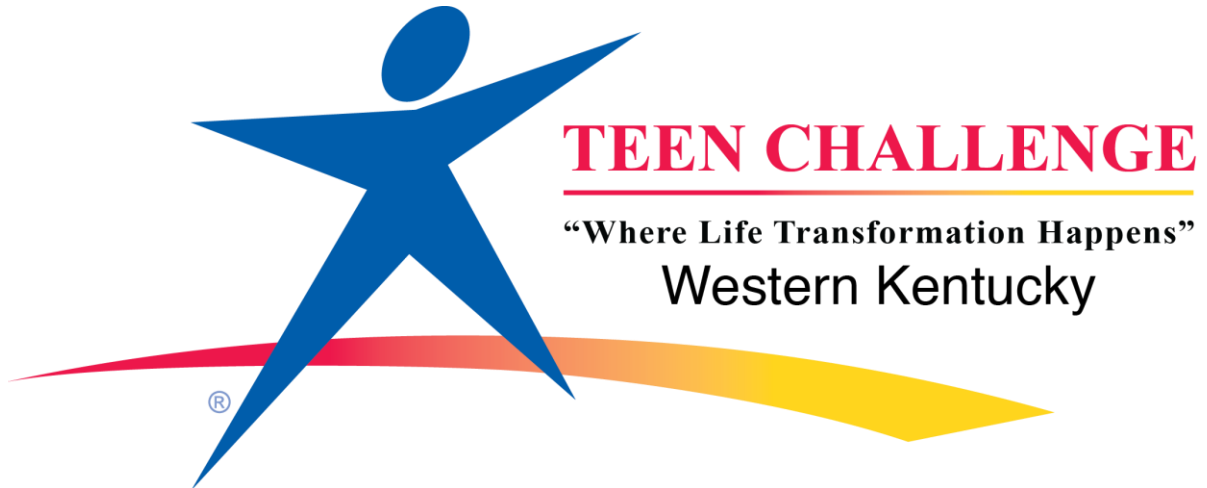


Family Handbook



Dear Family and Friends,

By enrolling your loved one in the Western Kentucky Teen Challenge program, you are acknowledging that they need help. Because this is a serious decision that you have helped make, it is critical that you understand the importance of what you are doing, as the road ahead will be one of the toughest journeys both of you will ever make.

In order to help make this journey positive and successful, we have provided this handbook with guidelines to help you understand the process a student will go through while they are here. We encourage you to partner with us in making this journey successful, as it will help the student in making the changes necessary to re-direct their life.

Western Kentucky Teen Challenge is a highly disciplined and highly structured program. It is not for everyone, but it is for everyone who desires help from life-controlling addictions and who desires to change. A student will encounter many things throughout the program that will challenge their behavior, and is most certain to complain. Your reaction to these complaints will influence them, so we want to help you learn how to handle these issues as they arise.

Please read this booklet carefully, and make sure that you are able to do your part in helping your loved one through the process of recovery.

Sincerely,

Scott & Andrea Lipinsky, Executive Directors
And the Staff of Western Kentucky Teen Challenge
Teen Challenge International

PROGRAM DESCRIPTION

A student who is in need of life change does not miraculously transform overnight. Change requires a process of time, and a student must be willing to commit to whatever time is needed in order to effect change. Although many recovery programs are much shorter in length, there are no other programs that have as great a success rate as Teen Challenge. This is due, in part, to the length of the program. Many times, students who enter the Teen Challenge program have spent years trapped in their addictions, and it requires time before they are truly ready to receive the proper tools to change.

