

Teen Challenge of South Carolina

Entrance Requirements Packet
&
Student Manual

Where Lives Are Changed

Teen Challenge of South Carolina
PO Box 1437
(20515 North Fraser Street)
Georgetown, SC 29442
843-520-4888
843-527-4140 Fax
10-01-2010

Teen Challenge of South Carolina

Mission Statement

To help people who have life controlling problems, and initiate the discipleship process to the point where the student can function as a Christian in society, applying spiritually motivated Biblical principles to relationships in the 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.

What Teen Challenge Offers

➤ Christian Discipleship

- Chapel
- Outreach
- Personal Devotions

➤ Educational Opportunities

- Practical Living Classes
- GED

➤ Work Skill Experience

- Job experience
- Personal Discipline

Entrance Requirements for
Teen Challenge of South Carolina
P.O. Box 1437
(20515 North Fraser Street)
Georgetown, SC 29442
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These requirements must be fulfilled prior to entrance into the Teen Challenge of South Carolina (TCSC) program:

1) Males, ages 18 years and older with a drug or alcohol problem; other life-controlling problems (especially addiction to chemicals or other self-abusive behaviors) will be considered. Any male over 18 years old who is willing to commit to working our discipleship program who is not severely emotionally or intellectually handicapped in a way that would inhibit his participation and is not currently under the influence of mind or mood altering drugs may qualify for admittance. Psychiatric medications are not allowed. If psychiatric medications were recently taken, a proper health care worker must certify that the student can live and work in a closed community environment without being a danger to him or others, and that he will be able to meet the requirements of the program while not on psychiatric medication. Each person will be assessed individually for entry. Persons ineligible for admissions will be referred to other more appropriate resources. We cannot accept any Registered Sex Offenders or anyone convicted of arson.

2) All court cases need to be resolved before coming into the program. If there is a case, we will need a letter from your attorney, probation officer, or the judge stating that you are allowed to be here. In some cases you may be court mandated to participate in our program. Understand that if you choose to leave we are required by law to report it and the consequence may be a jail sentence. We will provide any letters for the courts that are needed to help you get into the program.

3) The individual desiring help must have a phone or in person interview with the Intake Director to see if he qualifies for the program. All must comply with the application process.

4) A physical examination is required and the Health Screening Form that is provided in this packet must be completed in its entirety and signed by a physician. The lab work for the following tests needs to be sent in or faxed to TCSC before an admission date will be given; RPR, Liver function test, TB skin test and an updated tetanus shot. The entire Health Screening Form must be filled out. Prospective Students must also have been detoxed, if needed, and sober upon admission.

5) What does the program cost?

- \$750.00 entrance fee (non-refundable after admittance). It costs Teen Challenge approximately \$50 per day per student. We rely on donations from individuals, corporations and churches to help with the daily operating costs for the center. We do not accept insurance.
- TCSC will assist each student in contacting interested parties (family, friends, church, etc) who may be willing to help by making monthly donations to the Good Samaritan Fund.
- An additional \$350.00 will be needed at time of entry for transfer to the Teen Challenge Training Center in Pennsylvania. These are the student's finances for transportation to and from Pennsylvania.

➤ At times you will be asked to participate in our work therapy program. The work is mandatory. Any funds earned while working will be paid to the ministry. No student receives any financial compensation at any time.

6) All medical and dental problems need to be addressed before entering the TCSC program. Any trips to medical facilities after entrance into program is subject to mileage travel expense being charged to the students account against his travel account.

7) While on the waiting list, the individual desiring help must call every Monday to secure his spot on the waiting list. If we don't hear from him on Mondays, he will either be dropped down a spot or be taken off the list entirely.

8) Each new student will be on a two-week trial period. If the student does not adhere to the rules of the program, he will be subject to dismissal.

9) Every student must bring two forms of ID with him. A Social Security Card and either a valid driver's license or a valid picture ID is mandatory. Also a marriage license is mandatory if you desire contact with your wife. They will be kept in a secure location.

Teen Challenge of South Carolina Introduction for Program Applicants

The Teen Challenge of South Carolina (TCSC) leadership is pleased to hear you have recognized that your life is out of control and that you want to change. We are glad that you are considering the Teen Challenge program as a vehicle to help you change. Today, there are many people who are living productive lives as a result of choosing Teen Challenge and fulfilling their commitment to complete the program. TCSC is a male program for ages 18 and older.

It is our desire that you fully understand the TCSC program prior to enrollment so you can be sure you are entering the right program.

Teen Challenge is based upon the fact that man's basic need is a relationship with God through Jesus Christ. People use drugs and alcohol in an attempt to fill the void in their lives that only Jesus can fill. When Jesus is made Lord and Savior of a person's life, a total transformation will follow.

