

Teen Challenge Of Lancaster, PA



Student Handbook

10/29/2009 Lancaster Teen Challenge Induction Center
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Mission Statement

*“To help individuals with life-controlling problems
Have a life-changing experience
Through the application of biblical principles,
Preparing them for service in the
Local church and community.”*

Vision

*To see men free from the bondage of chemical addiction
And to become believers in Jesus Christ. (Hebrews 12:1-3)*

**(rev. 9/09/09)*

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Teen Challenge is a Christ-centered program. You are here to become chemical free and to become a man of God who is holy and righteous, set apart to serve your Creator. Through your relationship with Jesus, you will find healing, joy, hope and peace, which will result in your living free from addiction as new believers in Jesus Christ.

Reverend David Wilkerson founded Teen Challenge in 1958. We have been in Rehrersburg since 1962. The Rehrersburg-Lancaster Induction Center has been in place since 1996.

This student handbook is intended to be your guideline for rules, conduct, and daily Activity at the Induction Center. This is a house, your home for the next four months or so. We ask that you respect God, those in authority, and those around you.

1. You will be on a two week black out, which means no phone calls.
2. Letters are permitted from day one.
3. Beards are to be shaved within 24 hours, and hair appropriately cut by the first Saturday after intake.
4. You will be assigned a counselor within 24 hours.
5. No in-house, off-campus, or outing visits will be allowed for your first 30 days.

General

1. Possession, distribution or use of drugs or alcohol will result in your **immediate Dismissal**. In case of situations involving illegal drugs, the police will be notified.
2. Cursing, street slang, drug talk, gambling or inappropriate talk about women is not Permitted. Discipline will be given for violation of this policy.-[2pt]
3. Students must follow the program schedule. - [1pt]
4. Use acceptable forms of address to and about others.-[1pt]
5. No work-related requests to staff that are **off-duty**. See whiteboard for "staff on duty".-[1pt]
6. Students must arrive to class, LIC chapel, prayer, study, devotion, meals, etc. **at least 5 mins. Prior** to start times. **If late for any reason, you must get a pass from the Staff responsible for your being late.*-[1pt]
7. Room doors **must** remain at least $\frac{1}{4}$ way open at **all** times.-[1pt]

8. No hand signals allowed when taking pictures for public relations. **Discipline will Be given.**-[1pt]
9. **All** counseling issues must go through your counselor. - [1pt]
10. Students are not permitted to knock on staff's office doors. They must slide a request form under the staff's door.-[1pt]
11. Students are not permitted to touch any bulletin boards or information boards except for signing up on the phone call list, haircuts, and/or visits.-[2pt]
12. Students **must** have staff permission to go outside of center building.-[3pt]
13. No food or drinks allowed in vehicles, class, or chapel without staff permission. - [1pt]
14. No **GUM** allowed in program.-[1pt]
15. The staff lounge is **off limits** to students. - [2pt]
16. Except for scheduled free time, no lying down or sleeping during the day without Staff approval.-[2pt]
17. Violence/fighting are never tolerated. This includes a push, shove or a threat to do so. Any violation of this policy will result in **immediate dismissal** and our contacting the Police. **There is also to be no horseplay or pranks of any kind.*
18. If you are ill in the morning, see the staff on duty & counselor for permission to be on bed rest.-[2pt]
19. Bed rest is permitted only if you are sick or have been injured. Students are limited to bedrooms for entire day. Liquid meals only at both lunch and dinner, whether eaten at dining facility or at LIC. **All bed rest must be approved through counselor.*-[1pt]
20. Tobacco use is not permitted. **Dismissal** will result upon second violation.
21. Students are not allowed to touch any Center electronics or appliances without prior Staff permission (i.e. air conditioners, phones, TV, radio, etc.)- [3pt]
22. Lights in dayroom are to remain on at all time during business hours when occupied.1pt

23. Lights are to be turned off in classroom, bedroom, and bathroom whenever leaving that area unoccupied.-[1pt]
24. Statements of Faith conversations that do not follow the *program's* Statements of Faith are not allowed.-[2pt]
25. All requests, questions, and/or concerns about the program must be done through the proper channels of staff which apply to that issue. **See L.I.C. community bulletin board for proper channels.* -[1pt]
26. There is to be minimal to non-interaction with students of the 2nd phase other than a brief greeting. **No lengthy conversations. It is your responsibility to inform 2nd phase students of this policy. If staff has to intervene this will result in discipline.*-[1pt]
27. Whenever walking to and from locations students are to travel together **as a group**. **Medical reasons are only exception. Any other lingering or straying away from group will be interpreted as passive aggressive behavior and will result in discipline.*-[1pt]
28. Business Hours: *Mon.-Fri. 7:00am-4:30pm*
29. Disrespecting staff, challenging the authority of staff, rebellious/defiant behavior, murmuring/complaining, whispering/conspiring, attitudes of ingratitude and self-entitlement, self-righteousness, and all behaviors unbecoming of Christian character **WILL NOT BE TOLERATED!** -[3pt]
30. Any student saying anything in a public event setting that is derogatory in nature about Teen Challenge will be dismissed immediately and cannot return.

