

TEEN CHALLENGE LOUISIANA

DBA: GNO Teen Challenge, Mt. Grace Teen Challenge, Ruston Teen Challenge

STUDENT MANUAL

The essence of Teen Challenge's program is the love of Jesus Christ. The goal is a re-direction of lifestyle, brought about through strict discipline, balanced with genuine love, faith, counseling and work therapy. The program aims toward the transformation of the whole man: spirit, soul and body.

Our home seeks to be as non-institutional as possible because the rehabilitation processes must take place on an individual basis. In this way, the Christ-like love and care of the staff creates an atmosphere which allows healing a chance to work in each individual's life.

ADMISSION PROCEDURE

Interview: An appointment within the Intake Counselor must be made for an interview. The Intake Counselor will determine the applicant's eligibility and can admit the applicant immediately, providing required medical tests are completed and if there is room in the facility. If there is no room, the applicant's name will be placed on the Admission Waiting List, and he will be notified when a place is available.

Admission Waiting List: If the applicant's name is put on the waiting list, he must personally call no less than two (2) times a week. The call must be placed between 9:00 a.m. - 5:00 p.m., Monday through Friday. If he fulfills this requirement, he will then be allowed to enter the program when there is room.

Applicants living within 50 miles from the facility, should come to the facility at least once a week. Applicants are encouraged to attend three church services a week while on the waiting list.

Re- Admission: If you leave before completing the program you must wait 30 days before another interview is granted. A committee is available to help evaluate re-admission and make recommendations.

This is by no means to be interpreted by you as leniency on our part, nor are we expecting you to leave. You might consider that, from our past experiences, only a few make it after repeated times of leaving the program. Settle it in your mind that you honestly want help. Plan to stay for the entire program, which is twelve months. Give us a fair chance at helping you. Remember, we want to help you.

Pre-Induction: The first two (2) weeks of residency is a pre-induction phase including program orientation and client assessment.

Induction Fee: There is a \$750.00 one-time fee at the time of induction. This covers the cost of the admission process and start up educational materials. This induction fee is tax-deductible but non-refundable.

WHAT TO EXPECT

1. Sincerity: If you want to play games, we cannot help you.
2. Honesty: If you are accepted into the program, you and your belongings will be thoroughly searched. We also need to know if you are in any legal trouble. It will not necessarily hurt your chances to become a resident, and we may be able to help you.
3. Commitment: Be prepared to put yourself totally into the program and stay for fourteen months. When you enter the Teen Challenge Center, you are placing yourself in our hands. We take our responsibility seriously.

WHAT YOU CAN EXPECT OF US

1. Genuine Love and Concern: We are glad you are coming to Teen Challenge. We will do all that we can to help and encourage you.
2. Discipline and Guidance: We believe that we can help you to re-direct your life. We assume that if you are here, you want to change in a real way, and you are asking us to have a part in bringing this change about.
3. A Testimony of Jesus Christ: The whole program revolves around Jesus and the bible. We do not want to "shove religion down your throat", but you need to know that the help you are looking for will come from Jesus.

ADMITTANCE TO THE PROGRAM

1. Upon admission, the resident will submit all clothing and possessions for a thorough inspection. Medication prescribed by a doctor for a physical condition (not including "psychological problems") will be administered by the staff. NO METHADONE.
2. Required tests are for: V.D., Hepatitis Panel (A, B, & C), HIV/AIDS, and a T.B. skin test prior to entering the program. For females, a pregnancy test will also be required. A physical examination is also required and all male students should be able to lift at least 70 pounds of weight. For applicants of our Ruston Induction Center a Statewide Criminal Background Check is also required prior to acceptance.
3. Initially, all money shall be surrendered and placed in a personal account; also, credit cards and checkbooks. You will be receipted for your money and all items that are placed within your account. Training phase students are allowed to hold their personal monies but are not allowed to loan monies to Induction Phase students.

4. No automobiles, stereos, radios, CDs, videos, DVDs tapes or tape players are to be brought to the center.
5. You will have to kick "cold turkey" at the center. There will be a staff worker available to pray with you as you are coming off drugs. If you feel you need to detox discuss this with the counselor before entering Teen Challenge.
6. During your stay you will be evaluated on performance in these areas by our staff: academic work, spiritual progress, conduct, work ethics recreation and dorm life.
7. Upon entering the program, all students will be required to apply for food stamp benefits. Should a student maintain income preventing food stamp benefits, that student will be required to pay \$150 a month toward his food expenses.

