation is specifically designed to introduce the student to Teen Challenge's model of recovery, which is based solely on faith in Christ.

Induction

- The induction phase, which is a 16-week course of study, begins at the completion of orientation. During this time, students are enrolled in Group Studies for New Christians (GSNC) and they receive further training in Christian education. During this time, job training also begins (see JOB TRAINING SECTION, page 7).

Training

- The training phase takes place after a student completes all courses in the GSNC / induction phase. During this time, all students receive more personalized education in order to prepare them for re-entry into society.

Aftercare

Pensacola Teen Challenge offers a re-entry program where a student may stay up to an additional six (6) months after graduation. This time allows the student to become employed and to save money in preparation for a new start in life. While in aftercare, all students are required to pay rent and to remain accountable to Teen Challenge rules and policies.

PROGRAM FEES

While Teen Challenge does not deny enrollment to any student based upon financial ability to pay, funds are still required to operate a program of this kind. A student who invests funds into her recovery to the same degree she invested in her addiction will be much more likely to succeed, as she is taking ownership of her need for change.

Induction and Student Support Fees

- When entering the Teen Challenge program, students must pay the following **fees, which are non-refundable regardless of the length of time a student is in the program:**
 - Induction \$1,000.00
 - Curriculum \$150.00
 - Bus Fare \$100.00
 - Medical (see below) \$100.00
 - Monthly Tuition \$1,500.00
- In order to subsidize some of the costs of housing while in the program, Teen Challenge requests that friends, family, or the student's church help support her at \$1,500.00 per month. **These fees are non-refundable, and are not pro-rated.**
- Induction and Student Support fees should be paid separately and apart from any other funds.

Entry Requirements

- Upon entry to the program, health screens are required, which are 1) TB skin test, 2) HIV test, 3) Hepatitis C test, 4) VDRL test, 5) Pap smear and 6) Pregnancy test. If a student desires immediate entry into the program, a \$100.00 medical fee (not included in the induction fees) is necessary in order to have the tests completed locally within 30 days after admission.
- **Medical fees are non-refundable unless all induction fees and student support fees are paid in full and are current.**

Commissary Contributions

- Teen Challenge has a commissary on campus that is stocked exclusively for student use. The commissary includes food items, sodas, and personal care products. Family members may deposit funds by separate check into the student's account by mailing a commissary envelope provided at the time of admission to the Teen Challenge office.
- Students are allowed to receive care packages that contain **CLOTHING ONLY**. Please do not send or bring any items to the student other than clothing. All items other than clothing will be confiscated and destroyed. No confiscated items will be returned. Under no circumstances should food items be sent through the mail.

- A check for commissary funds should be written separately from all other funds, and made payable to Teen Challenge. Please post the student's name on the memo line for proper credit.

JOB TRAINING PROGRAM

While a student is enrolled at Pensacola Teen Challenge, she is required to work in one of the business operations of Teen Challenge. The work program, which requires manual labor, is designed to teach responsibility and ethics at a work site. The work program is hard, but provides much needed discipline in a student's life.

- Because the work program is part of the program, students do not work for personal wages.

COMMUNICATIONS PROCEDURES

Pensacola Teen Challenge maintains strict policies concerning student passes and visitation, mail and telephone calls. Please note that students who are on disciplinary action are temporarily suspended from passes, phone calls, and mail privileges.

Students should not be given cell phones at any time, including Family Recovery Weekend passes and other visitations. Students are not allowed to have or use cell telephones. A student found with a cell phone could be dismissed, or the person discovered to have given the student the cell phone, or the use thereof, could lose all visitation and communication privileges.

Students may not have visitors at their work sites, on the Teen Challenge campus, or rendezvous at any location other than what is allowed during approved pass times. Failure by family members or friends to respect these policies could result in dismissal of the student, or loss of all future passes.

The pass structure has been carefully planned and designed to the best benefit of the program to ensure smooth operation. Families and friends should not make special requests for special passes, or to change the pass schedule. All such requests will be denied.

All visitors coming onto the Teen Challenge property must dress appropriately and be properly covered. Animals and pets are not allowed on Teen Challenge property. When visiting Teen Challenge or your family member, please leave your pets at home. Visitors should remain in designated public areas only. Visitors should not mingle with other Teen Challenge students, and must remain with family members in public areas at all times. Teen Challenge family members should visit with each other as the process of healing begins by talking and communicating openly. Please do not allow other Teen Challenge students or their family members to sit at your table during lunch. Families should remain together and work on the

issues of their own family. Family members should never offer counsel to other students or their families.

Passes and Student Visitation

To promote safety and orderliness in the visitation process, families are required to pick up and drop off students in the foyer of the Women's Center at the beginning and ending of passes. A sign out sheet will be available at the front desk for signing in and out.

- While on pass, all Teen Challenge rules still apply to the student, including but not limited to the following:
 - A student is prohibited from communicating with boyfriends.
 - A student is not allowed to visit any person of inappropriate character or any place of questionable reputation.
 - **A student may not smoke, use tobacco products, use drugs or alcohol, or use the following types of medications: pain medication, sleeping pills and sedatives. Also, a student may not use other drugs that are narcotic type drugs while she is in the program. If a student is under a physician's care that feels the student must take narcotic type drugs, that student should seek a medical or psychiatric facility for assistance, as Teen Challenge is not a medical facility.**
 - A student may not have money in her possession at any time. Family and friends are requested to refrain from giving the student cash while she is on pass. A student who is found to have money in her possession when returning to Teen Challenge is subject to discipline or dismissal, and all funds will be forfeited to Teen Challenge. Family members may provide money for the student's account, but all funds should be given to a Teen Challenge staff member only, not to the student herself.
 - Students must not be late in returning from passes. Returning late may jeopardize the student's next pass or other privileges, or possibly extend her time in the program.
 - Students will be searched upon returning to the Teen Challenge campus for contraband.
 - Upon returning to campus, a student may not be given food items or soda for future use, as all food products are not allowed in the dormitory rooms. All items of this nature left with the student will be confiscated upon her return to campus.

- **Family members may not smoke or use tobacco products while on the Teen Challenge campus. The consumption or possession of alcohol, either before picking up the student, during the pass, or returning the student to campus, is also prohibited. Family members must be free of any type of intoxicants during the student's pass. The use of alcohol or drugs by a family member while a student is on pass with them will result in that family member losing visitation and communication privileges.**
- Every Teen Challenge student is subject to random drug testing at any time. A student may be tested when she returns from pass to ensure she has abided by all Teen Challenge policies and procedures. If a Teen Challenge student fails a drug test or tobacco test and she is not dismissed, her account will be charged \$25.00 for the cost of the drug test and \$10.00 for the cost of a nicotine test. If a student passes the tests, there will be no charge incurred. Failing a drug or tobacco test can result in dismissal from the program.

