



Teen Challenge International
Facilitating Life Transformation One Person at a Time

Pensacola Men's Center

FAMILY HANDBOOK

Pensacola Teen Challenge
Ministries

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Dear Family and Friends,

By enrolling your son, father, husband or friend in the Pensacola Teen Challenge program, you are acknowledging that he 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 he 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 his 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 his behavior, and he is most certain to complain. Your reaction to these complaints will influence him, 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 son, father, husband or friend through the process of recovery.

Sincerely,

Pastor Allan Vann Horn
Executive Director
Teen Challenge International
Pensacola, Florida



Pastor Allan & Gwen Vann Horn

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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, he 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 his stay in the program; hence the possibility of completion of the program taking more than one year.
- Pensacola Teen Challenge does not give "credit" for time spent in other programs. If a student has spent time in another Teen Challenge Center, or if he has been in a similar program and transfers to Pensacola Teen Challenge, or if he has left a previous program and decides to come to Pensacola Teen Challenge, he will not be allowed to count the time in the previous center towards completion of the Pensacola Teen Challenge program.
- Completion of the program is critical to the success of the student. Therefore, it is imperative that he is supported to this end. Family members should not allow any room for discussion of removing the student from the program before he 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 30 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 his 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, funds are still required to operate a program of this kind. A student who invests funds into his recovery to the same degree he invested in his addiction will be much more likely to succeed, as he is taking ownership of his 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 \$1,050.00
- Induction and Student Support fees should be paid separately and apart from any other funds.

Medical Fee

- Upon entry to the program, health screens are required, which are 1) TB skin test, 2) HIV test, 3) VDRL test and 4) Hepatitis C test. The student must bring copies of the results at time of admission. 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 marked "commissary."
- 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 be made payable to Teen Challenge. Please post the student's name on the memo line for proper credit.
- If a student exits the program (whether voluntarily or due to dismissal) and is not current on payment of program fees, or has not paid any program fees, all funds in his commissary account will be forfeited to Teen Challenge to offset the delinquent fees or to pay against his room and board while he was in the program.

JOB TRAINING PROGRAM

While a student is enrolled at Pensacola Teen Challenge, he 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.
- Students may receive incentive dollars from time to time to be reserved for commissary use.
- Incentive dollars may be waived for a certain period of time if a student acquires disciplinary action.

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 at the Family Life Center at the beginning and ending of passes. A sign out sheet will be available at the front desk in the Family Life Center for signing in and out. All vehicles and persons should be checked in at the front security gate before proceeding onto the Teen Challenge campus.

- 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 girl friends.
 - 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 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.**
 - A student may not have money in his possession at any time. Family and friends are requested to refrain from giving the student cash while he is on pass. A student who is found to have money in his 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 himself.

- Students must not be late in returning from passes. Returning late may jeopardize the student's next pass or other privileges, or possibly extend his 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 his 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 he returns from pass to ensure he has abided by all Teen Challenge policies and procedures. If a Teen Challenge student fails a drug test or tobacco test and he is not dismissed, his 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.
- 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 5:00 PM Tuesday
11 th Month	One 7-day pass from 9:00 AM Friday to 5:00 PM Thursday

After the 5-day pass in the 10th month, students should return with the intention 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. After being cleared through the security gate, family members should sign in at the front desk in the Student Life Center and sign out at departure. Families who arrive before 9:00 AM will not be allowed through the security gate until 9:00 AM. All campus rules apply to visitors as outlined 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 his 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 girlfriends 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 through the security gate until 9:00 AM. After being cleared through the security gate, family members should sign in at the front desk in

the Student Life Center and sign out at departure. 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, he 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.**
- Students who are expecting a child with their spouse are allowed a 72 hour pass for the birth of the child.
- Students who are expecting a child with their fiancée, and their fiancée is enrolled in and actively participating in the Spouses & Fiancee's Group during Family Recovery Weekend, may take a 48 hour pass for the birth of the 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.
- Parents may visit during an approved pass day or after church on Sunday on the Teen Challenge campus. Sunday visitation requires that families attend the Sunday morning church service in its entirety from 10:30 AM until the service ends. Parents are allowed to have lunch with the student in the Teen Challenge cafeteria at \$5.00 per person, including children.