- Western Kentucky Teen Challenge is a minimum of one year in length. Depending upon circumstances, program length may be extended, but will never be shortened.
- Western Kentucky Teen Challenge does not accept students for less than one year. This includes check-ins that are both voluntary and court-ordered. Although the Court may impose less than a one year sentence, the program has a minimum length requirement of one year. If a court-ordered client still elects to enroll in the program, they must agree to serve the entire year, or whatever time it takes for completion of the program. Teen Challenge will not provide a successful completion letter, or graduation certificate to the Court for any time less than the prescribed time for that client, which will never be less than, but can be greater than, one year. Time is typically added to a client's stay if the client incurs any infractions of policy during his stay in the program; hence the possibility of completion of the program taking more than one year.
- Completion of the program is critical to the success of the student. Therefore, it is imperative that they are supported to this end. Family members should not allow any room for discussion of removing the student from the program before they have completed all requirements of Teen Challenge. **Upon enrolling a student in Teen Challenge, family members must agree that they will not assist the student in exiting the program before completion of the program.**
- Recovery is a family issue; therefore, it is strongly recommended that all family members attend the Family Day sessions during the entire length of the student's enrollment in the Teen Challenge program. Families are required to abide by the same rules and policies of the students, and to adhere to all campus rules. Families are responsible for knowing and understanding the rules as outlined in this manual. Failure to abide by the policies and procedures in this handbook can lead to a family's loss of visit on campus, or for that student to be approved for a pass with that individual. Teen Challenge is a ministry of the church and maintains very high Christian standards. Because we teach all students these standards, family members are expected to comply with the same standards during visitation.

PROCEDURE FOR ENTERING THE PROGRAM

- The Admissions Coordinator must interview a potential student before they are accepted into the program. Prior to entry, a student must have all medical, dental, legal and financial issues satisfied completely.
- Upon entering the program, a student must complete an application form and sign all appropriate consent forms and releases.
- At arrival, a student must turn in medical reports, all cash and valuables to the Admissions Coordinator, as students are not allowed to have or hold money while in the program. The student must also submit all belongings, luggage, wallet and clothing to staff to search for contraband. All contraband items will be destroyed or sent home, at the student's expense.
- Immediately after check-in, all students are required to take a mandatory shower and have their person and the clothes they are wearing inspected for contraband. The Admissions Coordinator will assign bed space, Big Brother/Big Sister, and Counselor. The student is expected to keep that assigned bed until reassigned to another bed or room by a staff member.

PROGRAM FEES

Induction and Student Support Fees

- A family who invests funds into their loved one's recovery, the student will be much more likely to succeed. Therefore, when entering the Teen Challenge program, students must pay the following **fees, which are non-refundable regardless of the length of time a student is in the program:**
 - Induction \$1,350.00
 - Medical \$170.00
 - Men's Monthly Tuition \$1,050.00
 - GED (If required) \$100.00
- Induction and Student Support fees should be paid separately and apart from any other funds.

Medical Fee

- Upon entry to the program, health screens are required, which are 1) TB skin test, 2) HIV test, and 4) Hepatitis screen. The student must bring copies of the results at time of admission. If a student desires immediate entry into the program, a \$170.00 medical fee (not included in the induction fees) is necessary in order to have the tests completed locally within 30 days after admission.

Student Account Contributions/Personal Needs

- Students are allowed to receive care packages that contain **CLOTHING, HYGEINE PRODUCTS, AND HARD CANDY ONLY**. All items other will be confiscated and destroyed. No confiscated items will be returned. Under no circumstances should food items be sent through the mail outside of individually wrapped hard candy.
- At the beginning of each month, Teen Challenge will make a trip to the store for personal needs and toiletry items. Families should keep a small amount of funds in their student's personal account to cover these trips, if needed, as well as any prescriptions the student will be responsible for during their stay.
- A check for student account funds should be **written separately** from all other funds, and be made payable to Teen Challenge. **Please post the student's name and "personal" in the memo line for proper credit.**
- If a student exits the program (whether voluntarily or due to dismissal) and is not current on payment of program fees, all funds in the student's personal account will be forfeited to Teen Challenge to offset the delinquent fees or to pay against their room and board while student was in the program.

WORK EXPERIENCE PROGRAM

While a student is enrolled at Western Kentucky Teen Challenge, they are required to work in one of the business operations of Teen Challenge. The work program, which requires manual labor, is designed to teach responsibility, discipline and ethics in their life. The work program is hard, but provides much needed discipline in a student's life.

- Because the work program is a requirement of Teen Challenge, students do not work for personal wages while enrolled. Therefore all tuition needs to stay current.