Wake Up (Mon-Fri.)

1. Wake up is at 6:00AM. Feet **must** be on the floor by 6:05AM.-[1pt]
2. Students must be ready by 6:30AM to leave for breakfast in student lounge.-[1pt]
3. Students may go to classroom to pray a $\frac{1}{2}$ hour prior to wake-up. This is a **quiet time** of prayer/devotions. No showering or any bathroom preparation is permitted during this time. ***NOTE:** Once student enters classroom he is confined to the classroom until staff announces wake-up time.-[1pt]

Shopping

1. No student is allowed to check out by themselves. We check out as a group with staff present.-[2pt]
2. Students will shop with assigned staff and remain in aisle until staff okays movement to next aisle.-[2pt]
3. No bathroom breaks without staff approval and always with a partner.-[2pt]
4. All items purchased must be in compliance with the standards of LIC. All food drinks, and candy not allowed in rooms must be eaten by room time of the same day. There may be no **storage** of any food/drink items in any location of LIC. *(other than allowable room items). -[2pt]
5. Christian book store purchases are limited to books; study helps (i.e. concordance, dictionary, and commentary.) All books bought will be subject to counselor's approval.

Chapel, Devotions, and Church

1. No talking to opposite sex in churches without staff present.-[3pt]
2. All students are to sit together in all church services. - [2pt]
3. Jeans and/or sneakers or sandals may not be worn to church/chapel services.-[1pt]
4. A tie must be worn at all chapel services outside LIC and outings.-[1pt]
5. All other church/chapel services require dress slacks and a dress shirt.-[1pt]
6. You are not permitted to visit or exchange addresses with anyone, *especially women*. - [3pt]
7. You must get staff permission to go to the restroom and you must go in pairs.
*No going to the restroom once Chapel service has begun---absolute emergencies only!- [2pt]
8. Prayer time is for prayer - only.-[2pt]
9. Morning and evening devotions are for Bible reading, devotional books, hymnals or Memorizing verses. *(no music, no written class work, no talking at all at a.m. devotions) - [2pt]
10. Students must bring a Bible to **all** chapel services, in-house, outings, etc. - [2pt]
11. Choir practice is a time of focused and undivided attention on choir leader. No talking.

Mail

1. All mail will be opened by counselor or Director.
2. All letters not on your communication list will be previewed by your counselor Before it is given to you. If the letter is not appropriate you will be required to Shut off all future correspondence with them.
3. You are not to correspond with friends from the street, or prison, or anyone not Included on contact list.-[2pt]
4. Mail will be handed out by your counselor. Do not ask for it or investigate whether you Received any. - [1pt]
5. All outgoing mail must be put under counselor's door for approval prior to sending. Counselor will then place outgoing mail in mailbox. *All mail, incoming and outgoing, must have a return address on envelope. -[2pt]
6. Any *incoming* mail that that does not have the correct cost/amount of postage will be returned to sender.
7. There will be no media allowed through mail order (i.e. DVD, Music, Books etc..) in addition no other material may be bought through mail ordering.

Phone Calls

1. You must be here for two weeks before making phone calls. All calls are out-going.
2. All calls/phone numbers **must** be dialed by staff on duty only. Students are not allowed To dial the call. **only 3 attempts allowed in one day to contact party-* [2pt]
3. You may only call those on your communication list, unless special permission is given In writing from your counselor.-[2pt]
4. In 1st month, you are permitted **two** phone calls per week, at 10 minutes max. Per Call. **(No grace calls without counselor permission)*. Phone privileges increase with Monthly progression ---pending counselor's approval.
5. Calls are only to be made within the phone call schedule.
6. You must sign the board BEFORE 8:00 a.m. on the day you wish to make a call.