Certainly people of all faiths may enter the program. As they are informed of the nature of the program, they must voluntarily choose to participate. It is not required that students have a conversion experience to enter or complete the program. All students will be required to attend chapel and church services.

Therefore, Teen Challenge is not a laid-back, glorified drop-in center. It is a type of "spiritual boot camp" for men that want to be free from life-controlling habits and become alive to God. It will not be easy; in fact, completing the program (minimum 14 months) will probably be the toughest thing you have ever done in your life. The Induction Phase is 4-6 months; then, we will transfer you to the Teen Challenge Training Center in Rehrersburg, Pennsylvania, where you will be for 10 months.

Teen Challenge is governed by love, tough love. It is not always easy, soft love. At times, this love is demonstrated by leadership members confronting you with things you don't want to hear. They are willing to risk temporary rejection because it is for your ultimate good. Our goal is not to pacify you or to try to make you happy, but rather to teach you how to live and walk with God. The Bible teaches that a happy, blessed life is a by-product of a right relationship with God.

Upon entering TCSC, you will soon discover it is not the perfect place nor is it full of perfect, easy-to-get-along-with people. There are up to 12 students in the program and most of them have as many problems, bad habits, and defense mechanisms as you do. However, there is no better place to develop inter-personal skills and to grow in patience and love (which are Godly virtues) than here at Teen Challenge.

In the classroom (academic and spiritual), you will be required to participate up to your ability. Do not let this scare you if you are not real confident in your learning ability. Many of the students have difficulty with reading, writing, and spelling. The staff is available to help.

We do allow phone calls and on campus visits on a limited basis. Tobacco products of any kind are not allowed.

GENERAL POLICIES

*RESPECT YOUR COMMITMENT TO GOD AND THE PROGRAM

*RESPECT YOURSELF

*RESPECT OTHERS

*RESPECT THE PROPERTY

- 1) All local laws must be kept.
- 2) Possession of drugs, alcohol, tobacco materials, or weapons of any kind, including knives and scissors are prohibited.
- 3) By virtue of a student's enrollment in Teen Challenge of South Carolina (TCSC), they have agreed to submit (live by) the rules of the program. 24-hour supervision is maintained. All students are expected to address staff as "Brother" or "Sister" followed by their first or last name. If they are a Pastor than it's "Pastor" followed by their first or last name.
- 4) Everything here is God's property and students are expected to treat it as such. Only staff is permitted to operate equipment including air conditioners, heaters, fans, sound equipment/instruments. Students are asked and expected to protect, maintain, and conserve the buildings, vans, any equipment, and the utilities.
- 5) Students should conduct themselves as responsible Christians at all times. The Bible teaches us to put off the flesh (old way of living) and not put stumbling blocks before others. Therefore, bragging about your past life and talking or singing about the counterculture (drugs, rock n'roll, partying, sexual experiences, etc.) is prohibited. Furthermore, the staff reserves the right to dispose of or send home any personal items that might hinder the successful attainment of the above in your life or in the lives of those around you. (All drug related articles are prohibited – posters, shirts, incense, etc.) Bulletin boards are for TCSC information posting only.
- 6) Students are required to follow the daily schedule. They 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 to get out of their seat. If tardiness is unchecked it leads to poor habits so it will result in discipline.
- 7) Students may not talk, chew gum, eat candy, pass notes and write letters or sleep during chapel, class, choir, church, study hall, or other Teen Challenge events. Students are not allowed to leave class or chapel without special permission from the staff on duty.
- 8) Morning prayer is a time to seek and talk with God. At prayer time, you are to be in chapel praying. You should not be writing letters, studying for your test, or talking at this time. Prayer lists are encouraged.
- 9) If a student leaves a personal item lying around at any time, it may be confiscated and not returned. Students are not allowed to sit on the arms of chairs or sofas, counters or tabletops. Students are not allowed to lie around on sofas at any time. Students are not allowed outside for any reason unless directed by staff on duty. Students are not allowed to roughhouse! Students must keep their hands to themselves.

10) Students are not allowed to have money on their person or in their belongings at any time. All money, bank and gift cards, ID's, social security cards, billfolds, etc. will be stored in the student's name in a secure location. If the student desires to know the amount in their account or need personal items, a staff person will purchase them for the student in a timely manner after a Student Request Form is filled out and turned in.

11) The following are not permitted at TCSC: cell phones, candy, gum, teeth whitening agents, vehicles, alarm clocks, radios, CD, Ipods or music players, TV's, flashlights, reading lamps, permanent markers, glues, art supplies, and personal cups. In addition, personal books, magazines or any other printed material is not permitted. Only a Bible, 2 approved devotionals, 1 commentary, and the teaching materials that are provided by TCSC are allowed.

12) Staff members are not permitted to lend or borrow from students nor have any 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 student and staff.

