



Western Michigan Teen Challenge Student Handbook

- I will put forth a sincere effort to bring a \$850 induction fee which I understand is NON-REFUNDABLE.
- I will take care of any emergency medical and dental work before entry (along with a TB test).
- I will bring with me, in the form of cash or money order, return plane or bus ticket fare in case I decide not to stay or Teen Challenge officials decide I am not ready for the program.
- I will be interviewed by either the Intake Coordinator or the Director of Men's/Women's Program before being accepted. I will call or write to make an appointment for such an interview **before** coming to Western Michigan Teen Challenge.
- Please understand that if you are accepted, do not change your address to 440 Pontaluna Road or have your mail forwarded to this address.
- Additional Fees:
 - \$5 book fee upon entry into the program (for Seeing the Story of the Bible book).
 - \$25/month laundry fee if monthly support is not met. (Please bring first month's laundry fee upon entry.)
 - \$850/month support. (This monthly fee is adjustable according to the student's ability to obtain sponsorship.)

I. GENERAL

- 1) I agree to be under the authority of the staff/ESTP of Western Michigan Teen Challenge at all times.
- 2) I agree to complete the 1-year (12-13 months) program.
- 3) I agree to settle all my business before coming to Teen Challenge. (This includes major dental, medical, outstanding warrants and legal appointments.)
- 4) Students may not use tobacco, drugs, or alcohol at any time during the 12-month program. THIS IS GROUNDS FOR DISMISSAL.
- 5) No sexual activity (other than with legal spouse). This includes kissing and inappropriate behavior. No viewing of pornographic material at any time during the 12-13 month program. THIS IS GROUNDS FOR DISMISSAL.
- 6) Students may not curse or talk about street life, drugs, or use street language. Refrain from worldly behavior (singing secular songs, etc.).
- 7) My conversation will be monitored by staff/ESTP and dorm captains. I will keep it clean, wholesome, and edifying at all times.
- 8) Students may have NO communication with fellow students or ESTPs of the opposite sex. Not deliberately make eye contact with a student of the opposite sex. No staring, etc., at members of the opposite sex. Communication with members of opposite sex is grounds for dismissal.
- 9) Students must show respect to all crew leaders, dorm captains, teachers, and staff/ESTP. Address staff/ESTP as "Brother" or "Sister."
- 10) Students must respond to those in authority with a humble and teachable attitude. I understand that being argumentative, defiant, or raising my voice disrespectfully to authority may result in dismissal.
- 11) I will welcome staff/ESTP correction, instruction, advice, and counsel.
- 12) Students may not be manipulative by playing one staff/ESTP member against another.
- 13) If a need remains unresolved, use chain of command (i.e., crew leaders, dorm captains, staff/ESTP, Director of Men's/Women's Program, Executive Director).
- 14) Unless it is an emergency, use "Student Needs Forms" for any request or information (i.e., account balance, doctor appointments, etc.) Place student needs forms in designated box. (Men's Center: located near Dorm #5)
- 15) If asked to go to the office, one student is allowed in the office at a time. DO NOT LOITER IN OR AROUND THE OFFICE.
- 16) Students must stay on grounds within specified boundaries at all times unless given permission from a staff/ESTP member.
- 17) If I want to leave the program, I will notify staff and follow correct exit procedures.
- 18) Students must be on time and attend all Teen Challenge events every day (i.e., chapel, Bible classes, work duties, meals, prayer times, study hall, etc.) unless permission has been given otherwise.
- 19) Students may not use the piano, organ or other instruments and sound equipment without permission from the Executive Director or the Director of Operations. Check first with the Director of Men's Program.
- 20) Students should not MURMUR or COMPLAIN.