Regular Pass Schedule

- Regular passes cannot be held in conjunction with Family Recovery Weekend.
- All pass requests must be made by the 15th of the month prior to the pass. Failure to submit a request on time will cause forfeiture of the pass.
- With the exception of the Family Recovery Weekends pass schedule, students will be allowed to request passes according to the following:

DURING	PASS PERIOD
3 rd Month	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
5 th Month	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
7 th Month	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
9 th Month	One 8 hour pass from 9:00 PM—5:00 PM on Saturday
10 th Month	One 5-day pass from 9:00 AM Friday to 9:00 AM Wednesday
11 th Month	One 7-day pass from 9:00 AM Friday to 9:00 AM Friday

After the 5-day pass in the 10th month, students should return with the intentions to complete an aftercare packet in preparation for graduation or re-entry.

Family Recovery Weekend Pass Schedule

- During the 3rd, 5th, 7th and 9th month that a student's family attends Family Recovery Weekend, the regular 8-hour pass will be substituted for the Family Recovery Weekend pass. (See FAMILY RECOVERY WEEKEND section) Students on discipline will not be allowed an overnight visit, but may have an on-campus visit with their family members if the family participates in the Family Recovery Weekend.

Holiday Pass Schedule

- Thanksgiving Day and the 4th of July are annual family days at Teen Challenge, in which events are planned on the Teen Challenge campus for those days. 5 and 7-day passes cannot be added to or used in conjunction with either of these holidays. Families may visit their student ON CAMPUS during the hours of 9:00 AM to 4:00 PM. Students may not leave campus on these days. Family members should sign in at the front desk when they arrive and sign out when they depart. Families who arrive before 9:00 AM will not be allowed in the building until 9:00 AM. All campus rules apply to visitors as outline in this handbook.
- Christmas Holiday—Every year each student who has been in the program longer than 90 days is allowed to have a Christmas pass. Christmas pass begins at 8:00 AM Christmas Eve morning and ends at 6:00 PM Christmas Day. **Each student may stay overnight in the Pensacola area only, and spend Christmas day with their family. The Pensacola area is defined as a radius of up to one hour's drive, so as to have ample time for the student to spend time with her family and to return to campus on time.** Please do not pick up your family member before 8:00 AM or come onto the Teen Challenge property before 8:00 AM, or bring your family member back past 6:00 PM. Spending time with boyfriends or inappropriate individuals during this or any other pass time is strictly prohibited.
- For students who do not qualify for an off-campus Christmas pass, visitation by family members will be allowed on-campus on Christmas Day between the hours of 9:00 AM and 4:00 PM. Families who arrive before 9:00 AM will not be allowed in the building until 9:00 AM. Family members should sign in at the front desk when they arrive and sign out when they depart. All campus rules apply to visitors as outlined in this handbook. Christmas gifts should be checked in at the front desk when signing in. Please do not give the student any packages, as all incoming packages, including gifts, must be examined for contraband.
- NO PASSES OTHER THAN A CHRISTMAS PASS will be given during the month of December for students who are eligible. If a student qualifies for a 5 or 7-day pass in December, she may take that pass either in November or January.

Emergency Passes

- Special passes (including weddings) beyond the regular pass schedule are **NOT** allowed. Emergency passes for death or sickness are allowed for immediate family members only, and are not granted for friends or extended family members. Emergency passes for the death of an immediate family member will be approved for 72 hours. Immediate family members are defined as a student's **parents, parents-in-law, grandparents, spouse, siblings, or child.**

Passes for Students on Community Control and Probation

- Any pass given to a student on probation is approved only under the conditions as specified by the Court and / or the student's Probation or Parole Officer. Students are not allowed to take a pass and commit any action or violate any clause specified by the Court or the Probation and Parole Office. Any student on Community Control is not allowed to have a pass. They are confined to the property of Teen Challenge, except where they are attending assigned Teen Challenge functions or duties, including work sites.

Telephone Calls

- Students may not receive incoming calls.
- A student is eligible to place phone calls after she has been in the program for 14 days, provided she is not under disciplinary action.
- All phone calls are monitored and will be placed on speaker phone.
- Each student has an assigned night to place her phone calls.
 - If a student makes a call during the day or at any other time apart from her assigned evening, that phone call must first be approved by administration.
 - A student may NOT use the phone at his work site or at any other place. To do so will constitute a violation of Teen Challenge policy and that student may be dismissed.
- A student may have phone visits with the following persons:
 - Her Husband and/or Children
 - Parents
 - Grandparents
 - Siblings
 - An approved pastoral leader
 - Any other person within the family structure who has been pre-approved by Teen Challenge.

- Students are allowed two 10-minute outgoing calls per week at a scheduled time. Telephone calls to boyfriends or fiancés is prohibited.

Mail

- Students may send and receive mail immediately upon admission to the program, provided the student is not on discipline.
- All mail incoming and outgoing, is read and screened for proper subject matter, language, and themes. All incoming mail is screened for contraband and inappropriate content.
- Any letters found to have foul or vulgar language, inappropriate content or themes that are questionable in nature will be destroyed and will not be given to the student.
- Students may receive mail from family members and appropriate church leaders only.
- Any package or letter that contains inappropriate or illegal contraband will be turned over to proper legal authorities.
- Mail should be addressed to the student as follows:

**Pensacola Teen Challenge Women's Center
Attn: (Student's name)
P.O. Box 36437
Pensacola, FL 32516**

- Student funds or other monies should never be included in mail intended for students. Any funds that a family member or friend desires to send to the student to be deposited into her commissary account should be sent marked "commissary." The check or money order should be made payable to Teen Challenge with the student's name posted on the memo line. Any unexplained funds will be placed in the Teen Challenge general fund. Please send all funds for commissary to the following address format:

**Pensacola Teen Challenge Women's Center
Attn: COMMISSARY / "student name"
P.O. Box 36437
Pensacola, FL 32516**

- Any other fines or payments required for the student such as probation fees, medical costs, etc., should be made payable to and mailed to Teen Challenge, and should not be combined with commissary contributions or any other fees. Please post the student's name on the payment, and include an explanation of funds in the mailing.

DISCIPLINE AND STUDENT EXIT PROCEDURES

Teen Challenge is a program of strong work ethics and strict discipline. We understand that both of these things can at times be hard, but know that they both help make women strong as well as build character.

Discipline

- Inappropriate behavior, which may include the breaking of written rules or policies or failure to take direction from staff, will result in disciplinary action.
- Discipline may include writing projects, the loss of privileges, extra work duties, loss of passes and other privileges, added time to the program or other disciplinary action as needed. Severe or repeated inappropriate behavior can result in dismissal.

Student Exits

- **If a student walks away from the campus or a job site, that student will be suspended for 30 days.** If possible, the student will be sent to an affiliate program during the suspension. At the conclusion of 30 days, if the student desires to return to the Pensacola program, she must re-apply for entry, whereupon she will be reconsidered by a committee. Re-entry to the program will depend upon the circumstances of the walk-off and her status at the time of re-application. If the student is placed in an affiliate program, she must be in good standing with that program. If the student returned home, she must first pass a drug, alcohol and nicotine test before being re-admitted to Pensacola Teen Challenge.
- At the time of admission, arrangements should be made for the student to have bus ticket fare in the event of the student's voluntary departure or completion of the program. Funds will be deposited in the student's account for this purpose, and will be used accordingly. If a student is dismissed or has chosen to leave the program on her own, Teen Challenge holds no obligation for her transportation or return home except to carry her to her chosen mode of transportation back home, such as the bus station or the airport. If a student leaves the program or is dismissed, or if she walks off the property (which will result in her dismissal), she should carry all her personal effects with her at her time of departure. After her dismissal or exit from the program, that student is no longer allowed on Teen Challenge property. **If a student, who has been dismissed, returns to the facility at any time other than regular business hours (Monday through Friday 9:00 AM—5:00 PM), she will be considered trespassing. Teen Challenge is not responsible to store items after a students' departure. Teen Challenge is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if she does not carry her**

things with her at departure, and all items will become the property of Teen Challenge.