The world-wide mission of Teen Challenge is to evangelize 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, the local church, chosen vocation, and the community; and to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

At Teen Challenge, one significant means of fulfilling that mission is our Work Experience Program, which is a series of short-term, supervised work assignments that students perform during their time at the Center. During the course of this Program, Teen Challenge staff members interact with students in the process of reforming and maturing their character, overcoming sinful habitual patterns of behavior, and adopting a productive livelihood. The principal benefits derived by students are not compensation and in-kind benefits, but (1) awareness of sin and the need for regeneration, repentance, forgiveness, restoration, (2) freedom from reliance on controlled substances, (3) learning the value of and respect for authority, (4) developing habit patterns of regular schedule, work

responsibility, and performance accountability that all are foundational to being a productive and responsible citizen. Although the work assignments may provide Teen Challenge with some offsetting revenue, any contributions or other funds received from beneficiaries of the work assignments are used exclusively to help cover the cost of staffing and operating the Work Experience Program and as well as other expenses associated with a student's Teen Challenge Program. **This does not take place of tuition requirements.**

Biblical Basis for Work Experience Program

Teen Challenge's Work Experience Program derives its inspiration from our belief in the Holy Scriptures, which views work as one of the central purposes for human existence. In the beginning, God worked, and placed man, who was created in His image, on the earth to "...Fill the earth and subdue it" (Genesis 1:28 NIV). Work was a principal means of reflecting God's image even before the fall by applying labor, skill, and creativity to make productive and fruitful and latent resources of the earth. After the fall, work did not become bad, only more challenging and difficult (Genesis 3:17-19). God designed work to be redemptive, allowing us to enter the joy of co-laboring with Him (1 Thessalonians 3:2). Work is the dominant enterprise of most healthy people in sound societies. Through the illumination and renewing of the mind by the Scriptures and the Holy Spirit, communion with God, the encouragement of fellow Christians, and God's grace, one may capture a vision of work as the blessing that God originally intended for man.

The Bible is filled with exhortations and illustrations concerning work

Diligent, hard work is associated with prosperity (Proverbs 10:4; 14:23), serving people in high rank (Proverbs 22:29), satisfaction in life (Ecclesiastes 2:24), and reaping eternal rewards (Colossians 3:23-24).

The Apostle Paul writes in his letters of the example he and others set working with their own hands to provide for themselves and those who labored with them (1 Corinthians 4:12). He encourages his readers to not be dependent on anyone, but, if possible, to work with their hands to provide for their own needs (Titus 3:14). Above all, Paul exhorts his readers to do everything as though God was the supervisor (Colossians 3:23).

Hard work is the fruit of a repentant lifestyle (Ephesians 4:28) and wins the respect of the local community (1 Thessalonians 4:11-12). Where one has led a less than wholesome lifestyle involving anti-social behavior, there is further moral imperative to "make up for" the wrongs done by providing for oneself, and to have enough to give to those in need, through hard work (Ephesians 4:28).

One of the primary objectives of the Teen Challenge program is to encourage students to live in repentance from a self-destructive lifestyle. Participating in work assignments, therefore, is one means by which students may practice and develop the godly habit of a repentant lifestyle prior to their return to society.

In contrast, laziness is associated with poverty (Proverbs 10:4), destructiveness (Proverbs 18:9), and sinfulness (2 Thessalonians 3:6-8). One is considered worse than an unbeliever if he does not work hard and provide for his dependents (1 Timothy 3:1, 4-5; 5:8). Christians must avoid fellowship with "...every brother who is idle" (2 Thessalonians 3:6 NIV). If an individual "...will not work, he shall not eat" (2 Thessalonians 3:10 NIV).

Practical Application and Experience

The experience of Teen Challenge confirms these Biblical pronouncements, as we have found that work assignments often help surface unbiblical attitudes towards work, authority, God, and occasionally, racism, dishonesty, and disorganization, and reveal (at least in part) why students may have misused alcohol and/or other substances to cope with their failures. In exposing and addressing sinful attitudes, work assignments also provide Teen Challenge staff the opportunity to teach students the benefits and blessings of mature Christian character, in making the best of the same circumstances and honoring God in the process.

Work assignments also prepare students to live a productive life after they complete the Teen Challenge program. Students learn specific principles regarding a healthy work ethic such as:

1. Punctuality
2. Cheerfulness and willingness regarding work
3. Submission to authority
4. Collegiality and collaboration with fellow co-workers
5. Completing tasks and experiencing the satisfaction of work well done
6. Dealing with and overcoming failure
7. Taking initiative and seeding greater responsibility
8. Understanding the correlation between job production and future wages
9. Desire greater knowledge and skills within one's line of work

Accomplishing Our Mission

In summary, the Work Experience Program permits Teen Challenge staff members to discern and disciple the character and behavior of our students. The Program also trains and equips our students to apply first-hand the lessons they are learning from staff members, as they seek to undertake a new drug-free, mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive lifestyle upon their graduation from Teen Challenge.