II. CHAPEL, CLASS AND OTHER TEEN CHALLENGE FUNCTIONS

- 1) Students should be reverent during and before these events start. No talking once seated before chapel or class.
- 2) Students should bring Bible to chapel, and bring books and Bible to classes and study hall.
- 3) Do not put feet on chairs.
- 4) Do not lean back on chairs.
- 5) Students should not talk, pass notes, write letters, or sleep in chapel, classes, study hall, or other Teen Challenge functions.
- 6) Students must take care of bathroom needs prior to chapel, class, study hall, and outside public meetings. They are not to leave to use the restroom.
- 7) Stay with the Teen Challenge group and do not mingle with the congregation.
- 8) No communication by mail, phone, etc., with people students have met on rally or other Teen Challenge functions (including 3-5 day passes).
- 9) No candy during chapel or class time: 8 AM to 12 PM Tuesday through Friday and 10 AM - 12 PM on late wake-up days or church services. Mints, cough drops, etc., are okay.

III. MONEY PROCEDURES

- 1) Students may not keep any money in their possession at any time. Exception: Rallies when money is taken. *If money is found on a student, it is grounds for dismissal.*
- 2) Money received through the mail will go directly to the designated account (i.e., personal, Teen Challenge, etc.)
- 3) All money for my personal account must be in the form of cash or money order/certified check made out directly to me.
- 4) Money brought to students on visits must be turned over to a student trainee or staff/ESTP member by the visitors to be put into the designated account.
- 5) Students will put money received toward the following obligations if they have not yet been met: \$25/month laundry fee, induction fee, and return fare.
- 6) I agree to contact churches, family, friends, etc., to solicit funds to help offset the \$850/month it costs Teen Challenge to house, feed, teach, train, and reconstruct my life.

IV. MAIL, VISITATION AND CALLING PROCEDURES

- 1) Mail, phone calls and visits will not be allowed until the 3rd Saturday I have been in the program, unless there is special permission from the Director of Men's/Women's Program. Mail will only be allowed from those of a positive influence. Men's Program: No mail from or to married or single females. Women's Program: No mail from or to married or single men.
- 2) Communication with girlfriends/boyfriends may be considered after six months in the program upon pastoral approval.
- 3) Phone calls and visits are accepted only from IMMEDIATE FAMILY (i.e., mother, father, sister, brother, wife, children, grandparents, aunts and uncles, mother and father in-law, step mothers, fathers, brothers, sisters and children, half-brothers/half-sisters, nieces and nephews are considered immediate family). Pastoral visits are allowed by special permission and are allowed only M-F during work duty hours.
- 4) Students will have all incoming and outgoing mail opened and read by a staff/ESTP member.
- 5) Students will not receive mail that is damaging to their Christian growth or with profanities or obscenities.
- 6) Students will have all stamps kept in the office.
- 7) SINGLE: One (1) visit is allowed every other weekend. One (1) phone call is allowed on the alternate weekend. (A phone call may be substituted for a visit).
- 8) SINGLE WITH CHILDREN: Minor children may visit weekly. We suggest they be dropped off if it is not a regular visit week.
- 9) MARRIED: Weekly visits are allowed for spouses and minor children. Others must visit on alternate weeks.
- 10) PHONE CALLS are five minutes long and must be made COLLECT or with a phone card unless local. Married students may receive a ten minute call to their spouse in addition to the five minute call to another family member. If the spouse and children are in the same house during the call, 15 minutes may be taken at one time. Phone calls must be made during the following times: Saturday and Sunday 2:00 p.m. - 4:00 p.m.
- 11) If there is a legitimate reason a student was unable to make their weekly phone call, make-up time is Monday 1-5 PM.
- 12) VISITING HOURS are Saturday and/or Sunday 2-4 PM. Students may sit with their visitors at church (on visit days).
- 13) All visitors are to be introduced to a staff/ESTP member. PLEASE...no pets on Teen Challenge property.
- 14) A staff/ESTP member is to approve anything brought to a student by his visitors (i.e., tapes, CDs, candy, clothes, etc.).
- 15) Visitors are not allowed in the dorms. A staff/ESTP member must be present when taking visitors on a tour.
- 16) Visitors are not allowed to smoke or drink alcoholic beverages on Teen Challenge property.
- 17) Mail, visits, and phone calls may be altered for corrective purposes.
- 18) Visits are allowed in designated areas only. Visitors not to play basketball, football, baseball, etc. on Teen Challenge property.
- 19) UNDER NO CIRCUMSTANCES may a student visit with another student's visit.
- 20) If a student is on all-day work duty. All passes, phone calls and visits are canceled for that weekend.
- 21) If a student has a 1-day, overnight, 3 or 5 day pass on Friday, Saturday, or Sunday, it replaces visits and phone calls for that weekend.