- If a student leaves the program or is dismissed, she will have access to any student funds owed to her, **provided her payment of program fees is current, during regular business hours only**, which are Monday—Friday 9:00 AM—5:00 PM. On occasion, if we are aware that student funds have come from a specific source and we are able, we may call that person to confirm release of funds to the student. If the person contributing funds to the student's commissary account rejects releasing the funds to the student, those funds will not be given to the student and will be returned to the contributor. Because of varied circumstances, this process is not possible every time, but when possible, will be used. **If a student is NOT current in her payment of program fees, all funds in her account, including her commissary account, will be forfeited to Teen Challenge to offset the cost of her care while she was enrolled in the program.**
- All funds in a student's personal account, when appropriate, will be mailed to the address on the student's application. **If a student is NOT current in her payment of program fees, all funds in her account, including her commissary account, will be forfeited to Teen Challenge to offset the cost of her care while she was enrolled in the program.**

NICOTINE, ALCOHOL AND DRUGS POLICY

Nicotine

- As a deterrent to tobacco use, orientation students who struggle with nicotine addiction may use "patches" supplied by their family during the first month of their enrollment. NO OTHER SUBSTITUES, including gum, nicotine candy or lozenges, will be allowed. After the first month, patches will no longer be allowed, and any student who tests positive for tobacco use will be disciplined and fined \$10.00 for the cost of the test. If a student tests negative, no fines will be imposed.
- Any student who fails a nicotine test three (3) times will be suspended for no less than 30 days. During suspension, the student will be returned home or if possible, placed in an affiliate program. If the student desires to return to Pensacola Teen Challenge, she must first be in good standing with the affiliate program or, in the event she returned home, she must first re-apply for entry where she will be considered by a re-admission committee. If allowed to return, the student must pass a drug screen and nicotine test before she will be accepted back into the program.

Alcohol

- Any student who distributes, sells, or in any way consumes an alcoholic beverage in any quantity on or off campus will face suspension for no less

than 30 days. During suspension, the student will be returned home or if possible, placed in an affiliate program. If the student desires to return to Pensacola Teen Challenge, she must first be in good standing with the affiliate program or, in the event she returned home, she must first re-apply for entry where she will be considered by a re-admission committee. If allowed to return, the student must pass a drug screen, nicotine and alcohol test before she will be accepted back into the program.

Drugs

- **Illicit or illegal drugs will not be tolerated on or off campus under any circumstances.** Any student who distributes, sells, or in any way consumes illicit drugs or illegal drugs in any quantity on or off campus will be DISMISSED. Local authorities will be immediately informed, and criminal charges will be pressed as allowed by law.
- Any student who distributes, sells, or in any way consumes prescription medications in an illegal manner will be DISMISSED. Local authorities will be immediately informed, and criminal charges will be pressed as allowed by law.

THEFT, VIOLENCE AND SEXUAL OFFENSES

Theft of any kind, violence of any kind (including verbal or gesture threats), and sexual misbehavior of any kind will result in potential dismissal. If a crime can be proven by any of these actions, local law enforcement officials will be called and when appropriate, criminal charges will be filed. Criminal and immoral behavior at Pensacola Teen Challenge will NOT BE TOLERATED.

Theft of a vehicle and the breaking into of any building belonging to Teen Challenge will automatically result in a student's arrest and dismissal. Theft or destruction of a student's property by another student will also result in dismissal.

FAMILY RECOVERY WEEKENDS

Every month on the second full weekend of each month, or as otherwise specified, family members, friends, husbands, children and fiancés (who have been approved) are invited to participate in Family Recovery Weekend. This event has been designed to include the whole family in the process of recovery. Family Recovery Weekend allows a time for fellowship, education and spiritual renewal for the entire family. The weekend will create a great opportunity for family members to seek solutions and answers to the issues of addiction facing their family member and their family.

Eligible students will be allowed up to two overnight passes with their families during this weekend. For these passes to be granted, families MUST agree to attend the seminar and church service as described below. Families should understand that these passes are granted contingent upon their participation and attendance in the

educational seminar on Friday evening and church service on Sunday morning at 9:30 AM.

Please note: If an overnight pass is approved for a student and the family decides not to attend all scheduled events, that student could lose opportunities for future overnight passes.

Family Recovery Weekend Student Pass Schedule

- During Family Recovery Weekend, a student's regular 8-hour pass is substituted for an extended pass as follows:
 - On Friday night, dinner will be served between 5:00—6:00 PM for all family members in the cafeteria, at no charge. Families should plan on arriving during this time so they can eat with their family member, and to meet and greet the staff. This time will also provide families the opportunity to meet their family member's counselor, and to ask any questions they may have concerning the program or the student's progress. Any issues of concern may be addressed during this time.
 - Following dinner, educational classes will be held between 6:00 PM—7:00 PM for ALL family members, including husbands and fiancé's. Classes will cover drug addiction and other family issues, and will teach family members about addiction and the recovery process as well as provide tools necessary to help their daughter, mother, or wife remain accountable after she graduates from the Teen Challenge program. Husbands and fiancés will be required to attend a Spouse's seminar separately from family members. ALL FAMILY MEMBERS ARE REQUIRED to participate in their assigned class in order to have an overnight pass with their student. **PLEASE DO NOT BE LATE.**
 - A short break will be given from 7:00 PM—7:30 PM, and staff will be available for families to meet and to discuss any matters concerning the student.
 - From 7:30—8:30 PM, all family members are required to participate in our Praise and Worship Service. Our goal is to start every family's weekend with a spiritual boost, and praise and worship is an excellent way to get everyone excited about what is happening in the life of the students.
 - At the conclusion of the praise and worship service, after the corporate dismissal has been made, families may check out their student from the campus and leave to spend quality time together. Families should remain in the Pensacola area.

