

Appalachian
TEEN CHALLENGE TRAINING CENTER
PO Box 980 Athens, WV 24712



“Restoring Broken Lives”

STUDENT MANUAL
FEMALE PROGRAM

Form No. F-044
Policy No. 182F

Welcome to Teen Challenge. We are glad that you have asked us to help you become the disciplined believer God intends you to be. Before applying for admission into our training center, however, you should understand that we are not a professional, state licensed drug/alcohol treatment program but a Christian discipleship-training program. We offer spiritual, emotional, academic, behavioral modification, and vocational skills training to persons experiencing life controlling problems. Our purpose for enrolling you into our training program is to provide you with the instructions, discipline, and love necessary to help you become a disciplined Christian, a healthy person, and a responsible member of society. Simply speaking, we are talking about a complete change of lifestyle, putting the former things behind you and reaching forward with a new life and a new way of thinking. We believe God has directed you here and if you apply yourself wholeheartedly you will graduate as a spiritually alive, emotionally balanced, socially adjusted, mentally sound, physically well, and employable person.

There are a number of areas that we have set as guidelines for determining your progression in the program. They are employed when determining your eligibility for promotion from level to level and are as follows:

SPIRITUAL INVOLVEMENT AND PROGRESS: As a progressive student, you are expected to display consistency in your devotional life, emotional maturity, and enthusiasm in church participation and in other related activities. Clear and specific signs of attitudinal improvement must also be evident.

ACADEMIC ATTITUDE AND EFFORT: You are expected to display enthusiasm toward classroom and homework assignments, actively participate in group and personal studies, exercise punctuality and good stewardship of your time, possess a teachable attitude, and strive to excel beyond your present achievement.

WORK OUTPUT AND ATTITUDE: You are expected to be enthusiastic toward your work skills and ethics assignments, as well as display dependability, a teachable attitude, and trustworthiness. You should be willing to accept supervision with an attitude of gratitude.

SINCERITY TOWARD GOD, OTHERS, AND SELF: You are expected to display a cooperative, kind, and generous attitude toward others and a genuine desire to allow God to change your life.

PERSONAL AND GENERAL CLEANLINESS: You are expected to exercise good personal hygiene and be presentable at all times. Your assigned areas should be kept neat, clean, and suitable for daily and unscheduled inspections.

SOCIAL/BEHAVIORAL SKILLS: You are expected to display proper social and behavioral skills that will prepare you to communicate with others as a normally functioning member in society.

WILLINGNESS TO ACCEPT DISCIPLINE: You are expected to exercise personal discipline as an important component for helping you to maintain self control now and after you have graduated from Teen Challenge.

Your tenure at Teen Challenge will be a minimum of 12 months and will consist of the following levels:

INDUCTION LEVEL 1 is an orientation period lasting a minimum of 90 days. During this time staff will very closely monitor you. You will continue in this level to the completion of 50 credits. After completing 30 days of Level 1, you will meet with our Promotions Committee. Providing you have displayed a positive attitude, the committee will permit you to continue participating in the program.

However, should our Promotions Committee determine that you are not motivated to continue, you will be asked to partially or fully repeat the first 30 days of the Induction Level I, or you will be discharged from the program. If you are discharged, you may re-apply for admission after 30 days. If we agree to re-admit you, you will begin your re-enrollment at the beginning of Induction Level 1. You may not be required to obtain a medical physical; however, you may be required to receive a drug screen at your expense. You will again provide for a return bus fare to your hometown, and pay a standard curriculum fee.

INTERMEDIATE LEVEL 2: Following the completion of Induction Level 1, you will again meet with our Promotions Committee. Providing you have displayed a positive attitude, you will be promoted to Intermediate Level 2. You will continue in this level to completion of 74 credits (including credits from Levels 1 and 2).

ADVANCE LEVEL 3: Following the completion of Intermediate Level 2, you will again meet with our Promotions Committee. Providing you have displayed a positive attitude, you will be promoted to Advanced Level 3 and become eligible to receive a five day off campus pass. However, should the committee determine that you have not met the requirements for promotion to Advanced Level 3, you will be asked to repeat a portion of Intermediate Level 2. You will continue in this level to the completion of 92 credits (including credits from Levels 1, 2, and 3).

PRE-GRADUATE LEVEL 4: Following the completion of Advanced Level 3 and, when applicable, successful completion of the GED program, you will meet with our Promotions Committee for advancement to Pre-Graduate Level 4. This level is approximately 30 to 60 days in duration. Once you have completed this level you qualify for graduation from the program.

POST ADVANCE LEVEL 5: Should the Promotions Committee determine that you have not met the requirements for graduation, you will most likely be asked to complete Post Advanced Level 5 which consists of additional classroom time. If you qualify for graduation, you may wish to continue your studies by participating in Post Advanced Level 5.

REBOUND LEVEL 6: In the unlikely event you as a graduate should encounter life controlling problems that merit your re-enrollment into the program, you may do so with the Executive Director's approval. To qualify, following your graduation, you must have at least maintained monthly contact with one staff person, preferably your Advisor. You will be expected to commit at least 90 days and not more than 180 days, at staff's discretion, of residency in the program. During this phase, you will be provided training designed to help you understand your problems, their development process, and ways to overcome them. A \$250.00 curriculum fee will apply.