V. STUDENT'S DAYS OFF

Single

- 1) After completing four months in the program, one day off is permitted (9:00 AM to 5:00 PM). However, you must be accompanied by a staff/ESTP member.
- 2) After completing six months in the program, a second day off is permitted (9:00 AM to 5:00 PM). Again, you must be accompanied by a staff/ESTP member.

Single/Married

- 3) After completing eight months in the program, three consecutive days off are permitted (unsupervised). The student must return no later than 72 hours after the time he/she leaves Teen Challenge (This replaces an overnight that month, if married).
- 4) After completing ten months in the program, five consecutive days off are permitted (unsupervised). The student must return no later than 120 hours after the time he/she leaves Teen Challenge. (This replaces an overnight that month, if married.)
- 5) One day passes are to be taken on a Saturday or a holiday, if staff/ESTP is available.
- 6) Students may not take days off during the last week of the month. (This is test week.)
- 7) Students are responsible for the expenses incurred for their days off. This includes 55 cents per mile for use of Teen Challenge vehicles (maximum 30 miles one way).
- 8) If for any reason a student cannot make it back at the designated time, we expect a phone call prior to the time due back, NOT AFTERWARD, letting us know the situation. MUST SPEAK TO THE Director of Men's/Women's Program. Failure to follow this procedure may result in dismissal.
- 9) Days off may be altered for corrective purposes.

Married

- 10) After completing four months in the program, one (1), 24-hour pass is permitted with spouse each month within a 45 mile radius of the Teen Challenge center. After taking a three-day pass, married students may have one (1), 24-hour pass two times a month. The last month in the program, one (1), 24-hour pass each week is allowed. The twice/month pass is to be staggered.

VI. DRESS CODE

Chapel Dress (Worn each morning to chapel and classes and Sunday evening church service)

- 1) MEN: Wear a collar shirt, turtle neck, french collar, or sweater, dress slacks, belt, socks, and dress shoes. On Sunday wear a shirt and tie or french collar. Dress shirts without collars may be worn with a sport coat for Teen Challenge chapel.
- 2) WOMEN: Sunday morning church service—a dress or skirt and blouse, dress shoes and stockings. Loose fitting dress slacks are optional. Stockings are optional in warmer months. Modest dress required.

General Dress

- 3) No bare feet except in bed. Socks must be worn during all events, i.e., meals, classes, chapels, work duties, etc. Sandles may be worn without socks during study hall and free time.
- 4) Be fully dressed before leaving the dorm (shirts and shorts).
- 5) Shirts must have sleeves and may not be cropped.
- 6) Shorts should not be more than three inches above the knee.
- 7) When going to showers, wear a robe and slippers or shorts and a t-shirt. Wear shorts under robe. Be fully covered.
- 8) Wear underwear while sleeping.
- 9) Make sure all dirty clothes are in the laundry to be cleaned on assigned laundry day. No dirty clothes in drawers.
- 10) Keep all clothes hung up neatly and folded neatly in room and in designated areas.
- 11) On your dorm's laundry day, clean clothes must be put away between 5-6:30 PM.