- On Saturday, families are free to spend the entirety of the day together. Please enjoy your time, but remember that Teen Challenge rules and policies apply, and the student should conduct herself accordingly while away from campus. Violation of Teen Challenge rules and policies while the student is away from campus could result in future Family Recovery Weekends being suspended or permanently denied.
- On Sunday, families are **required** to return to the campus in time to participate in the campus church service which begins at 9:30 AM. Families should not arrive before 9:00 AM.
 - After the church service ends, family members may have lunch on campus (at the cost of \$5.00 per person, including children) with the student. Family members are welcome to spend the afternoon with their student, but should depart the campus by 4:00 PM.
 - **Students are not allowed off campus after arriving back on campus for the 9:30 AM service.**
- Families who want to attend Friday classes or church without taking their student for an overnight pass, or families whose student does not qualify for a pass are still invited to participate in Family Recovery Weekend. Families should not arrive on Friday before 5:00 PM or 9:00 AM on Sunday.
- For families who cannot attend the seminar on Friday but who want to have a pass with their student, the option is given to have an 8-hour DAY pass with their student on the Saturday of Family Recovery Weekend. Students may be picked up from campus at 9:00 AM and should be returned by 5:00 PM. **PLEASE NOTE THAT WITH THIS OPTION, FAMILIES ARE REQUIRED TO ATTEND THE CAMPUS CHURCH SERVICE ON SUNDAY MORNING AT 9:30 AM.**

Interaction with Other Students

The entirety of Family Recovery Weekend is focused on the healing and restoration process between family members. Based on this fact, Teen Challenge family members should visit only with each other as the process of healing begins by talking and communicating openly. Please do not allow other Teen Challenge students or their family members to sit at your table during lunch. Families should remain together and work on the issues of their own family. **Family members should never offer counsel to other students or their families.**

Approved Visitation Areas

- For the safety and well being of everyone during Family Recovery Weekend, Teen Challenge must require that all family members remain in the Family Life Center or other staff-approved locations. All other facilities and property are strictly off-limits.
- During visitation, and to ensure that children do not get separated from their families, all children of all ages must be supervised and be escorted at all times by an adult family member. Family members will not be allowed to wander away from the Family Life Center onto the Teen Challenge grounds for safety reasons. All families will be required to **STRICTLY** adhere to these rules. Failure to follow these rules may result in visitation restrictions or other loss of privileges for individuals who do not follow these policies. Teen Challenge will not be responsible for any incident that may occur with an unescorted child of any age.

Clothing Restrictions

- Teen Challenge is a ministry, and as a ministry, its campus, students, and pastoral leaders should be treated with the highest level of respect. Therefore, all persons coming onto the Teen Challenge campus must be properly clothed at all times. The pastoral leaders of Teen Challenge expect family members, friends and guests to strictly adhere to these clothing policies. Failure to heed these rules will result in a pastoral leader requesting that you dress appropriately for the campus, or to leave the campus immediately.
 - Female family members, friends and guests should NEVER come onto the campus wearing inappropriate clothing. Female family members should also wear appropriate undergarments. Examples (not all inclusive) of inappropriate clothing are:
 - See-through garments
 - Tight fitting garments or garments that are revealing
 - Shorts worn 2” above knee length
 - Tank tops and crop tops
 - Skirts or dresses shorter than 2” above the knee
 - Shirts or blouses which reveal the navel or midriff
 - Garments that allow undergarments to be seen
 - Garments with inappropriate themes or words
 - Jewelry with symbols of the occult, horoscope, or yin yang
 - Male family members, friends and guests should also be aware of their dress code. Examples (not all inclusive) of inappropriate clothing are:

- Tank tops
- Fishnet shirts
- T-shirts with inappropriate themes or shirts which advertise alcohol, cigarettes, bars, or nudity
- Any pants style that reveals undergarments
- Jewelry with symbols of the occult or horoscope, or yin yang

MARRIED COUPLES POLICY

The following policies apply to all married couples in the program

- No phone calls will be allowed, except for an emergency.
- After 90 days in the program the couple will attend a married couple's class, the 1st and 3rd Tues. of the month. The evening will start with couples having dinner together from 6:30 to 7:00 pm. After dinner, from 7:00 to 8:00pm, there will be married couples class, and from 8:00 to 8:30 there will be a scheduled time of fellowship. Staff may amend the schedule if needed.
- After 30 days upon entering the program the couple can begin writing letters to each other. The letters will be read by staff and then given to the appropriate spouse.
- If the couple, both husband and wife is eligible for their 8-hour pass, they may take the pass together, while being accompanied by a staff member. At **NO** time should the couple be left alone. Passes for 5 and 7 days must be written and well planned. Program directors will give final approval for married couple's pass.
- The couple should have an exit plan by the time they are in their 11th month. The couple should have a one-hour counseling session with the marriage counselors to discuss their plans and possible concerns.
- Counseling sessions for spouses, whether held separately or jointly, will be conducted as needed. These sessions may be requested by the married couple or by their individual counselor.

SPECIAL RULES FOR FIANCES

The following rules do not apply to any Teen Challenge student who has had a casual relationship, a sexual encounter, or a boyfriend. These policies are designed to assist a Teen Challenge student who has had a serious and on-going relationship of one year or longer that may develop into marriage. Teen Challenge

students are not allowed special privileges for any reason or under any condition except those specified in the following rules.

If a Teen Challenge student and her fiancé are granted permission to communicate by mail (phone calls are NOT allowed) and visit on Family Recovery Weekend, and any of the following rules are broken, privileges will be immediately suspended for the remainder of the time the student is in the Teen Challenge program. Further failure to follow policies and procedures will result in the student's dismissal.

These rules are not open for negotiation or manipulation in any way. Fiancé writing privileges and attendance at Family Recovery Weekends are granted at the discretion of the Family Ambassador only and on a case-by-case basis, and may be suspended at any time for failure to adhere to these rules.

- Each fiancé must apply for visitation and writing privileges using the enclosed application. The application must be filled out in its entirety and mailed or faxed to the Teen Challenge office to the attention of the Family Ambassador.
- The Family Ambassador will approve or deny each application on a case-by-case basis. The Family Ambassador will inform the applicant within 15 days of the decision concerning the application. If an applicant is denied, the Family Ambassador may give directions or specific requirements for the fiancé to meet within a certain time frame for possible future approval.
- If the fiancé's application is approved, writing privileges and attendance at Family Recovery Weekend may begin in the student's 4th month in the program, provided she is not on discipline.

Teen Challenge Requirements for Fiancés

The following items (which are not all inclusive) are minimum requirements for acceptance for a fiancé to write or have Family Recovery Weekend visits with a student:

- The fiancé must attend church weekly and become involved in the church he chooses to attend.
- Each fiancé must be of good moral character, should not smoke, drink alcohol or use drugs.
- Each fiancé must be willing to abide by all rules as herein stated:
 - The relationship between the Teen Challenge student and her fiancé must remain Godly and moral at all times.
 - The fiancé must agree to find himself with individuals of good character and place himself in locations of good reputation.