13) 1st month students are not permitted to be together in pairs off campus and must be in the company of 2nd, 3rd or 4th month students at all times.

CLASSROOM

1) Completion of the 14 Group Studies Classes, 2 Personal Studies Contracts, and your Individual Contract (gospel reading, scripture memorization, and The Cross & Switchblade book report) are required for transfer.

2) Failing a Group Studies course or incompleteness of the study guide will result in additional time in the program to attend the class again and successfully complete the course. All classes must be attended. The Study Guide must be completed before being eligible to participate in Saturday recreation.

3) Each Personal Studies contract must be completed in eight weeks. This means you are expected to complete ½ of each contract per month. Failure to do so will result in academic discipline. If you are academically handicapped, staff will assist you and you will be only expected to do the best you can. Students are expected to work at their desk. Feet on furniture and lounging are prohibited.

4) The Teacher will grade the students in the following academic areas: spiritual growth, work conduct, and attitudes. These areas are all considered progress toward completion of the program.

5) 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 prior to class. Students should always bring books, pencils, pens, paper, notebook and Bible to class. Teen Challenge will provide training books and educational material.

6) Students are expected to be seated in class 2 minutes early. Students are expected to show respect to the Teacher and other students by being attentive and participating in class. 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. A student must raise their hand to ask questions and receive permission to speak or use the restroom. Talking to other students during class is not permitted.

7) Study hall is quiet time at your desk and talking is not permitted except to ask your instructor questions relating to your studies. Permission must be obtained from your instructor to use the restroom.

Group Studies for New Christians

A quick look at the Bible
How to study the Bible
Obedience to Man
Growing through failure
Successful Christian living
How can I know I'm a Christian?
Love and accepting myself
Personal relationships with others
Obedience to God
Anger and personal rights
Spiritual power and the supernatural
Attitudes
Christian practices
Temptation

Personal Studies for New Christians

Personal studies are an individualized series which consists of:

- 1) Character Qualities
- 2) Scripture Memorization
- 3) The Lesson Series
- 4) Bible Reading and Summary

Each study course is designed to involve the students in discovering practical ways to apply Biblical truths to problems and challenges facing them today.

CHAPEL/PRAISE & WORSHIP

- 1) Chapel is a time of reverence to the Lord and everyone is expected to participate in worship, focusing your attention on the Lord and those conducting the services. You are expected to dress appropriately, bring your Bible, take notes, and be there five minutes prior to chapel time having already used the restroom.
- 2) The time prior to service is to be used to pray and prepare you to seek God.
- 3) Talking during chapel or leaving is not permitted until the service is over.

LIFE CONSULTING/BIBLICAL COACHING

- 1) Consulting is provided in group sessions in Group Studies for New Christians and chapel services as well as personal consulting by an instructor through the Personal Studies for New Christians.
- 2) Students will also be assigned a personal consultant for bi-monthly meetings. If additional consulting is needed, the student will be seen upon request.
- 3) All consulting is for the purpose of spiritual growth in the areas identified by a student and his consultant. 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 consulting is necessary at times to promote his spiritual growth. In all consulting, it is important for the student to be open and honest.
- 4) If the student's consultant is unavailable, the student may speak with their secondary consultant or any staff personnel on duty in case of an emergency.
- 5) If a student needs to speak with the Executive Director, they must fill out a Student Request Form to do so.

OFF CAMPUS ACTIVITIES

- 1) All students must assemble in the activities building 5 minutes prior to the announced departure time for all off campus activities. Please use the restroom before departure time.
- 2) Everyone must stay together as a group. As students file into the church or event 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.
- 3) Special permission must be obtained from the staff on duty to leave the group at any time (to use the restroom, etc.). 1st & 2nd month students must partner with a 3rd or 4th month student. Students must always be with a partner—never alone.
- 4) At all events and services students are expected to focus their attention on those conducting the program, not staring at the people attending.
- 5) No food or beverages will be allowed in any event or church at any time. Students may not talk, sleep, pass notes, chew gum, and eat candy, during services, events, classes, or rallies. Sit up straight and pay attention!
- 6) Talking during or prior to events or a church service is not permitted. The 15 minutes prior to services is to be used to pray and prepare to seek God.
- 7) 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.