GENERAL RULES

We have established rules that we expect our students to follow while in the program. These have proven instrumental in helping others to overcome problems from their past and develop a new, complete change in lifestyle.

We operate on a merit system. Once you have been a student for 30 days you will be given 60 merits. In the unlikely event you forfeit all of your merits, you will no longer be permitted to participate in the program.

Beside each rule you will see a number followed by an A, B, or C or a dollar amount. The number represents the merits you will lose if the discipline committee determines that you have violated a particular rule. The letter beside each rule represents the severity of the violation, with A being the most critical. The dollar amount is the amount that may be deducted from your personal account for a violation that would require replacement of a broken or wasted item or wasted utility. Should you fail to complete the discipline that has been assigned to you by the committee, you will again be written up and the violation will be bumped up to the next level of severity. You can also earn merits while in the program by receiving Director's commendations.

Life has rules, and like it or not, God has placed persons in authority over us. Without them, our world would be in chaos and destruction would soon follow. By applying for admission into our training center you have realized that a lack of self discipline and resentment of authority has contributed to your inability to function normally in society. We understand your feelings. This is why we operate from love, as we firmly help you to learn the real value of authority. A natural response for someone who has been lacking in self discipline is to resent rules in their lives. We understand that, too; however, if you will work with us, we believe that you, like other graduates have done, will someday thank us for caring enough to exercise uncompromised, tough love.

As a student:

1. You will be expected to obey all state and local laws. (10) A
2. You may not possess illegal drugs, alcohol, tobacco materials, or weapons (including sharp instruments) of any kind. (10) A
3. By virtue of your enrollment in Teen Challenge, you have agreed to submit to the program and staff. Twenty-four hour supervision is maintained. As a resident student you must stay within the fences along all sides of the girl's campus and within other boundary markers. While on the grounds, you must be in sight of staff at all times, under every circumstance. Staff will inform you if you are needed beyond these areas for any reason. You may not enter a staff's office without being invited to do so by that staff person. (10) A or (5) B

Leaving these boundaries without permission will be interpreted as your decision to terminate your involvement with Teen Challenge and will constitute immediate dismissal. In the event you resign, are dismissed, or graduate from the program, you must take all of your belongings with you. We will not be responsible for any items you leave behind. These items will be placed in the blessing room and distributed to other students as needed.

4. Everything here (the buildings, vans, equipment, grounds, etc.) is God's property and you are expected to treat it as such. You are expected to maintain, protect, and conserve all. Should you damage or destroy any properties, including tools, etc., you will be required to pay for any and all replacement parts or repairs. (5) B
5. The Bible teaches us to put off the flesh and to refrain from putting stumbling blocks before others; therefore, talking with other students about your past life (drugs, rock 'n' roll, partying, sexual experiences, etc.) is prohibited. Staff is interested in your past, which they will be discussing with you during training sessions. (5) B
6. If tardiness is unchecked it leads to poor habits; therefore, you must follow the daily program schedule and be on time. (5 or 1) B or C

7. You are not permitted to have money on your person or in your belongings at any time unless otherwise directed. The maximum allowed in each student's financial account is \$100.00 for students who are not choir or evangelism team members and \$150.00 for choir or evangelism team members.

All students are required to maintain \$50.00 in a travel account that will be used to cover travel expenses to and from doctor's offices, etc. As money is taken from this account, the same amount is deducted from your general account to maintain a \$50.00 balance.

Choir and evangelism team members should maintain at least \$25.00 in a ministry account for use on ministry outings before deducting money from their general account. An individual's account balance is not taken into account when being considered for one of these teams. We believe God will provide, therefore we encourage everyone to participate if given the opportunity.

To practice the biblical principles of tithing, students will tithe 10 percent of all general funds to their storehouse, the Appalachian Teen Challenge.

All money will be kept in an account in your name and may be checked out with staff approval. (10, 5, or 1) A, B, or C (\$25, \$10, or \$5)

8. While participating in the program, if you are receiving or will receive financial benefits (welfare, disability, social security, dividends, trust funds, income tax refunds, etc.), or have any financial holdings of any type intended for your benefit, whether in your name or someone else's, you must contribute all except \$50.00 per month of those monies to Teen Challenge. The balance of these funds will become the property of Teen Challenge and will be applied toward expenses of caring for you while a student. If such benefits are sent to another payee or guardian on your behalf, that payee or guardian must endorse the check then mail it directly to Appalachian Teen Challenge. You must instruct the payee or guardian not to cash the check. We understand that some will seek ways to transfer monies to a family member or friend's account to avoid contributing them to Teen Challenge. If this describes you, you should understand that living in deception while participating in the program will hinder your walk with God, thus seriously limiting your progress. (10) A
9. When you leave the program, either prematurely or upon graduating, all of the money in your accounts will become the property of Teen Challenge and will be applied toward expenses incurred while you were a student. If you leave the program before graduating, you will be offered the following courtesies only if you complete a Student Exit Release before leaving campus: one phone call, a bag lunch, and transportation by staff to the nearest bus terminal. Providing you have a return bus fare, staff will purchase a non-refundable bus ticket to your hometown and give it to you at the bus terminal.
10. By applying for admission into Teen Challenge, you have admitted that your lifestyle, philosophies, and ideas have not worked. We would be foolish to permit you to project them into this program. Prior to your enrollment, you were given a list of basic Bible truths that we teach at Teen Challenge. These have been effective in changing lives since Teen Challenge began in 1958, and we have no intentions of compromising them. (5) B
11. Remember, you asked us for help; therefore, we will not permit complaining in regards to any component of this program. An attitude of gratitude is expected at all times. (10 or 5) A or B
12. You will be expected to respect staff without arguing or back talking. (10, 5, or 1) A, B, or C