- All communications between the Teen Challenge student and her fiancé must be Godly, moral, and must not be inappropriate in subject matter, or contain sexual innuendos or profanity. Any message that the fiancé may deliver by written or verbal means should be of a positive nature that is helpful, uplifting and healthy. Please be aware that Teen Challenge staff screens all mail. Any letter that is deemed inappropriate will be returned with a warning. If the warning is not heeded, all privileges will be suspended for the remainder of the student's enrollment at Teen Challenge.
- Telephone calls are not allowed between the Teen Challenge student and her fiancé. The only communication between the Teen Challenge student and her fiancé should be by mail and during visits on Family Recovery Weekends.
- A student may carry one wallet sized photo of the fiancé, provided the fiancée is properly clothed and the photo does not contain inappropriate themes.
- Family Recovery Weekend Visitation Policies for Fiancés begins no earlier than 5:00 PM on Friday. The fiancé may attend the dinner in the Family Life Center between 5:00 PM—6:00 PM. Attending the Spouse's Class between 6:00 PM—7:00 PM is mandatory. After the conclusion of the class, the fiancé should depart the campus. Students are allowed to exit the property with immediate family members only, and are not allowed to leave the property with their fiancé. **Other than an initial greeting, which may include a hug, there should be no physical contact between the fiancé and the Teen Challenge student. This rule must be followed to the letter.**
- **THE TEEN CHALLENGE STUDENT IS NOT GIVEN AN OFF-CAMPUS PASS WITH HER FIANCE AT ANY TIME WHILE SHE IS IN THE PROGRAM. A VIOLATION OF THIS RULE WILL NOT BE TOLERATED AND FURTHER VISITS AND COMMUNICATIONS WILL BE SUSPENDED FOR THE BALANCE OF TIME THE STUDENT HAS REMAINING IN THE PROGRAM. FURTHER RULE VIOLATIONS WILL RESULT IN THE STUDENT BEING DISMISSED.**
- The fiancé may attend the campus church service at 9:30 AM. The family and fiancé may not arrive before 9:00 AM, and should remain in the chapel with the student until church begins. After the service, the fiancé may have lunch with the student, and must exit the property by 4:00 PM. Lunch costs are \$5.00 per person. At all times, the fiancé and family must remain in the Family Life Center, and should not arrive before appropriate times, and should leave by the designated time. At the time of departure, a casual hug is allowed, but no more. **NO KISSING IS ALLOWED**

- Fiancés must be appropriately clothed as described on page fourteen (14) in the Family Recovery Weekend section.
- **If the fiancé or the student breaks any of these rules, all visitation and writing privileges will end, and will NOT be restored.** Further communication will not be allowed until the student completes the program.

GRADUATION

Graduation is held for eligible students every month during Family Recovery Weekend, regardless of the date. The graduation service is held on Sunday morning after the church service is completed. All students are required to remain in the church until graduation is completed.

Graduation eligibility date is determined based upon the student's date of entry into the program. If a student enrolls prior to the 20th of the month and completes the program prior to the 20th of the month, she will be eligible for graduation during that month's Family Recovery Weekend. If a student enters the program on or after the 20th of the month, she will be eligible for graduation the following month during Family Recovery Weekend.

Since there is no Family Recovery Weekend during the month of December, students who are eligible for graduation may take an overnight pass with their family member beginning on the Friday before the scheduled graduation date. Families may pick up the student at 4:00 PM on Friday for an overnight pass, and return on Sunday morning for the church service, (which is mandatory), and graduation.

Graduating students must be properly dressed for both church and graduation. Failure to come properly dressed can result in denial of her graduation.

COMMENTS TO FAMILIES AND FRIENDS

Recovery is a family issue touching every member of the family. It is our hopes that you will participate in the Family Recovery weekends and that your entire family becomes part of the process of recovery of your wife, daughter or mother.

Pensacola Teen Challenge is happy that your wife, daughter or mother is here. We are committed to do all that we can that is feasibly possible to help your family member retain full and complete recovery, find restoration and forgiveness. If you have any questions about this manual, please feel free to call our office.

ADDENDUM

This handbook may be revised at any time. Any revisions will be issued to the families of the currently enrolled student.

PLEASE NOTE THAT REVISED VERSIONS OF THIS HANDBOOK MAKE ALL PREVIOUS VERSIONS OF THE HANDBOOK OBSOLETE. REVISED VERSIONS DATES ARE NOTED AT THE BOTTOM OF THIS MANUAL.

Pensacola Teen Challenge Student Rules and Procedures

STUDENT RULES

TEEN CHALLENGE OF FLORIDA, INC.

Pensacola Women's Center

Student Orientation and Rules

Statement of Purpose

The purpose of Teen Challenge is to evangelize people who have life controlling problems and initiate the discipleship process to the point where the student can function as a Christian in society, applying spiritually motivated Biblical principles to relationships in family, local church, chosen vocation, and the community. Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

Staff May Amend

The Student Rules are adhered to and enforced by Teen Challenge staff. However, these rules do not limit staff in certain circumstances in making exceptions or the Program Manager from making general changes.

Procedure for Entry into the Program

1. The Intake Coordinator must interview a student before she admitted into the program. If accepted, a student must have a physical exam for TB, VDRL, Pap smear, pregnancy test, Hepatitis C and HIV and provide results to the Intake Coordinator upon admission.
2. Prior to entry, a student must have all medical, dental, legal and financial issues satisfied completely.
3. Upon entering the program, a student must complete an application form and sign all appropriate consent forms and releases. She must supply the following fees upon entry (including the first month's tuition), which should be made payable to Teen Challenge and which are **not refundable regardless of the student's length of stay**:

• Induction Fee	\$1,000.00
• Curriculum Fee	\$150.00
• Bus Fare	\$100.00
• Medical (see above)	\$100.00
• Monthly Tuition	\$1,500.00

4. At arrival, a student must turn in medical reports, identification, all cash and valuables to the Induction Coordinator, as students are not allowed to have or hold money while in the program. She must also submit all belongings, luggage, wallet and clothing to staff to search for contraband. All contraband items will be destroyed or sent home, at the student's expense.

5. Immediately after check-in, all students are required to take a mandatory shower and have their person and the clothes they are wearing inspected for contraband. The Intake Coordinator will assign bed space, and the student is expected to keep that assigned bed until reassigned to another bed or room by a staff member.

General Rules and Procedures for Teen Challenge Students

1. Students must show respect to all counselors, teachers, staff and students at all times, and must not smoke, curse, joke or jest in a negative or vulgar way, or fight. There is a NO TOLERANCE policy for striking a staff or student, and criminal charges will be filed in such cases. Stealing is grounds for immediate dismissal.
2. **While on campus, students must wear their assigned nametags provided to them at check-in at all times while they are outside the dorms.**
3. When in need, a student should always go to her counselor FIRST. However, if the Program Manager or Program Assistant is nearby it is acceptable for a student to ask to speak to them.
4. **A student may not smoke, use tobacco products, use drugs or alcohol, or use the following types of medications: pain medication, sleeping pills and sedatives. Also, a student may not use other drugs that are narcotic type drugs while she is in the program. If a student is under a physician's care that feels the student must take narcotic type drugs, that student should seek a medical or psychiatric facility for assistance, as Teen Challenge is not a medical facility.**
5. Students are to put outgoing mail in an unsealed envelope and turn into the office for screening and mailing. Staff reviews all out-going and incoming mail, and inappropriate mail will be destroyed.
6. Students are required to attend all Teen Challenge events and participate in all work duties and recreational programs. Every student is expected to be on time for all events. Students are to remain seated during chapel, classes, devotions, study hall, and church services unless they have staff permission by a staff member to get out of their seat.
7. Students may not talk, chew gum, eat candy, pass notes and write letters or sleep during chapel, class, choir, church, or study hall, or other Teen Challenge events. Students are not allowed to leave class or chapel without special permission from a pastoral counselor.
8. Students of Teen Challenge should conduct themselves as responsible Christians at all times. They should not talk about street life, drugs or use street slang.
9. Counselors will grade students in the following academic areas: spiritual growth, work conduct and attitudes, which are all considered as progress toward completion of the program. The length of the Teen Challenge program is a minimum of one (1) year.