- 8) Students are encouraged to respond to altar calls. When responding to go forward, tell the staff personnel present and they will provide permission. Testimonies are not to be given without approval from the staff. Questions about service text should be directed to a staff member once we return home.
- 9) Students are not permitted to speak with the opposite sex, visit with, give or receive phone numbers or addresses from anyone they meet during any type of service or event.
- 10) To help churches be good stewards of resources, we request that you do not fill out visitor cards, or take church pens or bulletins.
- 11) When attending church off-campus, students **SHOULD NOT RAISE THEIR HANDS** when visitors are asked to raise their hands.
- 12) When the church service, rally, or off-campus event is over, students are to wait for staff to authorize departure. When departing, students should go promptly to the van with a staff member.
- 13) No eating or drinking of any kind is allowed in the van. Any trash that accumulates in the van should be picked up daily. 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. Under no circumstances will TCSC allow its property to be damaged or its vehicles to be stolen. If a student steals a TCSC vehicle, or takes a TCSC vehicle without permission, TCSC will prosecute that student to the fullest extent of the law.
- 14) Dress code: Sunday Church—dress shirt, tie, dress jacket (optional), dress pants, and dress shoes. Wednesday Church—slacks, collared shirt (with or without sweater), and dress shoes. No jeans, work clothes, sweats, shorts, or tennis shoes are allowed at church. Clothing should be ironed and ready a day before service.

WORK ETHIC TRAINING

- 1) Everyone is expected to be on time for work and put the tools away when the job is complete.
- 2) Everyone will be assigned a chore. Complete your chores or work assignments to the best of your ability. If chores or work assignments are not completed properly, the student will be required to complete it properly during your own time. All cleaning solution must be mixed by staff only.
- 3) After completing an assignment, students are expected to report to their supervisor for another assignment.
- 4) Each students work will be evaluated in two areas: performance and attitude.

RECREATION

- 1) Recreation is an important part of the program and is scheduled for the students physical, emotional, and spiritual health. No recreation, exercise or sports on Sundays.
- 2) At times, everyone will be required to participate in an organized sport program. Students are required to be on time, to wear tennis shoes and be dressed appropriately.

- 3) Students may be eligible to use the weights after 30 days. Upon approval, they may be used only during recreation times that are designated by staff.
- 4) All weights and recreation equipment must be put away and wiped down properly at the end of recreation time.

DORM RULES

- 1) Absolutely no one is allowed in another student's room or to stand in their doorway (breaking the plane of the door).
- 2) All student fellowship should be done in the dorm living room or the activities building. Students are not allowed in the staff area in the dorm at anytime.
- 3) Students are not allowed to take food and drinks into the dorm. Food and drinks, as well as cups, plates, and utensils, should never be taken out of the kitchen or dining area. Gum is strictly prohibited on campus at all times.
- 4) At wake-up, you must be out of bed within one minute. Beds are made before breakfast. Nothing is allowed on your bed except bedding materials.
- 5) Rooms must be kept clean, neat, and organized at all times and may be checked at any time. Drawers must have all clothes and undergarments folded neatly. Everything over the top of your hanging clothes must be kept neat and orderly. You are not permitted to rearrange furniture anywhere at any time. Only Bibles and other allowed learning materials are to be on your desk when you are not in the room. No clothes are allowed on your chair when you are not in the room. No fans are allowed at anytime. You will be graded on room cleanliness. Room searches may occur at anytime.
- 6) Sinks, showers and toilets are to be kept clean and scrubbed with cleanser. Counter tops should be clean and neat. A student should flush the toilet each time he uses it. Showers are only to be used during designated times.
- 7) Students are permitted to lie on their beds after 9:30 PM. Sleeping or lying around is not permitted anywhere during the week unless you are sick. 9:00-9:15 PM devotions are to be done at your desk. You are not permitted to lie down or sleep in the living room. Students may lie on their bed on the weekends during free time and rest time only.
- 8) Family pictures must be stored in a drawer not in your Bible. All other pictures are prohibited. No tape, staples, or tacks on the walls.
- 9) Students may not share, trade, or lend anything with other students. If a student has a need for anything and cannot afford it, TCSC will try and assist that student through a blessing room visit.
- 10) Never go through another student's belongings. Such inappropriate behavior could constitute a crime, and possible charges may be brought against the offending student.
- 11) Students must close their door and turn off their light each time they leave their room!

12) Students are expected to be in their room at 9:30 PM and the lights are to be turned off at 10:00 PM. All personal business should be done before the 9:30 PM quiet time. Students should not be heard from the hallway. No bathroom breaks during quiet time.

13) From 10:00 PM until 6:00 AM students are expected to remain in their rooms. If students are found any place other than their room or the bathroom, they will be considered off premises without permission. Showers are not permitted before wake-up call. No talking after 10:00 PM.

14) No loud talking or congregating to talk in the hallway or bathroom. At proper times, students may socialize in the living room or activities building with approval. Everyone is expected to be considerate when people are sleeping.

15) Bare feet are not permitted at anytime in the bathroom or in the halls. Students must wear shower shoes when they are taking a shower.

16) Students must be fully dressed before leaving their room (shirt, pants, and shoes). Bathrobes are required if the student is on the way to the shower. Sleeveless shirts are prohibited. No one is permitted to walk around in their underwear.

17) Windows and blinds are to remain closed at all times with one exception. Students may open the blinds during the day but are not to raise the blinds unless approved by staff.