AGREEMENTS

While you are living at Teen Challenge you will have to be in agreement and consent to the following:

1. I will not use any form of drugs.
2. I will not smoke.
3. I will not drink.
4. I will not use profane or loose language.
5. I will not brag about my past life.
6. I will not go off the property without permission from the staff.
7. I will not be involved with cliques.
8. I will not listen to non Christian music.
9. I will not read books or magazines without permission and approval of the staff.
10. I will participate in all scheduled activities including class, chapel, work, recreation and church services.
11. I understand that Teen Challenge is a twelve to fourteen month program and I am willing to commit myself to the program for this specified amount of time.
12. If I leave the program without taking my clothes or personal belongings, I understand that Teen Challenge is not responsible for any lose at anytime. My clothes and belongings (left longer than 7 days) will become the property of Teen Challenge.
13. If I do not have a high school diploma, I understand that I will be required to obtain my GED before I graduate.

I HAVE READ THE ABOVE RULES AND POLICIES AND AGREE TO ABIDE BY THEM: SHOULD I BE ACCEPTED INTO THE TEEN CHALLENGE PROGRAM.

Signature of Applicant

Date

Witness Signature & Title

PRE-INDUCTION PERIOD FIRST TWO WEEKS

1. No leaving of the center (except for Worship Services, Recreation Period, etc.) accompanied by a staff member.
2. No visitors, except parole or probation officers, pastors, attorneys.

POLICY

Remember, that you are not forced to stay here at Teen Challenge. You can leave if you so desire. We are never happy when this happens because we do want each of you to make it. If you decide to leave, you might first consider our 30 day wait policy on acceptance if you want to return.

ACTIVITIES

1. Students shall participate in ALL scheduled activities, unless excused by a medical doctor.
2. Students are to stay together as a group, under supervision of a staff member during any kind of activity. Students may have their family sit with the group.

APPOINTMENTS

Notify the staff on duty if you need to make or keep a doctor, dental, or other type of appointment in advance. Arrangements will be made in accordance with the availability of staff.

BATHROOM COURTESY

Be considerate of others waiting to use the bathroom. Throw out papers, straighten the bathmat, and wipe out the tub and sink before you leave. Replace empty roll of toilet paper. Always, wash your hands before leaving the bathroom.

BEHAVIOR

No running will be allowed in the facility. Inappropriate behavior, such as screaming, yelling, and rough housing inside or outside is not allowed. Be sensitive to others.

CHURCH

All restroom needs are to be tended to before any meeting begins. Students are to enter the meeting quietly and pray upon arriving. Sit together at a place designated by the staff. You must stay with the group at all times. You family may sit with the group upon approval of the director.

No students are to leave church until the staff member in charge is ready.

Be on time and take your bible with you. Chewing gum and candy are not allowed in church services.

CONVERSATION

Do not talk extensively or dwell about your past life. Only songs that glorify God are to be sung. All staff and their spouses are to be addressed as Bro. or Sis. No talking to females is allowed.

DISCIPLINE

Discipline for disobedience and wrong attitudes will be given. Memory verses, extra work hours, restriction from privileges, essays and even dismissal will be used. No corporal punishment will be used by any Teen Challenge Staff Member as it is prohibited. Physical restraint may be used if a student becomes out of control. Students shall not be subjected to any harsh, cruel, or excessive discipline. Discipline of a student shall not benefit a staff member personally in any manner. Discipline will be administered in a just and equitable manner. The reasons for any restrictions from student behavior shall be explained when the measures are imposed and appropriate alternative behavior shall be described. These incidents will be documented in your student file. Reasons for dismissal are listed below.

DISMISSAL

You can be dismissed from the program for the following:

1. Using drugs or alcohol, or having them in your possession.
2. Leaving the property or group without permission.
3. Continuously being uncooperative.
4. Fighting.
5. Cheating on tests.
6. Theft of any kind.
7. Students are expected to show respect and not argue or talk back to staff personnel. Foul or abusive language will not be tolerated towards a student or staff person. Proper care of Teen Challenge property is expected and required at all times. Violation of the above shall be cause for immediate dismissal from the program.