VII. DORMS

- 1) Get out of bed, make bed and clean area as soon as lights come on. Cooks and rally team members must do their best to maintain the same standard.
- 2) Be ready for dorm devotions at 10:00 PM.
- 3) Be quiet after lights are out (10:30 PM).
- 4) Respect the dorm captain and student trainees.
- 5) No walkmans are allowed while on sickbed.
- 6) Shoes may not be worn in the dorms. (MEN ONLY: Monday through Friday from 1 PM to 6:30 PM and 9 AM to 12 NOON on Saturday. These times correspond with outdoor work duties.)
- 7) No lying down on weekdays (after lights come on) before 5 PM, except off-duty cooks 1-5 PM.
- 8) Do not enter dorms other than assigned dorm.
- 9) Students may not get into other student's personal belongings.
- 10) Students may not sit or lay on another person's bed without permission.
- 11) Students may not wear another person's clothing or use another person's belongings.
- 12) Students may not sell or trade anything to another student.
- 13) Students may only purchase items for themselves...not other students (i.e., store run, dry-cleaning, etc.) This includes 1, 3 & 5 days and overnights.
- 14) No money transfers between students except by permission from Director of Men/Women Program.
- 15) Keep toiletries and books orderly in designated area. (See dorm guidelines.)
- 16) Stay in the dorm during "Dorm Life." Exceptions for men: bathroom, showers, iron room, and med line. (Men Only: quiet time, no communication from 9-10:30 PM.—Exception: Dorm Devotion)
- 17) Students may not eat or drink anything in the dorm. May have hard, individually-wrapped candy.
- 18) Refrain from loud noise and conversation in designated "quiet zones."
- 19) Students may not get out of bed after lights are out or before lights come on except to go to the bathroom. *Take no reading materials to restroom after lights out or before lights come on.* No studying, opening drawers, listening to tapes, CDs, etc.
- 20) Serving dorm, rally teams, and cooks must remain respectful to other students when getting up early. NO talking, loud noise, lights, etc. (Small flashlights acceptable.)
- 21) Do not apply powder, lotion, aerosol deodorant, hair spray or gel, cologne, etc., in the dorms. Do not spray air fresheners, Lysol, etc., in dorm.

VIII. MEDICATIONS/HEALTH

- 1) Students must withdraw from all addictions without the use of medication. Be willing to see a physician when necessary. In cases of mind altering drugs such as Prozac, effexor, paxil, nortriptyn, ellaville, zoloft, etc., or any other drug prescribed by a doctor or psychiatrist that is considered an anti-depressant, I will be detoxed under the supervision of a physician and have a written release form signed by that physician prior to entry. Must not have taken these types of medications for 30 days prior to entry.
- 2) Students must have all medications given to me by a staff/ESTP member at designated times. Prescription medications must be prescribed by a doctor and given to me by a staff/ESTP member at designated times. Must follow the label instructions.
- 3) All medications (including cough syrup, aspirin, Tylenol, sinus medications, vitamins, etc.) Must be purchased by a staff/ESTP. These items may not be brought to students by visitors. (Visitors may give money to purchase these items.)
- 4) Students will be encouraged to seek professional medical care at the student's expense. If funds cannot be obtained or if any medical condition interferes with the program in any way, the student will be sent home. Re-application may be made in 30 days.
- 5) If on sickbed, student may not be involved in sports, off-ground work duties, off-ground special events, etc., the entire day. **Walkmans are not allowed when on sickbed.**
- 6) It is the student's responsibility to notify staff/ESTP when going on sickbed 8 AM and 5 PM or coming off sickbed at any time.

IX. KITCHEN GUIDELINES

- 1) Students are NOT allowed in the kitchen unless they are assigned to work in kitchen.
- 2) Each Teen Challenge student will be required to do K.P. duty, unless medical condition prohibits.
- 3) Students must be on time for all meals.
- 4) All food must be eaten in the cafeteria. No food is allowed out of the cafeteria.
- 5) Food is not to be traded or given away.
- 6) Special diets are not allowed. A good basic meal is served.
- 7) Students are not to eat or drink using utensils or dishes used by another person until the utensils/dishes have been properly cleaned.