LAUNDRY ROOM

1) Laundry must be placed in the laundry room by 7:30 AM with your name in either a laundry basket or laundry bag. Items will only be washed on scheduled days. Each student will have an individually scheduled day.

2) Only the assigned laundry man is permitted in the laundry room to do laundry. Laundry soap will be provided for normal washings.

3) Students are expected to do their ironing in the laundry room during their free time and not in their room. No ironing can be done on Sundays. Sewing may be done to mend clothes only. Shoes may be polished or cleaned on porch area only.

4) Each student is allowed 1 load per week. Every other week students are allowed 2 loads. The second load is for your sheets and comforters only. Students will be informed of the specific weeks when they can have their sheets/comforters washed.

PERSONAL APPEARANCE

The Bible says in Romans 12:2, “and be no more conformed to the patterns of this world.” This means no baggy or saggy pants, untied shoes, toboggans, bandanas, or anything that identifies you with the drug culture, gangs, or sub-culture groups.

- 1) Everyone is to shower and shave daily before breakfast, using soap. Personal uncleanness will not be tolerated. Showers are to be limited to 5 minutes. You are expected to use deodorant. You should brush your teeth after every meal. Do not leave personal items in the bath room. Clean up after yourself.
- 2) A student's hair must be moderate in length, not in their eyes, halfway covering their ears or face, and not laying on their collar. No ponytails are allowed. Facial hair, other than a mustache, is not allowed. If the 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. Students may not give themselves or another student a haircut (including shaving your head), bleach, or dye their hair while at TCSC. We will arrange for someone to cut your hair as needed.
- 3) Clean and appropriate clothing must be worn at all times. No wrinkled or torn clothing is permitted. Shirtrails must be tucked in and shoes, socks, and belts are required at all times. Dress pants, dress shoes, dress shirts, and ties are required for Sunday church.
- 4) Sweat shirts, sweat pants, or shorts are not permitted in the class or chapel. Tank tops, sleeveless shirts, and white t-shirts are prohibited at all times. Sandals and Flip-flops with socks are permitted only in the dorm. T-shirts are not allowed during class or chapel, only collared shirts. Jeans may be worn but they must be unstained and presentable as determined by staff. Shorts which are no higher than the knee may be worn outside from May to September.
- 5) In cold weather, all students must wear a jacket and appropriate clothing.
- 6) Hats and sunglasses may be worn for protection from weather and sun only and are prohibited in the buildings. No toboggans unless otherwise approved.
- 7) Students must leave their jewelry at home (bracelets, rings, necklaces, etc.). .
- 8) Ear or body piercing is prohibited at TCSC. Watches and wedding rings are permitted.

GENERAL BOUNDARIES

- 1) The boundaries which encompass the area where the students may move freely during daylight hours are as follow:
 - Students may be in the area immediately surrounding the front of the dorm or the activities building.
 - The general rule is: use the front entrances and exits (or south side of the dorm). STAY WHERE YOU CAN BE SEEN.
 - Students may not roam into the woods or fields.
 - Never walk up to the front gate or roadside.
- 2) All offices, storage rooms, and the kitchen are off limits to students unless assigned to work there. In that case, students so assigned may be in those areas only during scheduled work times. Students must receive permission from the staff on duty to go to the administration building.
- 3) After dark, students must have permission from staff to walk from building to building.

- 4) When guests appear on the property, inform a staff member immediately.
- 5) Leaving the grounds or being out of the boundaries without permission is interpreted as a decision to terminate your involvement with TCSC. Breaking this rule will constitute automatic dismissal.

DINING ROOM

- 1) All meals will be served in the dining room at the scheduled times. Students are expected to be at all meals on time unless they are sick.
- 2) Each student must eat all the food on his plate. A student may refuse any food or request smaller portions of any item. It is unacceptable to throw away food. From time to time, seconds may be served.
- 3) Students are not allowed to share food or drinks at any time (for protection from communicable diseases). Students are not to eat or drink except when they are sitting at the dining room table.
- 4) Only those students having assigned kitchen duties are permitted in the kitchen. They are not to leave until dismissed by staff. If you are not assigned to the kitchen, stay away and do not socialize from outside the kitchen entrance.
- 5) Students assigned to the kitchen are not to consume food or drink while on duty.
- 6) Students are expected to return their trays to the dirty dish container and throw away their trash. If a mess is made, the student is expected to clean up after themselves.
- 7) Food and drinks, as well as cups, plates, and utensils, should never be taken out of the kitchen or dining area.
- 8) If a student desires to fast a meal, a Student Request Form must be turned in with an explanation of why the student would like to fast. This must be done by noon the day before the student desires to fast.
- 9) Students must get everything they need for a meal the first time through the line. Students must ask staff on duty to return to the kitchen for any reason including the assigned kitchen crew.
- 10) Only one TCSC cup of coffee is allowed during breakfast. If abused, the coffee privilege will be revoked.