7. If you do not sign the phone list, you do not make a call. **NO EXCEPTIONS.**
8. You cannot switch with other students on the list.
9. No splitting phone time (i.e., two 5 min. calls equaling one 10 min. call).
10. No combining calls (i.e., one 20 min. call equaling two 10 min. calls).
11. You must initial the phone log after you make and receive a phone call. -[2pt]
12. All calls are to be made at the black visitor's chair closest to side door.-[1pt]

Meals

1. No food/drinks in student rooms other than hard candy and water. - [2pt]
2. **All** food/drinks must be eaten at time of acquisition.-[1pt]
3. No food/drinks are to be brought back by students from **any** off-campus outings or activities. - [2pt]
 - *This includes visits, CMTS, or any other off-campus activities.
4. No food or drinks may be taken out of the dining hall. - [2pt]
5. Eat all food taken from serving line. You may refuse any item or request smaller Portions.-[2pt]
6. You must sit and remain at your assigned table. No table -to-table food exchanges. 1pt
7. You will periodically be assigned to clean the tables, vacuum, etc. - [1pt]
8. You must have written permission to fast from your counselor.-[1pt]
9. **No** sandals, shorts (out of season), white T-shirts or tank tops can be worn in dining hall.1p
10. Commissary will be offered on a nightly basis.
11. The staff on duty will make a commissary list and assign two students to pick-up The snacks.

12. No food allowed in living room area other than commissary items.
*(candy, chips, soda) - [2pt]

13. No excessive lingering at meal times. *Eat and get going.*
*Continual warnings will be interpreted as passive-aggressive behavior and discipline will result

Money

1. All money must be turned in to the Director to be stored. **Only money orders will be accepted.**
2. While in the Induction Center, students will be permitted to have \$10 dollars max. At any given time in their possession. Students violating this policy will have their money confiscated and that money will become the property of the Induction Center.-[2pt]
3. Students receive commissary money on Wednesday evenings. **Do not ask about it.**
4. Student's visitors **must** turn in money to staff on duty only.
5. Money for bookstore must be requested the day before, during business hours. A receipt must be turned in to the Director.
6. There is to be no loaning of money to/from staff or fellow students. All financial transactions/exchanges must be done through both counselor and executive director. -[3pt]

Musical Instruments

1. You may keep your own instruments upon approval of the Director.
2. The use of the instrument may be suspended if it is abused.
3. Instruments may only be played outside, in your room (with roommates permission) or The classroom (with permission of other students in classroom & living room).-[1pt]
8. Instruments may only be played after business hours, during free time only.-[1pt]

Personal Hygiene and Grooming

1. Shower daily. Shower Times: Weekdays-5:00pm-8:30pm Sat- 11:00am-8:30pm.
Sun- after outings only - 8:30pm. - [2pt]

*****NOTE:** *All students having a vocational therapy workday (i.e., CMTS, etc.) Have priority in the showers will shower before other students. This applies to A.M. and P.M. shower times.*

2. Be covered with clothes or a robe, both to and from bathroom area when showering. 3p
3. Be clean-shaven daily. No sharing razors with other students.-[1pt]
4. Wash your hands after each use of the bathroom. Mandatory! No Exceptions!-[2pt]
5. Hair may reach the top of the collar and the top of the ear only, and must be combed daily. Hair may be cut **ONLY** on Saturdays from 7:30 - 9:00 p.m. The cost is \$2.00. Hair may be cut **once per month**. You **must sign up** for a haircut on Friday, in the haircut log. **(shape-ups are considered as a haircut—anytime another person assists, it is considered a haircut).* -[1pt]
6. Dress neatly and appropriately for all occasions. Shirts **must be tucked in** during Business hours, chapel, class, and church. **(only exception: square bottom fully Buttoned up collared shirts, sweatshirts, sweaters, and hoodies)* - [1pt]
7. Socks must be worn with all footwear. **(only exception is open-toed sandals)*-[1pt]
8. No hats may be worn in the center any time. Dew rags/bandanas on the head, neck or dangling from the pocket are not permitted.-[1pt]
9. Torn and/or tattered clothing is **not allowed**. -[1pt]
10. Pants, shorts, pajamas, etc. **must be kept** at the waist. -[1pt]
11. Sweatpants and shorts are not permitted during business hours.-[1pt]

Recreation

1. Participation is required in all recreational activities.
2. When involved with a recreation at outside facilities, stay in designated areas.-[2pt]
3. Maintain a Christian witness in all sports and leisure activities.-[2pt]