X. WORK DUTIES

- 1) Students perform work assignments not as an employee but solely for their benefit to further their spiritual growth, maturity and character development.
- 2) Students should check the work duty list for your assignment and report to the multi-purpose room at 1 PM and *wear clothes appropriate for manual labor.* (Jeans or work pants, shirt, socks and work shoes.)
- 3) Work duty must always be inspected by the work crew supervisor or crew leader.
- 4) Students are not allowed in certain areas. Men: Not allowed in kitchen, garage, pantry, barber shop, laundry room, prep room, etc., unless doing assigned work. Women: Not allowed in salon, basement, storage shed, or kitchen unless doing assigned work.

XI. PERSONAL HYGIENE

Students should:

- 1) Keep clean and neat at all times.
- 2) Take a shower every night (showers are 4 minutes for men and 5 minutes for women).
- 3) Shower during dorm's designated time.
- 4) Always use deodorant and never smell offensive.
- 5) Keep clothes clean, ironed, and mended.
- 6) Have shoes polished for Sunday.
- 7) Keep nails clean and trimmed.
- 8) Maintain a conservative haircut.
- 9) MEN: Moustaches allowed to the corner of the lip and must be neatly trimmed. Sideburns only to the bottom of the ear. No other facial hair allowed.
- 10) MEN: Keep clean shaven at all times.
- 11) Do not use anyone else's toothbrush, razor, bath sponge, washcloth, towel, etc.

XII. MISCELLANEOUS

- 1) Use the sidewalks whenever possible. If necessary, wipe feet or remove shoes before entering the building.
- 2) Students are not to hang around the office area.
- 3) Hats are not to be worn in the building.
- 4) Walkmans with cassette or CD only (no radio) are allowed. However, they must be used with headphones.
- 5) Walkmans may only be used during free time and dorm life. Walkmans are not allowed at or around work duties, study hall, meal, prayer time, rallies, etc.
- 6) All cassettes, books, CDs, pictures, etc., must be cleared through staff/ESTP and are subject to pastoral approval. (Only approved, studio produced Christian tapes/CDs are allowed.) Only Christian books are allowed.
- 7) Bereavement Leave: In the event of the death of an immediate family member (i.e., father, mother, spouse, child, brother, sister or grandparents) time off may be given to attend the funeral. Arrangements must be approved through the Director of Men's/Women's Program.
- 8) No running in the building.
- 9) Students are required to pray on their knees during specified prayer times. Respect others when praying.
- 10) No drastic changes to appearance (i.e., hair style or color) and no new tattoos or body piercing are allowed while a student of Western Michigan Teen Challenge.
- 11) Students may not get married while in this program.

I UNDERSTAND THAT WMTC STAFF MUST SEE THAT I AM APPLYING MYSELF IN CLASS, CHAPEL, STUDY HALL, WORK DUTIES, AND MY RELATIONSHIP WITH CHRIST AND THAT FAILURE TO DO SO MAY RESULT IN DISMISSAL FROM THE PROGRAM. THEY MUST SEE CONTINUED PROGRESS AND GROWTH.

I ALSO UNDERSTAND THAT I WILL BE DISCIPLINED OR DISMISSED FOR NOT FOLLOWING THE RULES AND REGULATIONS OF WESTERN MICHIGAN TEEN CHALLENGE.

I UNDERSTAND THAT THIS STUDENT AGREEMENT IS INTENDED TO BE A BASIC GUIDELINES FOR STUDENT CONDUCT AND DOES NOT COVER ALL POSSIBLE SCENARIOS, AND THAT I AM EXPECTED TO MAINTAIN A WILLING AND TEACHABLE DISPOSITION AT ALL TIMES.

Print Name

Student Signature

Date

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