MEDICAL AND MEDICATION

- 1) TCSC is a drug-free facility. Only non-narcotic medication prescribed by a physician and over-the-counter medicine for minor illnesses provided by TCSC will be administered. Over-the-counter sleeping pills, sedatives, and muscle relaxers are not allowed.
- 2) All prescribed medication will be stored in the dorm office according to state law and will be given out by senior staff on duty at designated times prior to breakfast, lunch, dinner, and bedtime unless otherwise prescribed. The medication must be taken exactly as prescribed. All medications given out will be logged on student medical charts.

3) TCSC is not a medical facility; therefore, any major medical problems that may arise while you are here will constitute release from the program and referral to a medical facility of the student's choice for treatment at your expense.

4) If a student is sick:

- They must immediately tell the staff on duty to obtain permission to stay in bed.
- They must remain in bed all day. The student cannot read, write letters, nor do any class work. This is the student's time to rest and get better. The student will be served cereal & juice for breakfast and soup & crackers for lunch, and dinner in bed.
- Students needing over-the-counter medication for headaches or minor illnesses will need to turn in a written explanation and request. They will be seen by the staff and given the appropriate medication and may be assigned to bed for the day.

5) Teen Challenge is not responsible for any doctor or dentist bills for work performed on students who are in the program. Bills should not be addressed or sent to the TCSC. 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. Appointments will only be made for reasons needing immediate attention. If a student needs an appointment, he must fill out a medical request form and submit it to the program manager, who will then set up the appointment.

TELEPHONE AND MAIL POLICIES

1) Phone calls are a privilege, not a right. Students may call their family on the first Saturday after two full weeks in the program. Special consideration will be given to those who do not have family. Calls are limited to one 15 minute call per week. Only one call can be made during the 15 minute time allotment. Calling cards are allowed.

2) Phone calls are made on Saturday and Sunday only, between 11 AM and 7 PM on Saturday and 2 PM and 5 PM on Sunday. Married men with children will make calls first. Otherwise calls will be made on a first come, first serve basis.

3) Calls being made by students will only be from the dorm office unless otherwise approved by staff.

4) All calls must be dialed by staff and logged. No third party calls allowed.

5) It is the student's responsibility to hang up the phone at the end of the 15 minutes. Going over the allotted time will result in discipline.

6) The names, addresses, and phone numbers of the student's family members or other approved correspondents must be recorded in the student's file.

7) Mail received from persons not on the student's approved list, will be returned to the sender.

8) Mail is given out Monday-Friday at 4:45 PM in the Program Manager's office.

- 9) All incoming and outgoing mail must have a return name, address and will be monitored.
- 10) All outgoing mail must be stamped and delivered unsealed to the Program Manager.
- 11) Incoming mail will be opened and monitored and all students' personal money will be deposited in the students account by the administrative staff and kept in a secure location.
- 12) Girlfriends and fiancées are not permitted on phone, mail, or visitation lists at any time while you are a student at TCSC.

VISITATION

- 1) Visits are a privilege, not a right. Visitation is the first Saturday of the month from 11:00 AM – 3:00 PM with approved immediate family only after 1 complete month as a resident in TCSC. Visits can only be made on campus. Only approved family may visit, a maximum of six individuals are allowed per visit.
- 2) A Visitation Request Form must be completed and turned into the Program Manager two weeks prior to the visit before any visit can be approved.
- 3) Food can be brought for picnics. No tobacco, cell phones, animals, music instruments, recreation equipment or barbeques are permitted. We will provide recreation games & equipment.
- 4) Visitors are expected to follow the rules of TCSC. Remember, our campus is a NON SMOKING facility and we request your respect in honoring this rule. A violation will result in staff asking the offender to leave immediately.
- 5) Visitors must stay in the visiting area on campus. Visiting areas include outside in front of the dorm or activities building, or in the activities building. No visitors are allowed in the student's rooms. It is the student's responsibility to inform family of the visitation boundaries.
- 6) Visitors are expected to check in any money, personal property, and gifts to students through the staff on duty. A Visitation Gifts Form will be filled out itemizing each article and the amount of money, which was left. The staff on duty and the giving parties must sign this form. The gift articles will then be given to the student and the money will be put in an envelope to be deposited in the student's account by the administrative staff. It is the student's responsibility to inform their visitors if they are unaware of this policy.
- 7) Inappropriate dress or physical contact between a student and his wife or any visitor is prohibited and may result in termination of the visit.
- 8) Students that do not have visitors are not permitted to visit with other families.

DISCIPLINE

Corporal discipline shall be prohibited. Physical restraint may be used by local authorities if a student becomes out of control. Students shall not be subjected to any harsh, cruel, or excessive discipline.