4. Tank tops may only be worn for sports activities or in gym, and in room only at bedtime. Shorts may be worn indoors after 4:30pm. Outdoors, **in season only** (May 15 - Sept 30). **Shirts must be worn at all times.**-[1pt]
5. Board games (chess, etc.) are privileges and may be taken if they are abused. Gambling **will result** in discipline or dismissal.-[2pt]
6. There is to be no exercise of **any kind**, weights, or exercise equipment in your room. **exercise is allowed after business hours, during free time, in hallway area only by side door exit.*-[1pt]
7. Listening to music, and **all** recreational activities are to be done in the classroom area **Only**.
8. All recreation (TV, radio, games, etc.) ends for the night at chore time /9:00pm. - [1pt]
9. **No secular material allowed** unless approved by your counselor in writing. *No CDs, DVD's, cassette tapes, etc. of any kind allowed in rooms at anytime.-[2pt]
10. No recreation of any kind is permitted during business hours. **(7am-4:30pm)*-[1pt]

Rooms/Bedtime

1. Food, candy and drinks may not be in your room. The only exception is water or Individually wrapped hard candy.-[2pt]
2. Do not leave fans running or lights on when you leave your room.-[1pt]
3. Rooms are to be neat and clean at all times, according to the list on room doors.-[2pt]
4. Do not add to the decor of your room (i.e., thumb tacks, nails, tape, etc.).- [1pt]
- 5 You may have pictures of your family only. A photo album would be recommended.[1pt]
6. All clothing is to be properly hung in the closet or neatly folded in the dresser. -[1pt]
7. Robes and towels are to be hung on the back of the door or *on hangers* from bed.-1pt
8. Laundry is done every Monday and Thursday morning.
9. Rooms may be checked/searched at **any** time.

10. Other than using the toilet (not sink to get ready & showering), you **must quietly remain in your rooms** between scheduled *lights out* time and scheduled *wake-up* time.

** Only exception: see "Wake-up" pg 5- #3 - [2pt]*

11. Having lights (other than small book lights) on after lights out time is **not** permitted.-[1pt]

12. Be in your room and quiet **BY** devotion time, prepared for bed.

**Must remain in rooms between p.m. devotional room time and lights out.-[1pt]*

13. **Do not** enter another student's room. **" This includes reaching, standing, leaning, etc. in the room doors. No breaking the plane of the doorway area.-[3pt]*

14. In regards to scheduled room times, when there is a conflict of scheduling, the staff on duty will make necessary schedule changes to accommodate scheduling conflict.

15. Lights must be on in rooms at all times when occupied, other than scheduled *lights out*. -[1pt]

16. There is to be no talking after *lights out* time.-[1pt]

17. There is to be no loitering in **any** LIC doorways at **anytime**.-[2pt]

18. There is to be no *storage* of water in rooms. The only amount of water allowed in rooms is the amount which can be consumed prior to lights-out on the day of purchase.-[1pt]

Television and Radio

1. Television will only be viewed for occasional sports, news or videos.-[2pt]

2. Videos allowed are *G*, *PG*, and *PG-13* only, with Director's approval.

3. The television and radio are only to be touched/adjusted by Staff.-[2pt]

4. Students are **not allowed** to pick videos.

5. Secular music is **not allowed** at all in the program or in vehicles.-[2pt]

6. Students may not have: radios, MP3 -type players, tape/CD players, clock radios, etc. - [2pt]

7. TV and radio is to be turned off for the night, every night, at chore time/9:00pm. 1pt

8. During business hours all movies/videos are to be Christian-based only.
- 9 News only may be viewed on weekday mornings from 6:00am-6:30am. After business hours news only may be watched from **either** 5:00pm-6:00pm **or** 6:00pm-7:00pm depending on scheduling and at staff's discretion. **(special TV events will be considered by staff)*

Visits

1. Visits are on Saturdays, from 3:00PM to 6:00PM. **(3-7pm during 4th month of stay)*
2. Visits start at the time visitor arrives, between 3:00PM-6:00PM. Student is Allowed to visit for their allotted time, **within** the visiting hours. Visits end at 6:00, Regardless of visitors time of arrival.
3. Pastors may visit once per month, with 24 hour notice, any day of the week.
4. All visitors must sign in when they arrive. Student must sign his visitation schedule. All Visits must be in the class room. **Staff permission is required to visit outdoors.-[1pt]*
5. Visitors who are not family members will be asked to leave.
6. No visitor is allowed in any rooms except the visitor room and the restrooms.-[2pt]
7. No food allowed during visits. ***The exceptions are** Birthdays (student's, not family's), Thanksgiving, Christmas, ands Easter only. The counselor must confirm a student's birthday with Program Director. The holidays must go through Program Director. **The families must bring enough for entire student body.*
8. The classroom is off limits to other students on Saturdays from 2:00PM to 5:00PM, While students are visiting with their families.
9. All packages brought by visitors must be turned in to staff for inspection.-[2pt]
10. All money from visitors must be turned in to staff on duty. - [2pt]
11. You may not participate in another student's visit.-[1pt]
12. If you have fathered a child, visits will be allowed for the express purpose of seeing your child. The child's mother is not to visit at all if the child is not present.-[2pt]
13. No talking on cell phones.-[2pt]