Scriptures on Work

(Scripture from the New International Version)

Proverbs 10:4 – Lazy hands make a man poor, but diligent hands bring wealth.

Proverbs 14:23 – All hard work brings a profit, but mere talk leads only to poverty.

Proverbs 18:9 – One who is slack in his work is brother to one who destroys.

Proverbs 22:29 – Do you see a man skilled in his work? He will serve before kings; he will not serve before obscure men.

Proverbs 24:30-34 – I went past the field of the sluggard, past the vineyard of the man who lacks judgment; 31 thorns had come up everywhere, the ground was covered with weeds, and the stone wall was in ruins. 32 I applied my heart to what I observed and learned a lesson from what I saw: 33 A little sleep, a little slumber, a little folding of the hands to rest-- 34 and poverty will come on you like a bandit and scarcity like an armed man.

Ecclesiastes 2:24 – A man can do nothing better than to eat and drink and find satisfaction in his work. This too, I see, is from the hand of God...

1 Corinthians 4:12-13 – We work hard with our own hands. When we are cursed, we bless; when we are persecuted, we endure it; 13 when we are slandered, we answer kindly. Up to this moment we have become the scum of the earth, the refuse of the world.

2 Corinthians 6:4-10 – Rather, as servants of God we commend ourselves in every way: in great endurance; in troubles, hardships and distresses; 5 in beatings, imprisonments and riots; in hard work, sleepless nights and hunger; 6 in purity, understanding, patience and kindness; in the Holy Spirit and in sincere love; 7 in truthful speech and in the power of God; with weapons of righteousness in the right hand and in the left; 8 through glory and dishonor, bad report and good report; genuine, yet regarded as impostors; 9 known, yet regarded as unknown; dying, and yet we live on; beaten, and yet not killed; 10 sorrowful, yet always rejoicing; poor, yet making many rich; having nothing, and yet possessing everything.

Ephesians 4:28 – He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.

Colossians 3:23 – Whatever you do, work at it with all your heart, as working for the Lord, not for men...

1 Thessalonians 4:11-12 – Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, 12 so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody.

2 Thessalonians 3:6-10 – In the name of the Lord Jesus Christ, we command you, brothers, to keep away from every brother who is idle and does not live according to the teaching you received from us. 7 For you yourselves know how you ought to follow our example. We were not idle when we were with you, 8 nor did we eat anyone's food without paying for it. On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. 9 We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow. 10 For even when we were with you, we gave you this rule: "If a man will not work, he shall not eat."

Titus 3:14 – Our people must learn to devote themselves to doing what is good, in order that they may provide for daily necessities and not live unproductive lives.

**STUDENT ACKNOWLEDGEMENT AND AGREEMENT
REGARDING WORK ASSIGNMENTS**

Statement of Student

1. I understand that if I am admitted as a student I will be required to participate in the Teen Challenge Work Experience Program (work assignments).
2. I acknowledge that I have read and fully agree with Teen Challenge’s description of its Work Experience Program (work assignments); which, addresses the importance of my work assignments in helping to build in me the Biblical values of a good work ethic and the character of a responsible, upright individual.
3. I understand that if I am admitted to Teen Challenge as a student I will be performing work assignments not as an employee; but, solely for my benefit to further my spiritual growth, maturity, character development, recovery from controlled substances and a preparedness to go back into the work place.
4. Accordingly, by signing this **Agreement**, I am not applying for a position of employment with Teen Challenge, and if admitted as a student into the program, I understand I will not receive any compensation or in-kind benefits in exchange for the performance of my work assignments.
5. I further understand that if I fail to perform my assigned work related tasks, Teen Challenge may revoke my status and privileges as a student. Because, performance of work assignments are a consideration for the receipt of such status and benefits, as each student’s participation in the Work Experience Program (work assignments), is a necessary and vital part of the recovery process.