10. Students are not allowed to have personal vehicles on Teen Challenge property. Walkmans, radios, cell phones, computers, and other electronic devices are also prohibited.
11. The Teen Challenge office hours are Monday through Friday: 9:00 A.M. to 5:00 P.M. If any student wants to leave the program or is dismissed after the office is closed, whatever monies are in their personal account will be mailed to the individual who provided the financial resources. **If tuition fees are not current, student account monies, including commissary funds, will be forfeited to pay those delinquent fees.**
12. Sexual misconduct of any kind, or any sign of sexual misconduct, will not be tolerated and will result in immediate dismissal.

House Rules

1. If a student leaves a personal item lying around at any time, it may be confiscated.
2. Students are not allowed to sit on the arms of chairs or sofas, counters or tabletops.
3. Students are not allowed to lie around on sofas during the day.
4. **All Teen Challenge properties are smoke and tobacco-free (the use of tobacco is NOT allowed) by both students and families who may visit during pass time.**
5. Students are not allowed outside after dark.
6. Students are not allowed to roughhouse! Students should keep their hands to themselves.
7. Students are not allowed in the rear of the building or on the dock without staff permission. Students should never be behind the fence or in the water. Being found in these areas will result in dismissal from the program.

Dorm Rules & Quiet Time

1. Students are not allowed in another student's bed area – she must remain in her assigned bed area only. Students should not stand around or walk around the dorm in their undergarments.
2. All student fellowship should be done in student lounge areas. Family fellowship during pass should be in the student lounge areas only. Families may not visit in the dorm area or wander around the premises.
3. Students are not allowed to take food and drinks into the dorms. Food, as well as cups, plates, and utensils, should never be taken out of the cafeteria. Gum is strictly prohibited on campus at any time.
4. Students may not sell or lend anything to another student or staff. Students may not go through another student's belongings unless a student intern is authorized by

staff to do so. Such inappropriate behavior could constitute a crime, and possible charges may be brought against the offending student.

5. Students must be in their rooms and in bed for quiet time by the scheduled time.
6. "Lights Out" is promptly at 10:00 P.M. A student is not allowed to talk or visit after lights out call has been made. Students may not talk during quiet time, but they may read or write letters.

Room and Shower / Toilet Maintenance

1. Students are responsible for the cleanliness of their room or area. A student's bed must be made before coming to breakfast, the floors must be swept or vacuumed daily, garbage must be emptied, clothes and towels must be hung neatly, and mirrors and furniture must be dusted. Clothes must be hung on hangers (maximum 15), and shoes (five pair only) are to be paired neatly on the closet floor.
2. Drawers must have all clothes and undergarments folded neatly. Everything on the tops of dressers must be kept neat and orderly.
3. Sinks, showers and toilets are to be kept clean and scrubbed with cleanser. Counter tops should be clean and neat.
4. Room inspections will be performed every day.
5. A student should flush the toilet each time she uses it. Dispose of personal feminine hygiene products in the containers provided. DO NOT flush feminine hygiene products OF ANY KIND down the toilet.
6. Showers and stalls are to be used only during schedule times.

Student Dress Code

1. Students should wear loose fitting dress slacks, dresses or skirts, not jeans, during chapel, class, and study hall. No shorts, tank tops, T-shirts, sandals, slides, or flip-flops are allowed in class, chapel and study hall. Flip-flops and slippers are indoor wear only. Socks must be worn with all shoes at all times. Undergarments cannot be worn alone outside the dorm.
2. Students may wear shorts during work duties, free time and recreation period only. Shorts must not be shorter than two inches above the top of the knee, must not have slits or patches in the front or back, and must be properly hemmed.
3. Students are not allowed to wear mirrored sunglasses, and may not wear any type of sunglasses indoors. Students must remove sunglasses when speaking with staff.
4. Students may not wear more than one (1) ring on each hand. One modest necklace is allowed; but no tongue rings, or other body jewelry common to body

piercings are to be worn at any time. Students may wear ONE PAIR of stud type earrings in the ear lobe only.

5. Students must keep their clothes clean and neat, mended and ironed, and shoes polished and clean.
6. A student must not borrow things from other students. If a student does not have adequate clothing, she should talk to her counselor.
7. A loose-fitting blouse and skirt or dress that is 2" below the knee (while standing up) or loose-fitting dress pants and an appropriate blouse is required for Sunday morning church and chapel services. Clothing should not be form-fitting as to show the student's body form. **Shoe heels must be no higher than 2"**.

Kitchen Guidelines

1. Eating or drinking in line at any time while students are being served is not allowed.
2. If a student is overweight, she may be placed on a diet.
3. Students assigned to kitchen duty should not leave the area until staff has dismissed them.
4. Students should stay out of the kitchen area and not enter the kitchen without permission. ONLY kitchen staff is allowed in the kitchen.
5. All food served in the dining room must be eaten in the dining room.
6. If a student desires to fast, she must first get approval from her counselor at least one day in advance of the time she desires to fast. Mandatory fasting is not required at any time.
7. At all meals students are expected to come neatly groomed.
8. Students are not allowed in the kitchen except for meal times or work duties.

Office Areas and Staff Relations

1. Students may not enter the office without prior approval from staff or the intern on duty.
2. **Students are not allowed in staff quarters for any reason.**
3. Staff members are not permitted to lend or borrow from students or have business arrangements that might include buying, selling or renting property, cars, money, or personal items. Students should not ask staff, and staff should not ask students to enter into any type of business relationship beyond the professional relationship of client and counselor.

Classroom Rules

1. Before coming to class, a student must be properly groomed. Her clothes must be neat and pressed and her hair and body must be clean. Students should make use of the bathroom and water fountain prior to class.
2. Students should always bring books, pencils, pens, paper, notebook and Bible to class. Teen Challenge will provide training books and educational material.
3. During class, students must sit up straight, keep both feet under their desk, and keep their shoes on at all times. Students may not sleep, eat food or candy or drink beverages in class. When the teacher announces class is over and students are dismissed, leave quietly.
4. If a student has any questions or needs assistance, she should raise her hand and remain seated at her desk. The teacher will respond as soon as possible. Do not call out or make noises to get the teacher's attention.
5. Every student is required to pass all tests. If a test is failed, there will be no free time or phone calls until the test has been successfully passed. If a test is failed two times a student may receive an additional month in the program. Projects must also be completed in order to pass the educational class requirements.
6. Students must keep their desk area neat and clean at all times.
7. Students will accomplish more by staying focused. A student should keep her head up, keep her eyes on her work, and not look around the room. A student should not lean on the side of the desk or sit on the desk.
8. Unnecessary noise is very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner.
9. Students must not talk or pass notes during class. There is to be no talking or any form of communication in class without the teacher's permission.
10. Students will not be excused from class except under extreme circumstances.

