

*Teen Challenge
of WNY
Student Rules
and Procedures*

STUDENT RULES

TEEN CHALLENGE OF NEW YORK

Buffalo Center
Student Orientation and Rules

Statement of Purpose

The purpose of Teen Challenge is to help people who have life controlling problems and to 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 and ETP's. However, these rules do not limit staff in certain circumstances in making exceptions or the Program Director from making general changes.

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. When in need, a student should always go to his Staff/ETP FIRST. However, if the Program Director is nearby it is acceptable for a student to ask to speak to them. A student may not get an answer right away.
3. **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 he 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.**
4. 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.
5. 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.

6. 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 leave class or chapel without special permission from staff/ETP on duty
7. 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.
8. Students are not allowed to have personal vehicles on Teen Challenge property. Walkmans, radios, cell phones, computers, and other electronic devices are also prohibited.
9. If a student has a grievance of any kind he must submit a Grace Slip with the grievance written out and give it to an ETP. The ETP will submit the Grace Slip with the written grievance to the Program Director. The Program Director will then handle the grievance accordingly. Students can expect a response within 7 days of submitting the grievance.

House Rules

1. If a student leaves a personal item lying around at any time, it may be confiscated and not returned.
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 at any time.
4. Students are not allowed outside for any reason unless directed by staff/ETP's on duty.
5. Students are not allowed to roughhouse! Students should keep their hands to themselves. 30 extra days will be given if caught. NO EXCEPTIONS.

Dorm Rules & Quiet Time

1. Students are not allowed in another student's room – he must remain in his assigned room or area only. Students should not stand around or walk around the dorm wearing their underwear only. Each student should be properly dressed.
2. All student fellowship should be done in student lounge areas.
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 something to another student or staff. Students may not go through another student's belongings. 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 9:45 PM. A student should prepare for bed by brushing his teeth and using the restroom between 9:00 PM and 9:30 PM to be ready for quiet time by 9:45 PM. 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.
6. "Lights Out" is promptly at 9:45 P.M. Mon-Thur. 11:00 P.M. Fri. 10:30 P.M. Sat.
7. Showers are to be used only during schedule times. These are posted on the student board.
8. Students are not allowed in the kitchen except for meal times or work duties.
9. A student leaving campus without permission will be dismissed. **NO EXCEPTIONS.**

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 8:20 A.M., 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 and shoes are to be paired neatly on the floor by the students bed.
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. Complete room inspections will be performed by the discretion of the Program Director
6. A student should flush the toilet each time he uses it.

Student Dress Code

1. Students should wear loose fitting slacks or jeans, during chapel, class, and study hall. Collared shirts are required for class, chapel, and church. Students must keep their shirts tucked in at all times. 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 (shorts, briefs, or undershirts) cannot be worn alone outside the dorm. Except room 3 when using the bathroom in the morning or at night.
2. Students may wear a white T-shirt when they are on a work detail but must be changed when they come to breakfast, lunch, and dinner.

3. Students may wear shorts during work duties, free time and recreation period only. Shorts must not be shorter than three inches above the top of the knee, must not have slits or patches in the front or back, and must be properly hemmed.
4. Students are not allowed to wear mirrored sunglasses, and may not wear any type sunglasses indoors. Students must remove sunglasses when speaking with staff.
5. Students must keep their clothes clean and neat, mended and ironed, and shoes polished and clean.
6. Due to health precautions students are not allowed to borrow clothing or other items from other students. If a student does not have adequate clothing, he should talk to the program director. He may be able to get clothing from the Blessing Room.
7. Button down shirts with ties and slacks are required for Sunday morning services and for rallies.
8. Polo's and slacks are required for Wednesday night services.