Telephone Calls

- Students may not receive incoming calls.
- A student is eligible to place phone calls after he has been in the program for 14 days, provided he is not under disciplinary action.
- All phone calls are monitored.
- Each student has an assigned night to place his phone call.
 - If a student makes a call during the day or at any other time apart from his 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:
 - His Wife 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.
- Phone calls are 15 minutes in length, made to one person (see list above) each week. Telephone calls to girlfriends or fiancées 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:

**Teen Challenge International
Attn: (Student's name)
P.O. Box 36480
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 his 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:

**Teen Challenge International
Attn: COMMISSARY / "student name"
P.O. Box 36480
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 men 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, he must re-apply for entry, whereupon he will be reconsidered by a committee. Re-entry to the program will depend upon the circumstances of the walk-off and his status at the time of re-application. If the student is placed in an affiliate program, he must be in good standing with that program. If the student returned home, he must first pass a drug, alcohol and nicotine test before being re-admitted to Pensacola Teen Challenge.
- 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 9:00 AM—5:00 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.**
- If a student leaves the program or is dismissed, he will have access to any student funds owed to him, **provided his 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 his payment of program fees, all funds in his account, including his commissary account, will be forfeited to Teen Challenge to offset the cost of his care while he 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 his payment of program fees, all funds in his account, including his commissary account, will be forfeited to Teen Challenge to offset the cost of his care while he 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, he must first be in good standing with the affiliate program or, in the event he returned home, he must first re-apply for entry where he will be considered by a re-admission committee. If allowed to return, the student must pass a drug screen and nicotine test before he 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, he must first be in good standing with the affiliate program or, in the event he returned home, he must first re-apply for entry where he will be considered by a re-admission committee. If allowed to return, the student must pass a drug screen, nicotine and alcohol test before he 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, wives and children and fiancées (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 son, father, or husband and their family.

Eligible students will be allowed up to two overnight passes with their families during this weekend. For these overnight 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 10:30 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 wives and fiancée'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 son, father, or husband remain accountable after he graduates from the Teen Challenge program. Wives and fiancées 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 himself 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 Family Life Church service which begins at 10:30 AM. Families should not arrive before 10:00 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 10:30 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 10:00 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 CHURCH SERVICE AT FAMILY LIFE CHURCH ON SUNDAY MORNING AT 10:30 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. All other facilities and property are strictly off-limits, including the parking lot in front of the Student Life Center and Family Life Church.
- 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 of the Assemblies of God, 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 or 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

FAMILY LIFE CHURCH

Church attendance is an integral part of the Teen Challenge ministry, and as it is our belief that God is the One to bring change to a person's heart, it is our desire to provide a setting for each student to receive spiritual guidance. It is also our desire to see entire families become spiritually alive and healthy. Pensacola Teen Challenge is committed to provide the opportunity for families to come together to worship and establish proper Christian foundations in their households through Family Life Church.

Family members and friends are invited to attend the Sunday morning services currently located in the Family Life Center on the Teen Challenge campus at 10:30 AM. At the conclusion of the service, families may visit with their father, son, or husband during the afternoon in the Family Life Center. Students may NOT leave the campus for any reason with their family members. Families should depart the campus by 4:00 o'clock sharp. Also, for a cost of \$5.00 per person, including children, families may eat in the cafeteria with the student immediately following the church service. Families must remain in the Family Life Center during visits and are not allowed to roam the campus, to loiter in the parking lot, or to sit in vehicles parked on the campus. **ALL VISITS BEGIN AND END IN THE FAMILY LIFE CENTER AND SHOULD NOT BEGIN OR END ANYWHERE ELSE ON CAMPUS.**

Student visitation is allowed for family members who attend the Sunday morning service only. Although families may arrive at 9:30 AM to have coffee (when served) in the café, **students may not begin visitation with their families until 10:00 AM. Families may not visit a student if they have not participated in the morning service, and will be asked to leave the campus if they arrive after the church service ends. A family member cannot substitute attending the evening service for the morning service to accommodate visitation privileges.**

SPECIAL RULES FOR FIANCEES

The following rules do not apply to any Teen Challenge student who has had a casual relationship, a sexual encounter, or a girlfriend. 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 his fiancée 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. Fiancée writing privileges and attendance at Family Recovery Weekends are granted at the discretion of the Executive Director only and on a case-by-case basis, and may be suspended at any time for failure to adhere to these rules.

- Each fiancée must apply for visitation and writing privileges personally to the Executive Director 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 Pastor Allan Vann Horn.
- At his own discretion, The Executive Director will approve or deny each application on a case-by-case basis. The Executive Director will inform the

applicant within 15 days of his decision concerning the application. If an applicant is denied, the Executive Director may give directions or specific requirements for the fiancée to meet within a certain time frame for possible future approval.