Church Service Rules

1. Everyone is expected to be in church on time! Students should make use of the bathroom facilities and water fountain prior to the start of church or attending off-campus meetings.
2. No food or beverages will be allowed in church at any time. Students may not talk, sleep, pass notes, chew gum, and eat candy etc., during services, classes or rallies. Sit up straight and pay attention! Teen Challenge women should NEVER speak with or have communications with any Teen Challenge men at any time.
3. Students may not use the piano, keyboards, drums or any sound equipment without staff permission at any church attended.

4. During church services, students must not interrupt the speaker. Also, remember that this is God's house; students should conduct themselves accordingly. At all times, a student should sit up straight and refrain from talking or whispering, or falling asleep.
5. Students should wear proper clothing to church, and be completely dressed before walking out the door. Acceptable church attire includes: Dress slacks, skirts or dresses at least 2" below the knee, appropriate blouses (nothing low cut or revealing). No tennis shoes, flip-flops or jeans! **Shoe heels must be no higher than 2"**.
6. Rally Team Dress: Black dress slacks and the T-shirt supplied by Teen Challenge.
7. Students should not ask for or give addresses to or from a church speaker or participants or spectators, and must not talk to members of the opposite sex or have eye contact with them, including Teen Challenge men.
8. In off-campus church meetings, students must sit together as a group with a staff person. Students may sit with their families on Family Recovery Weekends. **Families may NOT attend rallies.**
9. When the rally or off-campus service is over, students should wait for staff to authorize departure, and students should go promptly to the van with a staff member.
10. When attending church off-campus, students SHOULD NOT RAISE THEIR HANDS when visitors are asked to raise their hands.
11. As students file into the church in line, they should sit down in a row, filling every seat until the row is full. Students should not turn around and talk to anyone behind them, or put their arms on the back of the chair or pew next to them.
12. Students who make contact with males through notes, talking, physical contact or other means will face dismissal from the program.

Phone Calls

1. Phone calls are a privilege, not a right.
2. No phone calls are allowed the first two weeks a student is in the program. After 14 days, students are allowed two 10-minute outgoing calls per week at a scheduled time. Calls will be monitored through speaker phone, and a log sheet will be kept of all phone calls.
3. Students are allowed to call immediate family or their Pastor only. No exceptions!

Teen Challenge Visitation

1. No visits are allowed **off-campus** for the student's first 90 days in the program. Visits are a privilege – not a right. They must be earned by good conduct.

2. Students are eligible for **on-campus** visits contingent on their family's participation in attending Sunday morning services. Families should arrive at the center by 8:45 a.m. allowing the student to ride with them as we caravan to our local home church, Marcus Pointe Baptist Church. The families can return to the campus after service and continue their visit until 4 p.m. These visits are available immediately after entry into our facility.
3. A student may receive visits from immediate family and pastors only. Students must formally request permission for a pass, and a pass will be granted only if her conduct so merits it.
4. Pass schedules are as follows:

DURING	PASS PERIOD
3 rd	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
5 th	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
7 th	One 8-hour pass from 9:00 AM—5:00 PM on Saturday
9 th	One 8 hour pass from 9:00 PM—5:00 PM Saturday
10 th	One 5-day pass from 9:00 AM Friday to 9:00 AM Wednesday
11 th	One 7-day pass from 9:00 AM Friday to 9:00 AM Friday

4. A student taking an 8-hour pass may request to withdraw money from her student account, but may not request more than \$30.00 for each 8-hour pass.
5. A student may request to withdraw money from her student account for Family Recovery Weekend, up to the amount of \$35.00.
6. When a student takes either a 5 or 7 day pass, she may request to withdraw money from her student account, but may not request more than \$50.00 for each 5 or 7 day pass. A student may pay for her bus ticket or air fare from her student account, or her family may pre-purchase or forward the money to be placed in her student account for such travel expense.
7. Visitors are strictly prohibited from being inside the dormitory or student rooms
8. All visitors must sign in at the Women's Center front desk before they begin their visit with a student.
9. **Anything visitors bring with them must be examined and cleared by staff. Teen Challenge reserves the right to open and examine all letters, packages, food, etc., brought onto the property by visitors.**
10. **Visitors are not allowed to smoke or drink alcoholic beverages on the grounds, or come onto Teen Challenge property under the influence of alcohol or intoxicants.** It is up to the student to see that their visitors observe these rules.

Student Accounts

1. Students are not to have money on their person at any time. Personal funds will be kept in a student account in the administrative office. Families who desire to add to

the student's personal account should send a check made payable to Teen Challenge with the student's name posted on the memo line along with "Student Account" for proper routing.

2. Students are not allowed to receive any items except clothing in the mail. All personal care products, sodas and snacks should be purchased from the commissary.

Laundry

1. Students should follow the laundry schedule that is posted. Place clothes to be washed in the provided laundry bags. Laundry bags should be kept neatly in the bottom of the student's closet.
2. Laundry detergent should be purchased from the student's account.
3. All clothing, linens and towels must be washed each week.

Personal Hygiene and Grooming

1. A student should keep herself clean and neat at all times. She should never go to bed dirty.
2. At the scheduled time, students should shower daily and spend no more than a total of ten (10) minutes in the bathroom: five (5) minutes in the shower and five (5) minutes getting dressed.
3. Students should brush their teeth after every meal, wear deodorant, and maintain an acceptable appearance (brush hair, wash face, etc.)
4. A student should pick up after herself (i.e. clothing, shampoo, bathroom and shower items, etc.). Do not leave hair in shower, sink, or bathroom floor.
5. A student's hairstyle must be kept neat, clean and trimmed, and must be a natural color (no multi-tone colors or unnatural dyed color). Exotic hairstyles of any kind are not allowed. Haircuts should be handled while a student is on pass, or by scheduling an appointment with the Teen Challenge beautician. A student may dye her hair only **while on pass**, but the color must be natural brown, black, or auburn (strong red colors are not allowed). A student **MAY NOT** color her hair in blues, oranges, yellows, etc., and she **MAY NOT** bleach her hair to an unnatural white or colorless tone. If a student returns from pass with unnatural hair color, multi-tone hair color, exotic hairstyle, or bleached hair, **she will face dismissal from the program, or suspension until her natural hair color is restored. Teen Challenge is NOT a place of fashion, or a place to conform to the world's standards. Rather, it is a place to learn discipline and to become a Godly woman of character which is exemplified in the way a student should dress.**
6. Students are not allowed to wear exotic-colored nail polish. If a student desires to paint her fingernails or toenails, ONLY PASTEL, NATURAL COLORS are allowed to be used. Again, **Teen Challenge is NOT a place of fashion, or a place to conform to the world's standards. Rather, it is a place to learn discipline and**

to become a Godly woman of character which is exemplified in the way a student should dress.

7. Personal contact between students is prohibited. This includes, but is not limited to; back rubs, combing/styling other students' hair, hugs, holding hands, etc.)