13. Students are not permitted to seek advice or directions from a staff person after another staff person has addressed the issue at hand. (10, 5, or 1) A, B, or C
14. At Teen Challenge, we provide residential care at separate locations for males and females. Groups are together for church services, etc. When this occurs, you may not communicate in any way with male students, including eye contact. The guys know that communication between students of the opposite sex is not permitted at any time, under any circumstance, in any way, and that failure to follow this policy will most likely result in the dismissal of all parties involved. (10) A
15. There will be visiting males on campus from time to time. Communication with them should be limited to a polite greeting. You must not participate in a conversation with them unless there is at least one female staff present, and providing the conversation has been initiated by the male. The conversation should be very brief and not more than 30 seconds unless staff asks you to share your testimony. (10) A
16. Your personal laundry must be placed in your issued laundry bag and placed inside the laundry room on your assigned wash day before breakfast. (Items will only be washed on your assigned day unless approved by the Program Director.) (1) C
17. Only the assigned laundry personnel are permitted to do laundry; therefore, you are not to be in the laundry room at any time unless instructed otherwise by staff. (5) B
18. Feminine products of any kind, especially tampons, applicators, maxi pads, and panty liners, must not be flushed down the toilet. All feminine products must be wrapped completely and put in the trash can. (10) A
19. To help you maintain a positive attitude, you will be permitted to listen to wholesome praise and worship music only. Rock, Christian rock, rap, or country music and clothing displaying messages representing these music types or distasteful themes are prohibited. All CD's must remain in their unopened, original package prior to being approved by staff. (10 or 5) A or B
20. Fighting, arguing, or hassling a fellow student, physical contact (punching, slapping, and wrestling), running in the buildings, or shoes on furniture (\$2) are prohibited. (10, 5, or 1) A, B, or C
21. Personal TVs, radios, digital and video cameras, and other unapproved electronic equipment are prohibited. CD players without a radio are permitted. (10) A
22. Pictures of a boyfriend are permitted providing they are of a positive nature and not sexually provocative. (5) B
23. Only staff or Dorm Managers may turn lights on or off, open or close windows, open or close blinds, or adjust thermostats. An exception is in student bathrooms or stairways. (5) B (\$10)
24. You must get permission from the Choir Director or Praise Team Director to have a musical instrument on campus. The instrument may only be played during scheduled choir or praise team practice sessions, under the supervision of an appointed monitor. (5) B
25. Should you require the services of a doctor or dentist, you must write your request on a student request form and turn it in to the Program Director. Appointments will be made for emergency reasons only. You will be responsible for payment of services rendered by the physician and for mileage costs incurred by Appalachian Teen Challenge. Mileage cost is calculated at \$0.45 per mile

transported or \$15.00, whichever is greater. Mileage costs are rounded to the nearest dollar and deducted from your travel account. (1) C

26. Personal books, tapes, or materials other than approved Bible reference books (concordance, Bible dictionary, etc.) are not permitted. To avoid confusion, only King James, New King James, New American Standard, or New Living Translation Bibles are permitted on campus. Only King James or New King James Bibles are permitted during church services. Bibles with commentaries that are contrary to our teachings are prohibited. (5) B
27. All games (board, card, etc.) must be approved by the Program Director and must be available for use by all other students. (1) C
28. Cursing or foul language are prohibited. (5) B
29. Stealing is absolutely prohibited at Teen Challenge. (10) A
30. You are not permitted in staff living areas or staff restrooms at any time unless invited by staff. (10) A
31. If you walk into a room and see only one staff person in the room, you must leave immediately and may return with another staff person or student. (10) A
32. You must learn to be disciplined during times of personal devotion. This is time spent with God and must be taken seriously. Therefore, during scheduled 30 minute devotion sessions, you are expected to spend the first 10 minutes reading your Bible and the following 20 minutes in earnest, personal prayer. To avoid the temptation to sleep, you must be in a kneeling, Indian style, or upright sitting position. Lying down, standing, reading, listening to head phones, singing, sitting against a wall, sitting in or leaning on a chair, or talking to other students during this time is prohibited. An appointed senior student or staff will announce the end of Bible reading, beginning of prayer time, and completion of the devotion session. (5) B
33. Occasionally the child of a staff person will be on campus. Students are prohibited from touching the child in any way at any time. Giving the child candy or any other food item is also prohibited. (10) A