Kitchen Guidelines

1. A student must not take more food than he can eat, and he must eat all he takes. Eating or drinking in line at any time while students are being served is not allowed.
2. Students assigned to kitchen duty should not leave the area until the cook has dismissed them.
3. Students should stay out of the kitchen area and not enter the kitchen without permission. ONLY kitchen staff is allowed in the kitchen. This means no hanging out by the kitchen and talking to the kitchen staff.
4. All food served in the dining room must be eaten in the dining room.
5. If a student desires to fast, he must first get approval from the Program Director at least one day in advance of the time he desires to fast. Mandatory fasting is not required at any time.
6. At all meals students are expected to come neatly groomed.

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. The Teacher 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. Times can range from 4-6 months in induction, 8-10 months at the Training Center.
2. Before coming to class, a student must be properly groomed. His clothes must be neat and pressed and his hair and body must be clean. Students should make use of the bathroom and to get their water bottle filled prior to class.
3. Students should always bring books, pencils, pens, paper, notebook and Bible to class before chapel starts. Teen Challenge will provide training books and educational material.
4. 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. Only water bottles are expected during the months of June, July and August. When the teacher announces class is over and students are dismissed, leave quietly.
5. If a student has any questions or needs assistance, he should raise his hand and remain seated at his desk. The teacher will respond as soon as possible. Do not call out or make noises to get the teacher's attention.
6. 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.
7. Students must keep their desk area neat and clean at all times.
8. Students will accomplish more by staying focused. A student should keep his head up, keep his eyes on his work, and not look around the room. A student should not lean on the side of the desk or sit on it.
9. Unnecessary noise is very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner.
10. 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.
11. Students will not be excused from class except under extreme circumstances.
12. Do not write ticket disciplines in class. They will be confiscated and not returned.

Church Rules and Off-Campus Meetings

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!
3. 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.
4. Students should wear proper clothing to church, and be completely dressed with shirts tucked in before walking out the door. Sunday morning acceptable clothing: button down shirts, tie, slacks and dress shoes. Sunday night: collared shirts and pants with belts. No sneakers or jeans!
5. 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.
6. In off-campus church meetings, students must sit together as a group with a staff person.
7. 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.
8. When attending church off-campus, students **SHOULD NOT RAISE THEIR HANDS** when visitors are asked to raise their hands.
9. 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.

Phone Calls

1. Phone calls are a privilege, not a right. Phone calls are only on Saturday & Sunday. Calls are made from 11 am – 7pm Saturday's and after church to 6 pm on Sundays.
2. No phone calls are allowed the first two weeks a student is in the program. After 14 days, students are allowed one 15-minute outgoing call per week at a scheduled time. Calls will be monitored, and a log sheet will be kept of all phone calls.
3. Calls will not be divided to separate numbers. Only one number can be called. However, if there are several people at the number dialed you may talk to those individuals but the call must be kept to 15mins. If you go over you may lose your next phone call privilege.

4. Students are allowed to call immediate family or Pastor only. No exceptions!
5. No phone calls are to be made from church, cell phones, or work contracts. IF you are caught doing this you will loose your phone privilege for 30 days or more.

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. 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 his conduct so merits it.
3. Pass schedules are as follows:

DURING	PASS PERIOD
3rd	One 6-hour pass from 12:00 PM—6:00 PM on Saturday

4. Visitors are strictly prohibited inside any building except during in house visits.
5. Visit request form must be handed in two weeks prior to the visit. All information must be filled out and correct for the visit to be granted.
6. **Anything visitors bring with them for the student must be examined and cleared by the Staff/ETP on duty. Teen Challenge reserves the right to open and examine all letters, packages, food, etc., brought onto the property by visitors.**
7. **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. A student is not to have money on his person at any time. Personal Wal-Mart cards will be kept in a student account in the administrative office.
2. Students are not allowed to receive any items except clothing and hard individually wrapped hard candy in the mail.
3. This is a cashless money system. The only acceptable form is a Wal-Mart card. Any money brought into Teen Challenge of WNY will be sent home or donated to the kitchen fund.