Pastoral Counseling

1. All counseling is for the purpose of spiritual growth in the areas identified by a student and her counselors. A student must realize that the primary focus while she is in the program is to build a growing relationship with Jesus Christ, and that pastoral counseling is necessary to promote her spiritual growth. In all counseling, it is important for the student to be open and honest.
2. A student's pastoral counselor will contact her on a regular basis; however, if the student is bothered by something, she should go to a staff member before the issue escalates.
3. Students are not pastoral counselors; students should not seek counsel from other students, **or from the families of other students. Families should not hold confidences of any students, and should refer students to the Teen Challenge pastoral staff for counseling needs.**

Medication

Teen Challenge Pensacola does not accept students who take addictive medications that are narcotic type medications. Such medications include, but are not limited to, painkillers, muscle relaxers, sleeping pills and sedatives. If a student is prescribed an unacceptable medication while she is in the program and chooses to take the medication, then she will be required to leave the program.

Any student who is either entering the program or who is currently in the program who has been prescribed a medication should take the medication exactly as ordered by the physician. Failure to do so could result in that student's dismissal from the program.

Persons who take psychoactive medications will be considered for entry into the program, but are not guaranteed entry into the program. Each person will be considered individually for entry. Teen Challenge, however, is NOT a medical facility, and is not allowed by law to make medical assessments.

Because Teen Challenge is NOT a medical facility, it is not a place for a student to detox from medications or intoxicants of any type. Before entering the program, every Teen Challenge student should be completely detoxed from all intoxicating substances. Teen Challenge will not be responsible if a student does not act responsibly and detoxify herself before entering the program.

1. Staff will use discretion in giving over-the-counter medications, including aspirin, etc., to students.

2. The staff or senior intern will administer all medications to students. All medications will be logged on student medical charts, and will be given according to the dosage on the label.
3. Only one student at a time is allowed in the med room.

Illnesses and Bed Rest

1. Students may not stay in bed and miss scheduled activities unless they are severely sick. Staff must approve these exceptions.
2. If a student awakes in the morning ill, she must immediately inform a staff member or head intern who will determine if indeed the illness requires a day off. If it is determined that a student is ill and must remain in bed, she is not allowed to participate in any activities whatsoever the entire day and is required to remain in bed the whole day
3. If a student is ill and in bed, she is not allowed to eat with the rest of the student body and will need to separate herself. A soothing chicken broth will be served during mealtimes all day to help speed recovery.

Medical and Probation/Parole Appointments

1. Non-emergency medical appointments will be scheduled on Mondays and Tuesday. Transportation on any other day will not be guaranteed.
2. For students on probation and parole, appointments will be made according to the probation/parole office. Students must be responsible for attending such appointments by informing her counselor of the appointment.
3. To cover travel expenses to and from any medical appointments or to the probation/parole office, a fee of \$10.00 will be assessed per trip per student. If a group of students are traveling together to such appointments, the fee will be assessed at \$5.00 per student.

Doctor Bills

1. Students are required to send a letter notifying relatives or parents that they are responsible for the bills of doctor and dentist appointments. Teen Challenge is not responsible for doctor or dentist bills for work performed on students who are in the program.
2. All bills should not be addressed or sent to the Teen Challenge address. All bills should be sent directly to parents or nearest relative or the student's home address. Students may have their parents send money to cover the bills before the scheduled appointment.
3. Appointments will only be made for reasons needing immediate attention only. If a student needs an appointment, she must fill out a medical request form and submit it to her Program Manager who will decide the validity of the need and if approved will make arrangements for scheduling the appointment.

Discharging Students

1. A student leaving campus without permission will be dismissed.
2. Infractions of any Teen Challenge rules or policies may result in a student being dismissed from the program if she does not respond to discipline. Once a student has been dismissed from the program, she must wait a minimum of thirty (30) days before re-applying. Acceptance back into the program will be considered based upon attitude and available bed space.
3. The Program Manager will authorize all dismissals.
4. A student who damages any Florida Teen Challenge property or who engages in fighting or physical struggling will face grounds for immediate dismissal and possible criminal charges.
5. If a student walks away from the campus or a job site, that student will be suspended for 30 days. If possible, the student will be sent to an affiliate program during the suspension. At the conclusion of 30 days, if the student desires to return to the Pensacola program, she must re-apply for entry, whereupon she will be reconsidered by a committee. Re-entry to the program will depend upon the circumstances of the walk-off and her status at the time of re-application. If the student is placed in an affiliate program, she must be in good standing with that program. If the student returned home, she must first pass a drug, alcohol and nicotine test before being re-admitted to Pensacola Teen Challenge.
6. If a student is dismissed or has chosen to leave the program on her own, Teen Challenge holds no obligation for her transportation or return home except to carry her to her chosen mode of transportation back home, such as the bus station or the airport. If a student leaves the program or is dismissed, or if she walks off the property (which will result in her dismissal), she should carry all her personal effects with her at her time of departure. After her dismissal or exit from the program, that student is no longer allowed on Teen Challenge property. **If a student returns to the facility at any time other than during regular business hours (Monday through Friday 9:00 AM—5:00 PM), she will be considered trespassing. Teen Challenge is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if she does not carry her things with her at departure, and all items will become the property of Teen Challenge.**
6. If a student leaves the program or is dismissed, she will have access to any student funds owed to her during regular business hours only: Monday—Friday 9:00 AM—5:00 PM. On occasion, if we are aware that student funds have come from a specific source and we are able, we may call that person to confirm release of funds to the student. If the person contributing funds to the student's account rejects releasing the funds to the student, those funds will not be given to the student and will be returned to the contributor. Because of varied circumstances, this process is not possible every time, but when possible, will be used. **If a student is NOT current in her payment of program fees, all funds in her account, including her commissary account, will be forfeited to Teen Challenge to offset the cost of her care while she was enrolled in the program.**

7. All funds in a student's personal account, when appropriate, will be mailed to the address on the student's application if the student's tuition payment is current. If tuition is not current, the student's personal account is forfeited. **If a student is NOT current in her payment of program fees, all funds in her account, including her commissary account, will be forfeited to Teen Challenge to offset the cost of her care while she was enrolled in the program.**

Van Rules

1. No eating or drinking of any kind is allowed in the van. Any trash that accumulates in the van should be picked up daily.
2. Students are not allowed to yell out of the windows, try to communicate with or make facial or hand gestures to other people, or passing vehicles.
3. Under no circumstances will Teen Challenge allow its property to be damaged or its vehicles to be stolen. If a student steals a Teen Challenge vehicle, or takes a Teen Challenge vehicle without permission, Teen Challenge will prosecute that student to the fullest extent of the law.

STUDENT SIGNATURE OF AGREEMENT TO ABIDE BY THE RULES AND POLICIES OF TEEN CHALLENGE

I HAVE READ THE STUDENT RULES OF PENSACOLA TEEN CHALLENGE, AND MY SIGNATURE INDICATES THAT I UNDERSTAND EACH RULE AND HAVE ASKED QUESTIONS ABOUT ANYTHING I DO NOT UNDERSTAND.

MY SIGNATURE FURTHER REPRESENTS MY COMMITMENT WITHOUT RESERVATION TO ABIDE BY THESE RULES, AND TO CONDUCT MYSELF ACCORDING TO THE TEEN CHALLENGE RULES AND POLICIES AND PROCEDURES.

Signature of Student

Date

Signature of Staff Member

Date