- 1) All infractions of the rules will be written up.
- 2) Write ups will not always result in disciplinary action, but may result in a written warning.
- 3) Minor offenses are violations of any of the policies and procedures such as leaving a light on, messy room, tardiness, talking during study hall, etc.
- 4) Major offenses include being out of bounds, using foul language, any verbal or physical threat, showing disrespect to a staff member, continuously displaying a poor attitude, having any drugs or weapons, repeated infractions, or anything deemed major by the Program Manager or Executive Director.

Standard Disciplines

The following is a list of possible disciplines which are typically assigned. There may be other forms of discipline as determined by staff.

- Initial written warning
- Loss of recreational privileges.
- Writing assignments.
- 4 hours of additional work duty on Saturday.
- Loss of privileges, including phone calls and/or visits.

Visitation and other privileges will be denied if you are on discipline

- If a student receives more than three (3) infractions in a one (1) week period, it may result in losing a phone call.
- If a student receives more than eight (8) infractions in a one (1) month period, it may result in losing your visit.
- A student must complete the Discipline Follow-up Form and be informed by their personal consultant that they are no longer on discipline.

Discipline Policy

Students are required to work on writing assignments during recreation until they have completed them. Students should be sitting alone and there should be no talking during this time. Students may work on their writing assignments during their free time.

Under no circumstances is a student to ever work on their discipline at any other time. Any infraction in this area may result in a doubling of their existing discipline.

Discipline will be determined according to the attitude of each individual.

WITHOUT EXCEPTION, IMMEDIATE DISCIPLINARY ACTION WILL BE TAKEN FOR INFRACTIONS OF THE FOLLOWING REGULATIONS AND MAY RESULT IN DISMISSAL:

- The use of tobacco.
- Going outside the boundaries of the campus.
- Taking anything that does not belong to you.
- Verbally or physically threatening anyone.

Repeated infractions of any of the guidelines and expectations, 12 infractions in a 30 day period, fighting, purposely damaging property, or use of drugs or alcohol will subject you to dismissal. Once a student has been dismissed from the program, he must wait a minimum of thirty (30) days before re-applying. Acceptance back into the program will be considered based upon attitude and available bed space. The Executive Director or Program Manager will authorize all dismissals.

If a student is dismissed or has chosen to leave the program on his own, TCSC 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. Personal funds will only be available to be dispensed during normal business hours Monday through Friday from 8:00 AM to 5:00 PM. If funds are left, they will be mailed to the address on the student's application. After his dismissal or exit from the program, that student is no longer allowed on TCSC property.

If a student returns to any building other than the administration building during normal business hours, he will be considered trespassing. TCSC 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. All items left behind will become the property of TCSC after 30 days unless otherwise approved by the Executive Director or Program Manager.

Academic Discipline Policy

Students are required to study during recreation until they have completed the studies they are behind in or passed the next class. Students should be sitting alone and there should be no talking during this time.

Student Rights

“No student shall be deprived of civil rights by reason of treatment. The student shall not be discriminated against. The student shall have the right to inspect his/her record. If the student is denied access to his/her record, he shall have the right to appeal to this denial following the standard grievance procedure. The student may request correction or removal of information from the file, may submit rebuttal of information in the records.”

Student Grievance Policy

In the event that a student is unsatisfied with any aspect of the program, he may turn in a written grievance report to his assigned personal consultant. His personal consultant shall respond within 24 hours. If the student is not satisfied he may report to the Director. The student’s case will be reviewed by the Director and he will issue a judgment on the matter.

ADMINISTRATION BUILDING

- 1) The administration offices are for taking care of business and are frequented by visitors. Therefore, all students are asked and expected to be in the administration offices only when it is absolutely necessary (work chores, appointments). Please be quiet and considerate.
- 2) All needs, questions, requests, appointments, etc. are to be handled through the staff on duty.
- 3) Students are not permitted in the administrative offices without a permission slip from the staff on duty.

TRANSFERRING TO THE TRAINING CENTER IN PENNSYLVANIA

- 1) Completion of the 14 Group Studies classes, 2 Personal Studies Contracts, and the Individual Contract (Gospel, Scripture, and C&S Book report) are required to be eligible for transfer to the 10 month second phase in Pennsylvania.
- 2) Social, emotional, and spiritual growth including attitude and overall behavior as a student will determine the time a student will be transferred.
- 3) Transportation to the Training Center may be provided by the immediate family if approved. Or arrangements can be made by TCSC to travel by van/vehicle at the student’s expense.
- 4) Each student will need to establish a \$350.00 travel account.
- 5) If the student has approved prescribed medication, he will need to have a 30 day supply before departing to the Training Center.

Teen Challenge of South Carolina
Packing/What to Bring List
Maximum Allowable Items

1) Identification:

- Social Security Card is mandatory
- Valid Driver's license or valid pictured ID
- Marriage certificate. Mandatory if you want to have contact with your wife.