Laundry

1. Students should follow the laundry schedule that is posted. Place clothes to be washed outside your door in the hall. Do not leave linens on the floor. Laundry baskets should be kept neatly at the end of the student's bed.
2. Laundry detergent will be provided by Teen Challenge of WNY.
3. All clothing, linens and towels must be washed each week on Saturday and Sunday.

Personal Hygiene and Grooming

1. A student should keep himself clean and neat at all times. He 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 **shave at every scheduled shower time.**
4. A student should pick up after himself (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. Hair must be cut above the collar and kept out of the face. A student may not wear ponytails or keep hair pulled back with anything. Exotic hairstyles of any kind are not allowed.
6. Facial hair, other than a mustache, is not allowed. If a student has a mustache, it must be cut above the side of the mouth. Sideburns must be no longer than the bottom of the ear.

Pastoral Counseling

1. All counseling is for the purpose of spiritual growth in the areas identified by a student and his counselor. A student must realize that the primary focus while he is in the program is to build a growing relationship with Jesus Christ, and that pastoral counseling is necessary to promote his spiritual growth. In all counseling, it is important for the student to be open and honest.
2. A student's counselor will contact him on a bi-weekly basis; however, if the student is bothered by something, he 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.**

4. A student should not bother an off-duty staff member except in the case of an emergency.

Medication

Teen Challenge Buffalo 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 he is in the program and chooses to take the medication, then he 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 psychiatric medications will be considered for entry into the program, but are not guaranteed entry into the program. A proper health care worker must certify that the student can live and work in a closed community environment without being a danger to himself or others, and that he will be able to meet the requirements of the program. Each person will be assessed individually for entry.

1. Staff will use discretion in giving over-the-counter medications, including aspirin, etc., to students.
2. The staff, or a 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 sick. Illnesses such as vomiting, severe diarrhea and fever (taken with a thermometer), are the only acceptable reasons for missing planned activities, and the staff must approve these exceptions.
2. If a student awakes in the morning ill, he must immediately inform a staff member 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, he is not allowed to participate in any activities whatsoever the entire day and is required to remain in bed the whole day.
3. A student should not be working on any class room material, doing tickets, or writing letters during this time. This is your time to get better.
4. If a student is ill and in bed, he is not allowed to eat in the kitchen, but must take his meal at bedside. A soothing chicken broth will be served during mealtimes all day to help speed recovery.

Doctor and Dentist 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 of WNY 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. Appointments will not be made for new braces, cosmetic or plastic surgery, etc. If a student needs an appointment, he must fill out a medical request form and submit it to his counselor, who will then set up the appointment.

Discharging Students

1. Infractions of any Teen Challenge rules or policies may result in a student being dismissed from the program if he does not respond to discipline. Once a student has been dismissed from the program, he 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.
2. The Executive Director or Program Director will authorize all dismissals.
3. A student who damages any Teen Challenge of WNY property or who engages in fighting or physical struggling will face grounds for immediate dismissal and possible criminal charges.
4. If a student is dismissed or has chosen to leave the program on his own, Teen Challenge holds no obligation for his transportation or return home except to carry him to his 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 he walks off the property (which will result in his dismissal), he should carry all his personal effects with him at his time of departure. After his dismissal or exit from the program, that student is no longer allowed on Teen Challenge property. **If a student returns to any building other than the Administration Building during regular business hours (Monday through Friday 8:00 AM—4:00 PM), he will be considered trespassing. Teen Challenge is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if he does not carry his things with him at departure, and all items will become the property of Teen Challenge.**
5. If a student leaves the program or is dismissed, he will have access to any student funds owed to him **during regular business hours only**, which are Monday—Friday 8:00 AM—4:00 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.

6. All funds in a student's personal account, when appropriate, will be mailed to the address on the student's application.

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, females, or passing vehicles.
 3. Under no circumstances will Teen Challenge of WNY 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.
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**STUDENT SIGNATURE OF AGREEMENT
TO ABIDE BY THE RULES AND POLICIES OF TEEN CHALLENGE**

I HAVE READ THE STUDENT RULES OF TEEN CHALLENGE OF WNY, 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