DORM RULES

Everyone is expected to take care of their clothes and personal belongings and to keep all clothes put away. Beds are to be made everyday before breakfast and be kept that way all day. Lights are to be turned off before leaving the room. Each person's "space" is private and is not to be violated. You are to observe "Quiet Time" (Devotional Time) and "Lights Out" as assigned by staff.

NOTIFY THE SUPERVISOR: When you see someone feeling extremely troubled, or about to leave, get in touch with the supervisor. Remember, this is your home, if you do not protect it, who will? Report any drugs on the property immediately -- if you love your brother...

Keep personal items in their proper place. Do not use nails, stickers, tape, etc. on the walls or furniture and doors without permission.

You may not enter another student's room without permission. Stay in door assigned to you even though you use the same bathroom facility. This eliminates anyone going into any ones belongs.

Consideration should be given to students trying to rest. Students shall refrain from loud talking or rough housing the dorms.

Food or drink is not allowed in the dorms at any time. Moving from one assigned bed or dorm to the other is NOT permitted without prior approval from the Dean of Men.

Visitors are allowed in the dorms with prior approval of staff on duty. Others in the dorm should be notified as a matter of courtesy.

Personal devotions begin at 9:30 p.m. Students should be ready for bed and finished in the bathrooms by this time. Talking is allowed up to devotion time at 9:30 p.m. Lights out at 10:00 p.m.!! The chapel is open 24/7. After lights are out you may go only to the chapel to pray. You must walk directly to the chapel and back to your dorm.

DRESS CODE

- Your clothing must be appropriate, clean and modest. - Underclothes must be worn.
- Tight and revealing clothes are not to be worn.
- Clothing/shirts with printing on it contrary to Christian principles are not to be worn. - Dress shoes must be worn for church.
- Dress pants and dress shirts (or a modest dress / blouse and skirt for women) should be worn to church and church related activities.
- Collared shirts, socks and shoes must be worn to chapel and class.
- Dress relating to your past drug lifestyle (hats, bandanas, do rags, etc.) will not be permitted.

- Each person is responsible for his own hygiene. Showers and shaving must be done daily. Hair must be kept combed clean and cut above the collar and half way on the ears.
- Shoes are to be worn at all times. You may go barefoot or wear socks in the dorms only. Slippers may not be worn outside of rooms
- Some type of clothing is to be worn to sleep in.
- Any jewelry which ties you to witchcraft or to your past will be kept by the staff or sent home. No earrings are to be worn.
- Modest short pants are to be worn only for recreational activities.
- Going without a shirt and tank tops are only allowed inside your dorm room.
- Hair styles and manner of dress may be required to be changed at staff discretion, if not acceptable.
- Full and neatly trimmed mustaches are allowed.

DUTIES

- You are to do your chores promptly at assigned times. No goofing around. The same person who does a job incorrectly must correct it.
- When special needs arise, your cooperation in doing extra duties will be expected and appreciated. - No arguing about duties with the staff or the ones you are working with. - Any arguments can result in disciplinary action.

FIRE ALARM PROCEDURE

1. Walk, don't run, to the nearest exit.
2. Close all doors and windows and turn off lights in your location.
3. Remain outside until instructed to return.

NOTE: NOTIFY A STAFF MEMBER IMMEDIATELY - IN CASE OF A FIRE.

MARRIAGE RELATIONSHIPS

It is part of our program to provide counseling sessions with both husband and wife. Visits by spouse not in the program are subject to same regulations as all other visits. Our purpose in working with married couples is to establish them in a Christ-Centered marriage.

Goals for married couples who wish to be counseled:

1. To acquaint both parties with the Teen Challenge Program
2. To work out problems.
3. To get to know each other better.
4. During the second phase MARRIED students are allowed one (1) overnight pass every 30 days based on prior staff approval.

When a married person comes into the program, he or she must leave family problems outside until they can be dealt with in a counseling session. Commit wife and children to the Lord.