14. Do not touch or pick up any children, unless they are your own. Know where your Children are at all times.-[3pt]
15. Do not enter the vehicle of any visitor.-[2pt]
16. Do not take food from any visitor.-[1pt]

Class

1. Arrive to class **at least 5 min.** prior to schedule starting time, seated, ready to begin.
[1pt]
2. *Fully* complete all class assignments *on time.* - [1pt]
3. A charge may be given for any lost materials.
4. Study Time (8am-9am M,W,F) is a quiet time-No talking at all.-[1pt]
**During 4th month privilege of studying in rooms, the room doors must be completely open, no laying on beds, and no talking.*
5. Turn in all GSNC manuals. Manuals may be purchased for \$3.00-[2pt]

Chores

1. Daily chore duties are required, and will be done at 9:00 p.m. daily.-[2pt]
2. House chores will run on a rotating basis and will be posted.
3. **All chores** will be checked by staff on duty.
4. When there are work days in the community or at other specific places, behave as a Representative of Teen Challenge and Jesus Christ.-[2pt]

Medication

1. All medication **must** be approved by the Director. Medications containing any form Of narcotic, including codeine, are not permitted.
2. Students **must** report to their counselor one week **before** their non-narcotic Prescriptions run out to get a refill, as prescribed by a doctor.
3. Students requiring irregular medical attention **will be given** a medical dismissal from The program, with the **exception** of emergencies.
4. Do not purchase over-the-counter medicine. *Only exception is Vitamin C & Multi-vitamins

***NOTICE:** All vitamins and meds are considered "House" and may be used by all students.*

5. No students are to touch the medicine cabinet. It is grounds for possible dismissal.-[3pt]
6. Medication will be dispensed, according to dosage schedule, or as prescribed by doctor
Or manufacturer.
7. A cup of water must be brought with you when getting medication. **No water, no Medication, period.** Student will then report to back of the line with water.-[1pt]
8. No medication, internal or topical, is to be kept in your room. **Includes sun block.*-[2pt]
9. **Do not accept** any medication from outside sources, except a medical doctor.-[3pt]
10. All students who have a vocational therapy workday (i.e., CMTS, etc.) will have priority and will receive their A.M. meds. Before all other students not having a workday.

Discipline

1. Discipline is given to aid in the development of self-discipline.
2. Discipline is given when a rule is violated or an inappropriate attitude is manifested.
3. Discipline consists of a significant loss of privileges and/or additional work Assignments and/or memorization assignments, or other measures deemed Appropriate by staff.
4. After continual disciplinary problems, a suspension from the program for at least thirty days may become necessary and probable. *This includes indefinite discipline. Any tickets rec'd during indefinite discipline may result in automatic 30-day suspension.
5. Violation of certain rules such as threats, fighting, lying, attempting to get high, or The possession of drugs, etc., may result in immediate dismissal.
6. Discipline is to be received as an adult, and that area improved upon.

Phase One Graduation Requirements

1. Complete all memory verses.
2. Complete at least one Personal Studies (PSNC) contract and all Group Studies (GSNC) classes.
3. Be approved by the staff of readiness for phase II.

4. Induction is generally a four to six month program, depending on students' progress.

A Final Reminder

Always be aware that *you* came to *us* for help. *You* sought *us* out in your time of need. *We* did not come to *you*. Therefore, *you* have submitted yourself to all that this program entails. This means that complaining, whining, etc., about the program will not be tolerated. If this program is not to your liking, remember that you are always free to leave.

If, however, it is your desire to stay and grow within the limits set for you, do so as an adult. If you leave the program, you will not be allowed back in this specific center. The staff will always be available to help in any way they can. Please take advantage of their counsel and experience. We encourage you to dedicate yourself to the Lord while you are here, remembering that, "**God rewards those who diligently seek Him.**" (Heb. 11:6)

GOD BLESS YOU

Student Handbook

Teen Challenge Lancaster Induction Center

I _____, hereby acknowledge that I have read,
(Print name)
Understand, and am willing to obey the rules of the Teen Challenge Lancaster Induction Center
handbook.

Student's Signature

Date

Intake Coordinator's Signature

Date