DORM LIFE

1. The Executive Director must approve changes in your living quarters' decorations. (10) A \$10
2. You are expected to make your bed very neatly before breakfast. You are permitted to lie on your bed during scheduled breaks and after 9:45 PM, or if you are on a 24 hour sick break. However, you may not lie on the top bed cover. Upon rising from your bed, you must straighten it in preparation for an unannounced inspection. You are expected to be out of bed within one minute of the wake-up announcement. (5) B
3. If you are sick and wish to take a 24 hour sick break, you must personally tell the staff on duty and obtain permission from the Program Director to stay in bed. You must remain in bed for at least 24 hours from the time you went to bed. If you wish to eat, you must do so in the cafeteria. Because you are sick, you will be served soup and a drink. You will be expected to make up all missed work skills and ethics training hours. (10) A
4. You must keep all personal materials in your assigned areas. (1) C

5. You are expected to keep your living area clean, neat, and organized at all times. Inspections are conducted on a daily and unannounced basis. (5) B
6. To conserve water, you are permitted to be in the shower a maximum of 10 minutes. You must clean the wash basin after each use and may be in the shower room a maximum of 15 minutes. You may be in the shower a maximum of 15 minutes on Saturdays in order to shave. You must not allow shower or washbasin water to run continuously while soaping down or shaving. (5) B (\$3)
7. Lotions and hair sprays must only be applied in the bathroom. Applying lotion to your hands is the only exception to this rule. (5) B
8. Aerosol sprays of any kind are prohibited. (5) B
9. Perfumes and body sprays may be used in moderation, except while inside a T.C. vehicle, and are not to be used as air fresheners. (5) B
10. Towels must be placed on the counter under your curling iron, make-up, brushes, etc. when getting ready. (5) B
11. You may not wear shoes in the dorm. (5) B
12. You must wear slippers or socks in the dorm. (5) B
13. Unless changing clothes, you are not to be naked or in your underwear. You will be given one minute to have your clothes on. (5) B
14. Students cannot wear the same clothes to bed that are worn during the day. Students must sleep in pajamas or a night gown. Pajamas and night gowns may not be sheer or revealing. Night gowns and shorts must come to the knee. (5) B
15. You are not to place thumbtacks, nails, etc. in any wall or furnishing at any time. (10) A (\$10)
16. Leaving your assigned dorm after lights out is absolutely prohibited and will be interpreted as your resignation from the program. (10) A
17. Food and drinks, including candy and other snacks are permitted in the dining room only and are prohibited in the dorm rooms. The Program Director may make an exception. (1) C
18. You may not enter another student's room for any reason unless otherwise permitted by staff. (5) B
19. A good night's sleep is important; therefore, after lights are out, you may not talk, make loud noises, or read. You may leave your room to use the restroom only once or twice per night. You must then immediately return to your room. An exception is when experiencing an obvious physical illness. Only one person is permitted in the restroom at a time after 10:00 PM. (10 or 5) A or B
20. Dorm Managers are assigned to monitor the actions of the students in the dorm. If she is present in the dorm when a rule violation occurs, she will receive the same write-up and discipline as the student who is written up.

She is also responsible for regularly inspecting all areas of her room and will receive the same write-up and discipline as a student who is written up for an inspection violation that occurred in that dorm, whether or not she is present at the time of the infraction.

Further, she is expected to monitor the actions of other students when she is with them in the dorm's restroom, dressing room, hallway, or lounge. When a rule violation occurs and she fails to intervene, she will receive the same write-up and discipline as the student who is written up.

Because of her responsibilities and the fact that she too can be written up, you must respect her position without arguing, back talking, or hassling her in any way. (10, 5, or 1) A, B, or C

DINING ROOM

1. You are expected to be in the meal line for prayer at least one minute prior to mealtime, in "juniority" order. If you are late, you must go to the back of the line. (5) B
2. If you wish to skip a meal, you must notify the kitchen staff at least twenty-four hours prior to that mealtime.
3. Only those students having assigned kitchen duties are permitted in the kitchen. (10) A
4. You must display proper table manners during meal times. (1) C
5. You will be served by kitchen staff and may not ask for additional food. (5) B
6. You may not hassle kitchen staff or complain about the quality or amount of food being served. An attitude of gratitude will be expected. (10 or 5) A or B
7. You must eat everything that is on your plate. If you do not want a particular food item, you must inform the kitchen servers while being served. Dining room food may not be shared with another student (5) B
8. You must wash your hands prior to each meal. (1) C
9. The dining room will be opened during meal times only or when directed by the Program Director. (5) B
10. You must not drink from another student's cup as this could easily spread unwanted diseases and/or viruses. (5) B
11. All food items that are brought in by visitors will be placed in the food storage room for distribution among all students. Hard candy is prohibited. Breath strips are permitted and cough drops will be distributed by staff if needed. (5) B
12. High energy drinks are strictly prohibited. (5) B
13. When seconds are served, students may line up five at a time. (1) C

CLASSROOM

1. Library materials (books, tracts, tapes, etc.) must be signed out on the library sign out sheet. (1) C
2. When leaving your study area, you must make sure it is clean and all of your materials are neatly put away. You must not leave scraps and must place your chair neatly under the desk. (1) C