MEALS

- Only staff, cooks, and students assigned to kitchen work detail are permitted in the kitchen.
- Do not come up for seconds until cook calls seconds and you have eaten all that is in your plate. - After each meal, dishes are to be stacked. All garbage should be put in the trash can.
- Do not go into the pantry or refrigerators or use the kitchen appliances without staff permission.

MEDICINE

All medicine, vitamins and aspirins will be kept in a locked closet in the office. Only a staff can give medication to you. It must be logged on the medication log and signed by the staff and you. The student has the right to give informed consent to refuse treatment or medication and to be advised of the consequences of such a decision.

MONEY

Although it cost an average of \$1600.00 per month, per resident, Teen Challenge does not charge for services rendered, however, tax deductible donations are welcomed. A \$750.00 initial induction fee and a \$26 clothing fee are required for admission. Residents' personal money will be kept in a locked safe. Induction students are not allowed to keep money on them.

OFFICES

No one is allowed in the offices at any time without permission of the office staff. No student is to take or borrow any supplies, pens or pencils off any desk in the office without permission. Upon entering the offices, you must knock first.

RELATIONSHIPS

Students are not allowed to develop romances or special relationships while in the program.

There will be no pairing off with a member of the opposite sex. You must stay with the group. Speaking with females is NOT allowed.

Telephone numbers and addresses are not to be exchanged with anyone as you will not have any contact with them

Students are not allowed to invite members of the opposite sex as special guests, except for immediate family. You will not have ANY communication (visits or mail) with girlfriends or finances. With PRIOR approval from the Director the mother of your children MAY be allowed.

PACKAGES AND MAIL

All packages and mail will be screened by the Dean of Men. Packages will be opened in the presence of a staff member. Students are allowed to receive and write letters to immediate family, pastors and lawyers. Any other persons must be cleared through the Dean of Men. Upon mailing letters they must be approved by the Dean of Men. The Director may occasionally read any student's mail that he feels needs to be monitored after the student opens the letter. Staff will never open the student's mail.

STAFF

Address the staff as brother or sister. You may not enter a staff member's room or office without permission. Do not go to their rooms before breakfast or after 9 p.m., except in the case of an emergency. Please show respect and courtesy, and try not to disturb staff members when they are not on duty.

GUIDELINES FOR VISITORS

1. Only immediate family members will be allowed to visit; any other family members must be approved by the Director in a minimum of three days prior to the requested visitation date.
2. Visiting hours are on Saturday from 9:00 a.m. - 4:00 p.m.
3. All visits are to be monitored by the staff on duty and will only be held in designated areas.
4. There will be no smoking on the property by your visitors at any time.
5. There will be no drugs or alcoholic beverages of any kind allowed on the property at any time.
6. All packages brought by the visitor must be given to the staff member on duty before the given to the student.
7. Tours will be given upon request by the staff member on duty with the student and his family. Other than the supervised tour, visitors are not allowed in the dorms.
8. No hand delivered mail is allowed at any time for any reason.
9. Special visits from out of state family members may be requested for the possibility of extended visiting hours and a visiting day other than Sunday.

NOTE: Any violation of these guidelines or any other student rules may result in termination of visiting privileges.

LAUNDRY ROOM

1. Only the assigned student may operate laundry equipment.
2. Laundry shall be delivered to the laundry *room*.
3. Laundry days are assigned according to a room chart.
4. Extra washings are made after the day's scheduled laundry if there is enough time remaining in the work schedule.
5. Students are allowed in the laundry room to drop and pick-up clothes only.

TELEPHONES

Students are allowed two, ten minute phone calls per week- one outgoing and one incoming. Any additional calls must be approved by the Dean of Men. Messages will be relayed by the staff member on the phones. Any other calls must be approved. Only staff is allowed to answer phones. We do not accept collect calls.

HOUSEKEEPING RULES AND PROCEDURES

Dining Room and Kitchen Rules:

1. Students are allowed in kitchen area to complete work assignments only.
2. Students assigned cleaning duties in the kitchen and dining room are to eat first and finish quickly in order to get clean-up started promptly.
3. Students assigned cooking or cleaning duties in the kitchen and dining room are to complete their duties as scheduled and remain in the area they are working in until their assignment is completed.
4. In consideration of clean-up crews, students are requested not to remain in the dining area for prolonged periods of time after they are through eating.
5. Cooking and eating utensils are to remain in the kitchen and dining areas. 6. Students are requested not to congregate in the doorway to the kitchen.