Teen Challenge Student Signature

Date

Name (print)

Teen Challenge Staff Signature

Date

Name (print)

COMMUNICATIONS PROCEDURES

Western Kentucky Teen Challenge maintains strict policies concerning student passes and visitation, mail and telephone calls. Please note that students who are on disciplinary action are temporarily suspended from passes, phone calls, and mail privileges.

Students should not be given cell phones at any time, including Family Day passes and other visitations. Students are not allowed to have or use cell phones. A student found with a cell phone could be dismissed, or the person discovered to have given the student the cell phone, or the use thereof, could lose all visitation and communication privileges.

Students may not have visitors at their work sites. In addition, any visiting not in adherence to pass scheduling and/or staff approval and done in a deceptive manner will not be tolerated. Failure by family members to respect these policies could result in dismissal of the student, or loss of all future passes.

The pass structure has been carefully planned and designed to the best benefit of the program to ensure smooth operation. Families should not make special requests for special passes, or to change the pass schedule. All such requests will be denied.

All visitors coming onto the Teen Challenge property must dress appropriately and be properly covered. Visitors should remain in designated public areas only; dorm rooms are off limits for visitors. Teen Challenge family members should visit with each other as the process of healing begins by talking and communicating openly. Family members should never offer counsel to other students or their families; please direct them to seek counsel from a staff member.

Passes and Student Visitation

To promote safety and orderliness in the visitation process, families are required to pick up and drop off students at the designated area at each facility at the beginning and ending of passes. A sign out sheet will be available at the front desk in the chapel for signing in and out.

- While on pass, all Teen Challenge rules still apply to the student, including but not limited to the following:
 - A student is not allowed to visit any person of inappropriate character or any place of questionable reputation.
 - **A student may not smoke, use tobacco products, use alcohol, drugs (including all new synthetic or herbal forms), or use the following types of medications: pain medication, sleeping pills and sedatives. Also, a student may not use other drugs that are narcotic type drugs while they are in the program. If a student is under a physician's care that feels the student must take narcotic type drugs, that student should seek a medical or psychiatric facility for assistance, as Teen Challenge is not a medical facility.**

- A student may not have money in their possession at any time. Family and friends are requested to refrain from giving the student cash while they are on pass. A student who is found to have money in their possession when returning to Teen Challenge is subject to discipline or dismissal, and all funds will be forfeited to Teen Challenge. Family members may provide money for the student's account, but all funds should be given to a Teen Challenge staff member only, not to the student themselves.
- Students must not be late in returning from passes. Returning late may jeopardize the student's next pass or other privileges, or possibly extend their time in the program.
- Students will be searched upon returning to the Teen Challenge campus for contraband.
- Upon returning to campus, a student may not be given food items or soda for future use, as all food products are not allowed in the dormitory rooms. All items of this nature left with the student will be confiscated upon their return to campus.
- **Family members may not smoke or use tobacco products while on the Teen Challenge campus. The consumption or possession of alcohol, either before picking up the student, during the pass, or returning the student to campus, is also prohibited. Family members must be free of any type of intoxicants during the student's pass. The use of alcohol or drugs by a family member while a student is on pass with them will result in that family member losing visitation and communication privileges.**
- Every Teen Challenge student is subject to random drug testing at any time. A student may be tested when they return from pass to ensure they have abided by all Teen Challenge policies and procedures. If a student fails a drug test or tobacco test, their account will be charged \$25.00 for onsite drug screening and \$10.00 for the cost of a nicotine test. Some specialty testing requires lab involvement and costs will be assessed accordingly. If a student passes the tests, there will be no charge incurred. **Failing a drug test will result in immediate dismissal and failure of a tobacco test will result in discipline and may result in dismissal from the program.**

Regular Pass Schedule

- Students are only eligible for one (1) pass per month.
- All pass requests must be made by the 1st of the month prior to the pass. Failure to submit a request on time will cause forfeiture of the pass.
- Students on discipline will not be allowed an overnight visit.

- With the exception of the Family Day pass schedule, students will be allowed to request passes according to the following:

DURING	PASS PERIOD
* 8th Month	5 day overnight pass w/ approved family members
* 10 th Month	7 day overnight pass w/ approved family members

*Cannot be used in conjunction with Family Day passes

After the 7-day pass in the 10th month, students should return with the intention to complete an aftercare packet in preparation for graduation or re-entry.