- If the fiancée's application is approved, writing privileges and attendance at Family Recovery Weekend may begin in the student's 4th month in the program, provided he is not on discipline.

Teen Challenge Requirements for Fiancées

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

- The fiancée must attend church weekly and become involved in the church she chooses to attend.
- Each fiancée must be of good moral character, should not smoke, drink alcohol or use drugs.
- Each fiancée must be willing to abide by all rules as herein stated:
 - The relationship between the Teen Challenge student and his fiancée must remain Godly and moral at all times.
 - The fiancée must agree to find herself with individuals with good character and place herself in locations of good reputation.
 - All communications between the Teen Challenge student and his fiancée must be Godly, moral, and must not be inappropriate in subject matter, or contain sexual innuendos or profanity. Any message that the fiancée 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 his fiancée. The only communication between the Teen Challenge student and his fiancée should be by mail and during visits on Family Recovery Weekends.
 - A student may carry one wallet sized photo of the fiancée, provided the fiancée is properly clothed and the photo does not contain inappropriate themes.

- Family Recovery Weekend Visitation Policies for Fiancées begins no earlier than 5:00 PM on Friday. The fiancée may attend the dinner in the Student 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 fiancée 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 fiancée. **Other than an initial greeting, which may include a hug, there should be no physical contact between the fiancée 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 HIS FIANCEE AT ANY TIME WHILE HE 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 fiancée may attend the Teen Challenge Family Life Church on Sunday morning at 10:30 AM. The family and fiancée may not arrive before 10:00 AM, and should remain in the chapel with the student until church begins. After the service, the fiancée 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 fiancée 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.**
- Fiancées must be appropriately clothed as described on page fourteen (14) in the Family Recovery Weekend section.
- **If the fiancée 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 Family Life 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, he 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, he 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 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 his 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 father, son, or husband.

Pensacola Teen Challenge is happy that your son, father or husband 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

The Executive Director may revise this handbook at any time. For revisions and latest handbook, please visit our local website at www.teenchallengepensacola.com under "Admissions" tab.

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 Center
Student Orientation and Rules

Statement of Purpose

The purpose of Teen Challenge is to evangelize 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. However, these rules do not limit staff in certain circumstances in making exceptions or the Executive Director from making general changes.

Procedure for Entry into the Program

1. The Intake Coordinator must interview a student before he admitted into the program. If accepted, a student must have a physical exam for TB, Hepatitis C, VDRL and HIV and provide results to the Intake Coordinator. If a student is unable to have this exam prior to entry, he may provide a \$100.00 medical fee made payable to Teen Challenge and this exam will be performed at a local clinic. **Medical fees are non-refundable, even if the student exits the program prior to the completion of the tests.** The medical fee may be waived if a student provides proof of all tests and the results of those tests that are taken within one year prior to his entry to Teen Challenge.
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. He 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	\$1,050.00
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. He 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 his counselor FIRST. However, if the Executive Director or Program Director 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 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.**
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 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.**

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 to roughhouse! Students should keep their hands to themselves.

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. Family fellowship during pass should be in the Family Life Center only. 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 when visiting with your family. 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.
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 9:30 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 9:30 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 10:00 P.M.
7. Showers and stalls are to be used only during posted schedule times.
8. Students are not allowed in the kitchen except for meal times or work duties. Also, students are not allowed in the rear of the Family Life Center, dumpster area, or in or around the maintenance building.
9. A student leaving campus without permission will be dismissed.

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 he uses it.

Student Dress Code

1. Students should wear loose fitting slacks, not 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.
2. 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.
3. Students are not allowed to wear mirrored sunglasses, and may not wear any type 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 bracelets, earrings, tongue rings, or other body jewelry common to body piercings are to be worn at any time.
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, he should talk to his counselor.
7. White shirts with ties and dress slacks are required for Sunday morning services. Name tags are to be worn at all times during church.

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. If a student is overweight, he may be placed on a diet.
3. Students assigned to kitchen duty should not leave the area until the cook 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, he must first get approval from his counselor at least one day in advance of the time he desires to fast. Mandatory fasting is not required at any time.
7. At all meals students are expected to come neatly groomed. On Sunday mornings, students who do not have family in attendance or who do not participate in an off-campus work-site should leave Family Life Church as soon as the service is over and return to their rooms to change their clothes. On Family Recovery Weekends, students should remain in the church until the graduation service is completed, and then return to their rooms to change.

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.