GRIEVANCES

All students have the right to submit a complaint in writing and to have assistance in writing the complaint if they are unable to read or write. Grievances on the students part towards a staff member needs to be brought to the attention of that specific staff member. If there still seems to be a problem with them, bring it to the Director's attention. He will bring in the student and staff in question, for a conference. The student shall be informed of the findings and recommendations within 7 calendar days. Grievances on the student's part towards Teen Challenge should be brought to the attention of the Director, by appointment only. **DO NOT COMPLAIN TO OTHERS STUDENTS OR STAFF.**

PERSONALS

Individual students shall be responsible for their own property brought into the program and shall not hold Greater New Orleans Teen Challenge, Inc. liable in the case of damage, fire, loss of said property. The only jewelry allowed is your wedding ring and watch.

Illegal and inappropriate items not allowed in the program shall be subject to confiscation. Any item identified by G.N.O. Teen Challenge as illegal, inappropriate or as not being needed while in the program, shall be returned to the student's family or significant other at the student's expense.

Upon leaving the program all personal property should be taken. Any items left after seven (7) days become property of Greater New Orleans Teen Challenge.

RETURN TRIP HOME

Students entering into the program are required to bring money to purchase a bus ticket for the return trip home upon leaving the program.

MEDICAL EXPENSES

1. Teen Challenge is not responsible for Student Medical Expenses. - Teen Challenge shall not be responsible for the medical or dental needs of a student prior to entry or during program attendance. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. This shall include accident or injury while enrolled and participating in the program.

2. **If** an applicant has medical problems prior to entrance into the Teen Challenge program, he or she is expected to take care of that problem before entering the program.

IF AN APPLICANT IS ON PAROLE OR PROBATION, REPORTING PROCEDURES SHOULD BE WORKED OUT BEFORE ENTERING THE PROGRAM. IT IS THE PAROLEE/PROBATIONER'S RESPONSIBILITY TO MAKE THESE AGREEMENTS AND REPORTING AS AGREED.

WHAT TO BRING

NOTE: Because of lack of space, all students must limit the amount of materials and clothing they bring.

You may choose one of the below three options:

1. Two (2) small suitcases
2. One (1) large suitcase
3. One (1) small suitcase and a hang-up bag.

Below is a list of items you will need

CLOTHING :

- 5 pairs of jeans
- 5 work shirts
- 3 pairs of dress pants
- 5 dress shirts
- 2 suits
- 4 ties

SHOES:

- Tennis shoes (sports, working)
- Casual shoes (school)
- Dress shoes (church)
- Slippers
- Work boots

UNDERGARMENTS:

- 7 T-Shirts
- 7 Underwear
- 3 Pairs of dress socks
- 5 Pairs of white socks (work)

PERSONAL ITEMS: Blow dryer, colognes, towels, shampoo, razors, toothpaste, toothbrush, comb, deodorant, soap, laundry soap, new bed pillow & case, laundry bag.

MONEY: Return fare, spending money (can be placed in personal account), Induction Fee

CLASSROOM ITEMS:

Bible, notebook, pencils, pens, paper

NOTE: Bring a recent picture of yourself if you have one.

SOCIAL SECURITY CARD! PICTURE I.D.

DO NOT BRING RADIOS, TV, VEHICLES, PETS, STEREOs, ETC....

Women's Clothing

5 pair or jeans, capris or shorts to the knee

5 work shirts or t-shirts, no tank tops (except to be worn underneath blouses)

5 outfits for church (dresses, dress slacks, dress blouses)

2 pairs of tennis shoes or work shoes

2 pairs of church shoes, slippers, flip-flops and an additional pair of casual shoes for wearing to activities.

1 jacket, sweatshirt or sweater for cooler days.

Undergarments:

5-7 bras

7 pairs of underwear(no thongs)

2-3 camisoles or undershirts to wear under blouses

5-6 pairs of socks

2 pairs of pajamas (no shorties).

Pillows, sheets, towels, etc are not necessary

An extra blanket is allowed

ADMISSION INFORMATION

NO ONE WILL BE ADMITTED WHO COMES IN UNDER THE INFLUENCE, OR OF BEING UNDER THE INFLUENCE.