2) Bed linens:

- Pillow
- Twin sheets
- Blanket or comforter
- Personal bath towels and washcloths (limit 3)

3) Personal items:

- Phone calling card
- Razor & blades
- Mouthwash (alcohol-free only)
- Shaving cream
- Toothbrush & toothpaste
- Hair brush and comb
- Shampoo
- Bar soap & deodorant
- Classroom supplies & stationary (envelopes, paper, stamps)
- Bible, notebook, paper, and pens
- Envelopes and stamps
- Shower shoes (rubber thongs)
- Clothes Hangers

4) Clothing (Please limit to 1 weeks worth) Remember, this is just a guideline:

- Casual slacks/khakis
- Casual shirts
- Dress pants
- Dress shirts

- Suit/dress coat (optional)
- Jeans/work jeans/work pants
- Work shirts
- Under shorts & undershirts (10 pair)
- 2 changes of gym clothes
- Socks
- 1 bathrobe

- 1 everyday coat suitable to work in
- 1 pair dress shoes also suitable for class
- 1 pair work shoes
- 1 pair gym shoes
- 1 pair of nice casual shoes
- Ties
- Belts

Items not allowed

- No clothing having offensive logos or slogans will be tolerated. (Beer company name, rock music logos, sexual suggestions, etc.).
- No tobacco products of any kind.
- No nicotine withdrawing substances of any kind.
- No guns, knives, scissors, sharp instruments, or other weapons.
- No beards, goatees, facial hair (except mustaches), long sideburns, or ponytails.
- No earrings, necklaces and body piercings (must be removed).
- No jewelry except watch and wedding ring.
- No TV's, radios, walkmans, musical instruments, CD's, MP3 players, or iPod's.
- No alarm clocks or regular clocks.
- No cell phones.
- No foods, snacks, drinks, candy, etc.
- No nutritional supplements.
- No magazines or books other than your Bible, one commentary, and two devotionals. No other Christian books.
- No after shave that is alcohol based.

You are limited to 2 medium suitcases and one hanging bag.

Teen Challenge Training Center Induction Center Application

General:

Name: _____ SSN: _____ - _____ - _____
Last, First Middle

Address: _____
Street City State Zip

Birth Date: ____ / ____ / ____ Telephone #: (____) _____

Spouse's Name: _____ Are you an American Citizen? ____ Yes ____ No

Last Grade Completed: 3 4 5 6 7 8 9 10 11 12

College Completed: 1 2 3 4 Degree/Major: _____

Hobbies/Recreation: _____

Special Abilities: _____

What significant changes have occurred in your life recently? _____

Legal:

Have you ever been arrested? ____ Yes ____ No How many times? _____

<u>Date</u>	<u>Charge</u>	<u>Convicted</u>	<u>Sentence</u>	<u>Jail Time?</u>
_____	_____	No Yes	_____	_____
_____	_____	No Yes	_____	_____
_____	_____	No Yes	_____	_____
_____	_____	No Yes	_____	_____

Are you on probation or parole? ____ Yes ____ No Time Remaining? _____

Drug History:

Explain your first drug experience: _____

Why did you become involved with drugs? _____

Explain any patterns of drug/alcohol use: _____

Drugs Used	Date first used	Date last used	Rarely 1x month	Monthly 1-3x month	Weekly 1-5 days/week	Daily 6-7 days/week
Alcohol						
Amphetamines (uppers)						
Barbiturates (downers)						
Cocaine/Crack						
Hallucinogens						
Heroin						
Inhalants						
Marijuana						
Methadone						
PCP						
Tobacco						
Others (specify)						

Why do you depend on drugs?

- To cope with life
 For pleasure
 To escape reality

- To be "in" with the crowd
 To perform better (school, sports, etc.)
 Other: _____

Habit cost per day? _____

Longest period clean? _____

Treatment

What is the main problem as you see it? _____

What are your greatest needs? _____

Have you ever been in a program before? Yes No

Program Name	Date	City	State	Reason for Leaving	Religious

Have you ever been involved in a Teen Challenge program? Yes No

When? _____ Where? _____

Why did you leave? Dismissed Completed Program Left AMA

Explain why you left or were dismissed _____

What are you expecting God to do in your life through the program? _____

I CERTIFY THAT ALL THE INFORMATION RECORDED HERE IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND HAS BEEN FULLY COMPLETED BY ME. I UNDERSTAND THAT ANY FALSE OR INCOMPLETE INFORMATION MAY RESULT IN DISQUALIFICATION OF ANY APPLICATION OR FOR ENTRANCE AND/OR PARTICIPATION IN THE TEEN CHALLENGE PROGRAM.

Applicant's Signature _____ Date _____