3. You may not communicate with other students after class has started. (1) C
4. You will be expected to shower and be dressed neatly in preparation for class time. (5 or 1) B or C
5. You will be expected to shower and be dressed neatly (a dress, skirt and blouse or sweater, or nice dress pants, and dress shoes) in preparation for class time. (5) B
6. Our classroom instructors will maintain full supervision of the classroom and reserve the right to dismiss you from the classroom if your actions merit them doing so. (10, 5, or 1) A, B, or C
7. You will not be permitted to visit the restroom during class time; therefore, you are encouraged to do so before class begins. Adequate breaks will be given between classes.
8. You may not write on or in any of the classroom library materials (books, tracts, articles, pamphlets, etc.). (1) C (\$2)
9. All classroom materials must remain in the classroom at all times and may be checked out per library guidelines. (1) C
10. Cheating is absolutely prohibited. (5 or 10) B or A
11. You are expected to maintain good posture and manners during class time. (5 or 1) B or C
12. Study hall is a quiet time for reading your Bible, other related books, or doing homework. Letter writing, drawing, headphones, communicating with other students, etc. is prohibited. You may talk with a staff person regarding your item of study only. (5 or 1) B or C
13. You may not leave class without permission from staff. (5) B

WORK SKILLS AND ETHICS TRAINING

1. You must be stationed at your assigned work skills area on time. (1) C
2. You will be expected to exercise every safety precaution while working. (1) C
3. Should you become injured while working, you must immediately report the injury to your supervisor, regardless of the extent of the injury. (1) C
4. Your work area must remain in order at all times. (1) C
5. All tools and instruments must be checked back into their respective places following their use and after finishing for the day. (5) B (\$2)
6. All use of chemicals (paint, etc.) will be under the direct supervision of a Work Skills and Ethics Supervisor. (10) A
7. Students caught inhaling chemicals to get high will be promptly dismissed from the program. (10) A
8. You must work quietly and without horseplay. (1) C
9. Following the completion of your assigned job, you are to remain on your job site until further advised by your supervisor. (5) B

10. Only assigned students may be in any industrial building or work with the equipment. (5) B
11. You will be expected to complete work skills assignments as directed by your work skills and ethics supervisor. (1) C

WORSHIP SERVICES (On and off campus)

1. You are expected to attend all scheduled worship services. (10) A
2. Musical instruments are to be handled by their owners only unless otherwise approved by the Praise Team Director. (10) A
3. You are expected to be in the worship center prior to scheduled service time and should be in an attitude of prayer. (5) B
4. Communicating with anyone during the prayer time prior to each service or during the service itself is prohibited. If most of the church members are talking out loud, a soft whisper is okay, but we suggest you use the time to prepare your heart to seek God. (10) A or (5) B
5. In order to concentrate on worship, students are not permitted to sit or communicate in any way with family members during church services. (10) A or (5) B
6. You may not give a testimony and/or sing a song unless staff specifically requests or permits you to do so. Remember, the church pastor is not staff. (10) A
7. You are not to instigate or engage in a physical embrace from those of the opposite sex. Approved family members are an exception. (10) A
8. You may not apply makeup of any type while inside a worship sanctuary. (5) B
9. As representatives of Teen Challenge, students should extend themselves to the members of the congregation. Look for opportunities to minister; however conversations with men should not be initiated and should be kept very brief, and not more than 30 seconds, when approached by men. (10) A
10. To help the local churches be good stewards of God's money, you must not fill out a visitor card when visiting a new church. (5) B
11. All recreational activities (sports, TV, pool, etc.) must be ended 30 minutes prior to departing for a worship service or other off campus activity. (1) C

TELEPHONE & MAIL POLICIES

1. You may place phone calls to your family after being promoted to Intermediate Level 2. Special consideration will be given to those who do not have family. Married students and/or students with children may place phone calls to their husbands and/or children after participating in Induction Level 1 for at least 14 days.