Applicant must arrive at Greater New Orleans Teen Challenge at the specific time and date indicated by the Director. Failure to do so may result in the applicant being turned away. If for any good reason the applicant cannot arrive on the specified time, a call should be made to the Residential Director giving the reason.

The Medical report and Blood test results must be filled out in full by the applicant and physician by the date of admission. All medical results and records must be in the hands of the intake counselor or the Residential Director on the day of admission.

WHAT TO BRING WITH YOU:

CLOTHING (NO MORE THAN)

5 Casual Shirts	4 Ties	3 Dress Shoes
2 Suits or Sports Jackets	1 Work Jacket	5 Work Shirts
3 Casual Slacks	7 Underwear	5 Dress Shirts
3 Dress Slacks	5 Work Pants	Toiletries

SCHOOL SUPPLIES

Three ring binder	Pencils	Pens
Bible		
Two Spiral Notebooks	Stamps	Dictionary
Ruler		
Five Folders	Small Calendar	Paper
Envelopes		

PICTURE I.D **AND** Social Security Card

MONEY: Induction Fee, Return Fare, spending money (can be placed in student account)

* If an applicant is not able to acquire some of these items it is permissible from time to time different items; to the center for distribution

WHAT NOT TO BRING WITH YOU:

Cigarettes	Jewelry	Cell phones
Medication for withdrawal	Radios	Tapes/Recorders
Playing Cards	Books Magazines	TV
		Drugs

You and Your belongings will be thoroughly searched on the day of admission

BRING THE FOLLOWING INFORMATION *WITH* YOU:

Names, addresses and Phone numbers of: Parole and probation officer, attorneys or public offenders.

Full information regarding court and court appearances: date, time, court, judge, charge etc.

Names, addresses, and phone numbers of your **IMMEDIATE FAMILY** who might visit you or write you are in the program. If you do not bring the list of **IMMEDIATE FAMILY** we will “return to sender” all letters sent which are not on the list.

Dear Director of Teen Challenge:

I have read the entire manual.

I understand that these rules are designated to make time at the Greater New Orleans Teen Challenge center more beneficial to my Christian growth. I am aware that they are necessary to maintain a pleasant atmosphere for everyone living here, and they help set high standards for Christian living.

The rules for the classroom will be followed to keep it running smoothly and quietly, to create an atmosphere for study so that my time in school will be most successful.

If I break any of these rules, I realize that I will receive discipline, which could mean extra work hours, restriction from privileges, essays, or even dismissal.

I agree to do my best to follow these rules outline in the manual for the benefit of my own Christian life and those around me.

Sincerely,

Student Signature

Witness

Daily Student Life

Students in Louisiana Teen Challenge have a regimented daily schedule. From wake-up until lights out, students' days consist of both classroom time and time working productively with their hands. A typical day in the life of a student is broken into morning classroom studies and evening work detail. During certain seasons, however, when planting and other activities are sensitive to time constraints, class time may be interrupted for blocks of time to give extra attention to work detail. Because Louisiana Teen Challenge offers to the student its program for only a nominal induction fee, we will often do our best to take advantage of fund raising opportunities as they arise. These activities may also be time-sensitive and require that students be removed from the classroom for certain blocks of time in order to dedicate themselves to the task at hand.

I agree with the policy set forth above by Louisiana Teen Challenge
and agree to abide by it.

Student Signature

Witness Signature

Damage to Property

Students residing at any of the Louisiana Teen Challenge locations are required to participate in daily work detail activities. These activities are varied and may include anything from auto repair to lawn mowing. Many of these activities require that students use Teen Challenge tools and equipment such as rakes, lawnmowers, and gas trimmers. Teen Challenge is aware of the fact that these tools will suffer wear and sometimes even come to the end of their useful life span. However, students caught mistreating tools or equipment will be subject to disciplinary action, and will be required to reimburse Teen Challenge for any damage caused due to misuse. Tools or equipment needing replacement because of a student's misuse will be done so at full cost to the student.

I agree with the policy set forth above by Louisiana Teen Challenge
and agree to abide by it.

Student Signature

Witness Signature