Family Day Pass Schedule

- Each month families have the option to visit their loved one during our Family Day schedule which occurs the final full weekend of each month. (See FAMILY DAY WEEKEND section) Students on discipline will not be allowed an overnight visit.

Holiday Pass Schedule

- Thanksgiving Day and the 4th of July are annual family days at Teen Challenge, in which events are planned on the Teen Challenge campus for those days. Families may visit their student ON CAMPUS during the hours of 9:00 AM to 5:00 PM. Students may not leave campus on these days. All campus rules apply to visitors as outlined in this handbook.
- Christmas Holiday—Every year each student who has been in the program longer than 90 days is allowed to have a Christmas pass. Christmas pass begins at 8:00 AM Christmas Eve morning and ends at 8:00 PM Christmas Day. **Each student may stay overnight and spend Christmas day with their family.** Do not pick up your family member before 8:00 AM or come onto the Teen Challenge property before 8:00 AM, or bring your family member back past 8:00 PM. **Visitation is limited to immediate family only.**
- For students who do not qualify for an off-campus Christmas pass, visitation by family members will be allowed on-campus on Christmas Day between the hours of 9:00 AM and 5:00 PM. All campus rules apply to visitors as outlined in this handbook. Christmas gifts should be checked in at the front desk. All incoming packages, including gifts, must be examined for contraband.
- NO PASSES OTHER THAN A CHRISTMAS PASS will be given during the month of December for students who are eligible. If a student qualifies for a 5 or 7-day pass in December, they may take that pass either in November or January.

Emergency Passes

- Special passes (including weddings) beyond the regular pass schedule are **NOT** allowed. Emergency passes for death or sickness are allowed for immediate family

members only, and are not granted for friends or extended family members. Emergency passes for the death of an immediate family member will be approved for 72 hours. Immediate family members are defined as a student's **parents, parents-in-law, grandparents, spouse, siblings, or child.**

- Male students who are expecting a child with their spouse may apply for a 48 hour pass for the birth of the child. Approval will be contingent on the stability of spousal relationship and environment as well as the growth and discipline status of the student.

Passes for Students on Community Control and Probation

- Any pass given to a student on probation is approved only under the conditions as specified by the Court and / or the student's Probation or Parole Officer. Students are not allowed to take a pass and commit any action or violate any clause specified by the Court or the Probation and Parole Office. Any student on Community Control is not allowed to have a pass. They are confined to the property of Teen Challenge, except where they are attending assigned Teen Challenge functions or duties, including work sites.

Telephone Calls

- Students may not receive incoming calls.
- A student is eligible to place phone calls after they have been in the program for 14 days, provided they are not under disciplinary action.
- All phone calls are monitored by the student's mentor and will be placed on speakerphone.
- A student may NOT use the phone at his work site or at any other place. To do so will constitute a violation of Teen Challenge policy and that student may be dismissed.
- A student may place phone calls to anyone on their approved communication list.
- Students are allowed one (1) 15-minute outgoing call per week at a scheduled time.

Mail

- Students may send and receive mail immediately upon admission to the program, provided the student is not on discipline.
- All mail incoming and outgoing, is read and screened for proper subject matter, language, and themes. All incoming mail is screened for contraband and inappropriate content.
- Any letters found to have foul or vulgar language; inappropriate content or themes that are questionable in nature will be destroyed and will not be given to the student.
- Students may receive mail from persons on their approved communications list.

- Any package or letter that contains inappropriate or illegal contraband will be turned over to proper legal authorities.
- Mail should be addressed to the student as follows:

**Western Kentucky Teen Challenge
Attn: (Student's name)
P.O. Box 415
Dixon, KY 42409**

- **Student funds or other monies should never be included in mail intended for students.**
- Any funds that a family member or friend desires to send to the student to be deposited into his personal account should be sent marked "personal." The check or money order should be made payable to Teen Challenge with the student's name posted on the memo line. Any unexplained funds will be placed in the Teen Challenge general fund. Please send all funds for commissary to the following address format:

**Western Kentucky Teen Challenge
Attn: Personal / "student name"
P.O. Box 415
Dixon, KY 42409**

- Any other fines or payments required for the student such as probation fees, medical costs, etc., should be made payable to and mailed to Teen Challenge, and should not be combined with commissary contributions or any other fees. Please post the student's name on the payment, and include an explanation of funds in the mailing.