2. Only your immediate family members, mother, father, grandmother, grandfather, husband, son, daughter, brother or sister and their children under the age of 16, a brother's wife or sister's husband providing they are legally married, and step parents or step children are permitted to be on your visitor, phone, or mailing list. Their names, addresses, and phone numbers must be recorded in your file and they must have completed an approved visitor form prior to scheduling the visit. Should they fail to complete the form in its entirety; the form will be promptly discarded when the office receives it. That individual will not be notified and will have to mail in a written request for another form in a self addressed, stamped envelope. Each visitor must be approved by the Executive Director.
3. You may not seek or receive addresses or phone numbers from anyone while participating in any off or on campus activity. (10 or 5) A or B
4. A staff or assigned Dorm Manager will dial and log all outgoing phone calls. They will make at least, and not more than, three attempts to place your call at the scheduled time. You may only talk to approved family members. The Program Director may make exceptions if deemed necessary. (10) A
5. All long distance phone calls must be made via phone card, reversed charges, or collect. No third party calls allowed. (10) A (\$10)
6. It is your responsibility to hang up the phone at the end of your time limit (15 minutes total). The may make an exception prior to the call if deemed necessary. (5) B
7. All incoming and outgoing mail will be screened and subject to confiscation. Outgoing mail must be left unsealed and in the outgoing mailbox. Unapproved mail will be discarded. At no time may you or your family members mail letters for other students. To do so will result in a class A write-up for you and the other student. Serious discipline will follow and the participating family member will be permanently barred from future visits. (10) A
8. All incoming or outgoing mail must have the sender's name and address on the outside of the envelope. (1) C
9. Staff will open incoming mail, and all enclosed money that is intended for you will be placed in your personal account. Checks will not be accepted.
10. If you have no money, you may receive one free postage stamp per week by submitting your need on a student request form.
11. You may receive personal items (toiletries, stamps, dry cleaning, etc.) by submitting a request on a student request form and giving it to the Program Director during scheduled breaks.
12. Staff will not receive messages from or send messages to your family except in an emergency or an extenuating circumstance.
13. Once you are promoted to Advance Level 3, Pre-Graduate Level 4, or Post Advance Level 5 you may send and receive mail and have phone communication with a boyfriend providing the following stipulations are met: (10) A
 - A. Communication is approved by the Program Director.
 - B. You have maintained a "C" average or higher in all subjects listed on your progress report.

- C. The relationship began prior to your enrollment into Teen Challenge.
- D. The boyfriend is at least 21 years of age and agrees to follow suggested letter writing procedures.
- E. The communication does not interfere with your progress while in the program.

PERSONAL APPEARANCE

1. Students must dress maturely, neatly, and as modestly as possible at all times, both on and off campus. (5) B
2. To prevent the possible spread of infectious disease, students may not share clothing items of any type. This includes shoes, socks, and other attire. (10) A
3. Form-fitting or tight clothes and clothing representing a rock, punk rock, gothic, or any other negative culture are not permitted. You will be expected to dress to represent a Godly, mature individual. (5) B
4. Absolutely no tube tops, halter tops, or sheer blouses, skirts or dresses. Body suits may only be worn under clothes. (5) B
5. A skirt and dress shirt or dress are required during Sunday morning church service, graduations, and when instructed otherwise. Dress code guidelines for other services will be determined by staff. (5) B
6. Knee or thigh high stockings are permitted, providing the dress or skirt is not sheer or revealing. If knee highs are worn, the tops must not be visible at any time. (10) A
7. Skirts and dresses must fall at least **below** the knee, and must not be form-fitting. Slits must not come any further than below the knee. (5) B
8. You must wear a bra and panties at all times, unless getting ready for bed. (5) B
9. You may wear sweat pants, jogging pants, shorts or similar attire during free time only. Shorts must come to the knee. Capri pants and similar styles are also permitted. (5) B
10. Sleeveless shirts are permitted only when working on the campus grounds or during recreation. Absolutely no tank tops, bra shirts, or spaghetti straps, unless worn under other clothes. (5) B
11. Hair should be properly groomed. All hair styles should be conservative. No spiked hair, tails, dreadlocks, or any type of "street" style will be permitted. (10) A
12. Hair styles and coloring must be moderate in design, reflecting that of a mature lady, and not require constant maintenance. Cuts and coloring must be done at a licensed salon only. Coloring must represent your natural hair color and toning may be lightly applied. To schedule an appointment to have any of these done, you must submit your request on a student request form. (10) A
13. Make up must be worn modestly. We understand that modesty is open for interpretation. Therefore, staff will determine what is modest in regards to make up. If a student habitually over-applies make up or has a bad attitude when corrected, she may be restricted from any use of make up. This also applies to fingernail polish. (5) B

14. To prevent the spread of infectious disease, students may not share make up or other personal hygiene supplies. (10) A
15. You may wear one modest ear ring per ear maximum. Other body piercing rings are prohibited. (10) A
16. Students may not apply make up, polish fingernails, spray hairspray, or spray body sprays in the van. (10) A
17. To avoid health risks, you may not share your lipstick or other possible body fluid transferring devices with another student. (10) A
18. Students are not permitted to wear rollers in their hair during the day. (5) B
19. You must be fully dressed before leaving your room (bra, panties, shirt, socks, pants, and shoes). An exception is going from your room to the shower and back. During that time you should be covered completely from shoulders to knees. (1) C
20. Students must be fully clothed before leaving the dorm, including shoes, for breakfast, and must remain fully dressed all during the day. (5) B
21. Hats and head-scarfs are only permitted when working on campus. (5) B
22. Your shoes must be cleaned prior to leaving for all church related activities. You may polish or clean them outside your dorm only. (5) B (\$2)
23. Only one full week's worth of clothing is necessary. If you need additional clothes, you may submit your need on a student request form.
24. You may wear a hat or sunglasses for weather protection; however, they must be removed before entering a building. Sunglasses are only permitted on sunny days. (1) C
25. You are expected to shower, brush your teeth, and apply underarm deodorant each and every day. You must also brush your teeth and, if possible, gargle with mouthwash before going to church or other off campus locations. Only non-alcoholic mouthwash will be approved. (5) B
26. Hygiene supplies (soap, toothpaste, etc.) will be distributed each Wednesday. You must complete a student request form to receive needed items. Please do not request brand names, as you will receive only items that are in stock. (5) B
27. Slippers may be worn in the dorm only and are not permitted in any other part of the building. (5) B