4. **Romantic or emotional relationships between any staff member and any student is strictly prohibited. If a male student needs counseling or has a counseling issue, they should seek out a counselor in the men's program.**

Classroom Rules

1. 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 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, 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.
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.
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 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.
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.

Family Life 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, or classes. Sit up straight and pay attention!

3. **Students may not use the piano, keyboards, drums or any sound equipment without staff permission either at Family Life Church or off-campus churches.**
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 with shirts tucked in before walking out the door. Sunday morning acceptable clothing: white shirts, tie, dark pants and dress shoes. Sunday night: collared shirts and pants with belts. No tennis shoes or jeans!
6. 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.
7. In off-campus church meetings, students must sit together as a group with a staff person. Students may sit with their families at Family Life Church. **Families may NOT attend off-campus church services with students.**
8. When the 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.
9. When attending church off-campus, students SHOULD NOT RAISE THEIR HANDS when visitors are asked to raise their hands.
10. 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.
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. Students are allowed to call immediate family or 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. 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
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 5:00 PM Tuesday
11 th	One 7-day pass from 9:00 AM Friday to 5:00 PM Thursday

4. A student taking an 8-hour pass may request to withdraw money from his student account, but may not request more than \$30.00 for each 8-hour pass.
5. A student may request to withdraw money from his 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, he may request to withdraw money from his student account, but may not request more than \$50.00 for each 5 or 7 day pass. A student may pay for his bus ticket or air fare from his student account, or his family may pre-purchase or forward the money to be placed in his student account for such travel expense.
7. Visitors are strictly prohibited inside any building except the Family Life Center during visitation.
8. All visitors must sign in at the Family Life Center desk before they begin their visit with a student.
9. **Anything visitors bring with them for the student must be examined and cleared at the Family Life Center reception desk. Teen Challenge reserves the right to open and examine all letters and packages, 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.

Commissary

1. A student is not to have money on his 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 "Commissary 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 crate and place on the dirty laundry shelf in the hall. Do not leave linens on the floor. Laundry baskets should be kept neatly in the bottom of the student's closet.
2. To offset the costs of laundry detergent that is purchased by Teen Challenge, each student will have \$1.00 per month deducted from his commissary account.
3. All clothing, linens and towels must be washed each week.

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 every morning**.
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. **STUDENTS MAY CUT THEIR OWN HAIR, BUT UNDER NO CIRCUMSTANCES IS A STUDENT ALLOWED TO CUT ANOTHER STUDENT'S HAIR. Any student needing a hair cut should attend to that matter during their pass or during Family Recovery Weekend. A student may also choose to visit the campus salon for a minimum fee. This fee will be deducted from the student's personal account.**
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 counselors. 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 pastoral counselor will contact him on a regular 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 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 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 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 himself before entering the program.

1. The only approved over-the-counter medication students are allowed to take is aspirin. All other medication needs by a student must be doctor prescribed.
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 or the head intern. The sick student should go to the sickroom immediately, and report to the administrative office as soon as it is open. 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 in the sickroom all day. NO EXCEPTIONS.
3. If a student is ill and in bed, he is not allowed to eat in the kitchen, but must take his meal at bedside in the sickroom. A soothing chicken broth will be served during mealtimes all day to help speed recovery.
4. If a student requires medical attention or emergency services, he will be required to sign a medical warning sheet which informs the physician that he is a student at Teen Challenge and should not be issued narcotic or addictive medications. Failure to agree to sign this form will result in the student's dismissal. Receiving narcotic or addictive medications from a physician will result in the student's dismissal.

Medical and Probation/Parole Appointments

1. Non-emergency medical appointments will be scheduled on Mondays.
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 his 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 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 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. Upon re-applying, a re-instatement committee will decide whether or not to accept the student back into the program. The student must pass a nicotine, alcohol and drug test before he will be readmitted.

2. The Executive Director or Program Manager will authorize all dismissals.
3. 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.
4. 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, he must re-apply for entry, whereupon he will be reconsidered by a committee. Re-entry to the program will depend upon the circumstances of the walk-off and his status at the time of re-application. If the student is placed in an affiliate program, he must be in good standing with that program. If the student returned home, he must first pass a drug, alcohol and nicotine test before being re-admitted to Pensacola Teen Challenge.
5. 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 9:00 AM—5:00 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.**
6. 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 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 his payment of program fees, all funds in his account, including his commissary account, will be forfeited to Teen Challenge to offset the cost of his care while he 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 a student is NOT current in his payment of program fees, all funds in his account, including his**

commissary account, will be forfeited to Teen Challenge to offset the cost of his care while he 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, females, 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