OUTSIDE ACTIVITIES

1. You must assemble at the designated vehicle at least three (3) minutes prior to the announced departure time for all outside activities. You will not be permitted to use the toilet facilities upon arriving at the scheduled event unless we must travel over one hour, so we recommend you use the bathroom prior to assembling at the vehicle. (5) B
2. Everyone must remain together as a group; therefore, specific permission must be granted by the staff on duty prior to your leaving the group for any reason. (10) A

3. While we are on the road, we represent Teen Challenge; therefore, you may never yell, extend your arms out the windows, or gawk at passing motorists or pedestrians. (5) B
4. For your safety, you must wear a seat belt at all times while sitting in a moving Teen Challenge vehicle. Absolutely no exceptions. (10) A

VISITS

Personal visits from your family can be arranged after you have been promoted to Intermediate Level 2. Your visitors must comply with all visiting guidelines. You will be permitted two visits per month. One to four persons are permitted per visit (this includes children, babies, etc.) Students who have biological children 16 years old or younger who live five hours or more away may have all such children visit at the same time. (10) A

You may receive mail and/or visits from your church pastor providing he/she can provide us with his/her ministry license or ordination certificate prior to being approved. Also, to qualify as your church pastor, the pastor must be the senior pastor of his/her church; and, you must have been a regular attendee (attending at least two services weekly) of that pastor's church for a minimum of 90 days immediately prior to enrolling in Appalachian Teen Challenge. The visit must be pre-scheduled with the Program Director. To avoid confusion, you may not engage in doctrinal issues with the pastor that are contrary to the teachings at Teen Challenge. (10) A

Staff will supervise and monitor your visits, which will be held in the cafeteria. The staff member will arrange a campus tour for your family providing they request one when calling to make visitation reservations. Except for tours, visitors (including children) are to remain at their assigned table. Chairs may not be moved to another location and your visitation area must be clean and organized immediately following the visit. (10, 5, or 1) A, B, or C

Family members may not bring food to be eaten during the visit. Any food they bring will be taken to the food storage area for distribution during meal times. (10) A

It is your responsibility to refuse money or personal property from anyone. You must instruct them to give the money or personal property to a staff member. It is also your responsibility to stop family members from roaming the grounds or leaving the assigned visiting area. (10) A

OFF CAMPUS PASSES

The Executive Director may approve special passes in the event of the death or serious illness of an immediate family member. In the event of a death, and providing you have been communicating with the deceased individual while you have been in the program, you will be permitted to attend the wake and funeral service. The duration of the pass will be determined after considering the distance to the funeral. In the event the deceased is your wife or child, and you have been communicating with the deceased individual while you have been in the program, you will be given an extended pass at the Executive Director's discretion. Transportation to and from the service must be provided by a family member. Passes will only be issued after we receive written proof from a Physician or Funeral Director that the family member is deceased.

After completing Intermediate Level 2 and you are promoted to Advanced Level 3, you will become eligible to receive a five-day off campus pass. After you complete Advanced Level 3 and are promoted to Pre-Graduate Level 4, Dorm Managers may qualify for a one- to three-day off campus pass, depending on

their performance while in that position. Five day passes will begin at 1:00 PM on Monday and you are expected to return no later than 1:00 PM the following Saturday. One to three day passes will begin at 1:00 PM any weekday, and you are expected to return no later than 1:00 PM on the day you are scheduled to return. An exception will be made if you are traveling at least 400 miles via automobile to your hometown listed in your file. Our office will go online (Mapquest) to determine the distance. If this applies to you, you will be given two additional travel days.

At Teen Challenge, we believe in the sanctity of marriage and that the successful unity of two individuals requires much more than a ceremony. Therefore, students are encouraged to wait at least one year after completing the program before considering marriage. Students may not get married while on pass or at anytime while participating in this program. If you choose to do so, you will be dismissed.

You must complete a Student Exit Release each time you go on pass.

PRIVILEGES

During Induction Level 1, you may watch approved movies or TV programs.

After successfully completing the first 30 days of Induction Level 1, you may make one 15-minute phone call per week, receive visits and send/receive letters to and from approved family members.

Married students may communicate with their spouse and children after completing the first 14 days of the Induction Level 1.

During Intermediate Level 2, the above listed privileges continue.

During Advance Level 3 and Pre Graduate Level 4, the above listed privileges continue and you may receive a 1 to 3 day off campus pass (Dorm Managers only), make a total of three 15 minute phone calls to approved family members per week as schedule allows. If earned, you may receive other staff-approved privileges and responsibilities.

Prior to beginning Post Advance Level 5 and after completion of Pre-Graduate Level 4, you may receive a three-day off campus pass and the above listed privileges.

Rebound Level 6 students will receive the same privileges as Post Advance Level 5 students.

The Executive Director reserves the right to grant or deny all of the above privileges depending on your progress, attitude, and conduct.

GRADUATION REQUIREMENTS

Following your completion of at least Pre Graduate Level 4, you will become eligible to graduate. You may, however, be asked to complete the Post-Advance Level 5 should the Promotions Committee deem it necessary or you request the opportunity to do so.

The rules stated herein have been carefully studied and proven to be for your benefit. By following these carefully, you will help us to help you become spiritually alive, emotionally balanced, socially adjusted, mentally sound, physically well, and employable.

Upon your graduation and in the event your family members will be transporting you back to your hometown; your return bus fare will be applied toward the expenses incurred while you were a resident in the program.

Remember, your ways have not worked; therefore, you should keep in mind that Teen Challenge has been proven to have a program that does work. We will attempt in every way to provide you with a humane and safe training environment free from illegal substances, abuse, neglect, and exploitation, and grant you dignity and personal privacy. We will attempt in every way to carry out each component or action of the program in a fair manner. If you feel such is not the case, you may initiate grievance procedures without fear of an adverse reaction from Teen Challenge. To file a grievance you must follow these procedures:

- A grievance must be filed on Form 029, which may be obtained from the staff on duty. Assistance will be available to students with reading and/or writing deficiencies.
- The Executive Director will review your grievance and respond in writing within five days of the grievance. He will then arrange a meeting with you to discuss the grievance and its remediation.
- Should you be dissatisfied with the resolution, you may appeal directly to the Executive Director in writing.
- All information will be kept on file and may become a part of external investigations if necessary.

We really do care and if you will work with us, we will prove it.

Again, welcome to Teen Challenge.

James M. Nickels
Executive Director

Brad Rose
Women's Program Director

FIRE EXITING PROCEDURES

In the event you are in bed and a fire alarm sounds, you must immediately leave your bed in your sleep attire and exit through the nearest safe exit. Next, you must quickly proceed to the front parking lot. Staff will immediately take a head count.

In the event you are in a building for any reason and a fire alarm sounds, you must exit through the nearest safe escape and immediately proceed to the front parking lot. Staff will conduct a head count to assure that everyone has vacated the building; therefore, it is important that you remain completely quiet.

MEDICATION & COMMUNICABLE DISEASE POLICY

You have a right to give informed consent to refuse treatment or medication for an illness or accident, however, you should seek the advice of a Physician before doing so. The staff persons of ATCI are not medical professionals; therefore, they do not know and cannot inform you of the specific medical complications that may result from refusing medication.

Teen Challenge does not discriminate by refusing admission to those who are infected with certain communicable diseases. Neither do we require students that are infected with certain communicable diseases to inform other students in the program of their disease.

Teen Challenge is not a medical care facility and is unable to provide on-site medical supervision. Therefore, you must be physically able to participate in every component of the program. If your health deteriorates to the point where you are no longer able to participate, or medical conditions require regular medical supervision, you should voluntarily leave the program.

If infected with a communicable disease:

- You will not be allowed to work in the kitchen or in any food handling position at any time.
- You will be prohibited from having physical intimacy with other students or staff. An exception is a quick hug in the presence of others.
- You will be expected to assume the responsibility of keeping any and all of your open wounds bandaged at all times until the wound is completely healed.
- You should not wear another student's clothing or drink from her cup at any time.
- You should cover your mouth when coughing or sneezing and in no way allow your personal body secretions to contact another staff or student.
- You will be responsible for properly disposing any contaminated bandages, tissues, feminine products, etc.
- You may not place another student at risk by engaging in sexual activities, biting, scratching, etc.

Should you fail to follow the above listed procedures you will most likely be dismissed from the program.

Teen Challenge does not consider HIV and certain other diseases to be airborne communicable diseases.

Once you have read this manual thoroughly, you must sign the statement below to indicate your commitment to enrolling into the Teen Challenge program. Next, remove this sheet from your manual and include it with your application. It must be signed and witnessed or your application will be voided.

By signing below, I understand that I am applying for admission into the Appalachian Teen Challenge Training Center. I am ready to submit to the rules and regulations of Teen Challenge because my ways have not worked. I believe Teen Challenge, with the help of Jesus, will help me get my life together.

I further understand that I will be in the Teen Challenge program for a minimum of twelve to fourteen months and I agree to complete the program, under the direction of the Executive Director and staff.

I acknowledge that prior to my admission into Teen Challenge, I personally and thoroughly read this student manual, and I fully understand what is required of me as a participant in the program.

I am aware that if the Director of Admissions and Program Director have reason to believe that I am mentally incapacitated (high) on the day of my scheduled admission, or if it is determined that I or a signed witness intentionally provided false information on any completed form, I will be refused enrollment into the program. If after I have enrolled, it is determined that I or a signed witness intentionally provided false information on any completed form, I will be dismissed from the program.

_____ Date
 Applicant's signature

Please Print Your Name _____

Applicant, you must have an immediate family member sign below to verify that you read this student manual thoroughly.

_____ Date
 Witnesses' signature (family member)

Witness, please print your name _____

Witness, please print your relationship to applicant _____

Witness, please print a phone number where you can be easily reached () _____

Witness, may we contact you at this number to verify that the above signature is yours? Yes _____
 No _____ If no, please explain _____

Approved _____ Title _____ Date _____