DISCIPLINE AND STUDENT EXIT PROCEDURES

Teen Challenge is a program of strong work ethics and strict discipline. We understand that both of these things can at times be hard, but know that they both help make students strong, as well as build character.

Discipline

- Inappropriate behavior, which may include the breaking of written rules or policies or failure to take direction from staff, may result in disciplinary action.
- Discipline may include writing projects, the loss of privileges, additional work duties, loss of passes and other privileges, added time to the program or other disciplinary action as needed. Severe or repeated inappropriate behavior can result in dismissal. All discipline shall be redemptive in nature, just and equitable to the student's offense and determined based on the student's attitude and progress.

Student Exits

- **Any student deciding to exit the program WILL NOT become the crisis of Teen Challenge, or interfere with scheduled activities.**
- If a student is dismissed or has chosen to leave the program on their own, Teen Challenge holds no obligation for their transportation or return home, except to carry the student to their chosen mode of transportation back home, such as the bus station or the airport. If the family refuses to provide travel assistance, the dismissed student will be transported and transitioned to a local shelter. If a student leaves the program or is dismissed, or if they walk off the property (which may result in dismissal), they should carry all personal effects with them at their time of departure. After their dismissal or exit from the program, that student is no longer allowed on Teen Challenge property. **If a student returns to any building other than the Administration office during regular business hours (Monday through Friday 9:00 AM—5:00 PM), they will be considered trespassing. Teen Challenge is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if they do not carry their things with them at departure.**
- If a student leaves the program or is dismissed, they will have access to any student funds owed to them, **provided their payment of program fees is current, during regular business hours only**, which are Monday—Friday 9:00 AM—5:00 PM. If we are aware that student funds have come from a specific source and we are able, we may call that person to confirm release of funds to the student. If the person contributing funds to the student's personal account rejects releasing the funds to the student, those funds will not be given to the student and will be returned to the contributor. Because of varied circumstances, this process is not possible every time, but when possible, will be used. **If a student is NOT current in their payment of full program fees, all funds in their account will be forfeited to Teen Challenge to offset the cost of their care while they were enrolled in the program.**
- All funds in a student's personal account, when appropriate, will be mailed to the primary financial contributor during their stay. **If a student is NOT current in their payment of full program fees, all funds in their account will be forfeited to Teen Challenge to offset the cost of their care while they were enrolled in the program.**

NICOTINE, ALCOHOL AND DRUGS POLICY

Nicotine

- Our facility is a tobacco-free campus. For those coming in tobacco/nicotine dependent, we do not accommodate any nicotine replacement therapy such as patches, lozenges, gum or inhalers. In addition, we do not allow e-cigs or vaper cigarettes.

Alcohol

- Any student who distributes, sells, or in any way consumes an alcoholic beverage in any quantity on or off campus may face dismissal.

Drugs

- **Illicit or illegal drugs, including abuse of synthetics, herbal substitutes or cold pills will not be tolerated on or off campus under any circumstances.** Any student who distributes, sells, or in any way consumes illicit drugs or illegal drugs may be dismissed from the program.
- Any student who distributes, sells, or in any way consumes prescription medications in an illegal manner may be dismissed from the program.

THEFT, VIOLENCE AND SEXUAL OFFENSES

Theft of any kind, violence of any kind (including verbal or gesture threats), aggravated assault and sexual misbehavior of any kind will result in potential dismissal. If a crime can be proven by any of these actions, local law enforcement officials will be called and when appropriate, criminal charges will be filed.

Theft of a vehicle and the breaking into of any building belonging to Teen Challenge may result in law enforcement notification and potential dismissal. Theft or destruction of a student's property by another student could also result in potential dismissal.

REAPPLICATION AFTER DISMISSAL

Any student who has been dismissed for a rule infraction has the option to reapply. During their time of dismissal, they must stay in contact with the Admissions Coordinator on a weekly basis to display a desire to return. If their petition to return is approved, they should be prepared to pass a drug and nicotine test when readmitted.

FAMILY DAY

Every month on the last full weekend of each month, or as otherwise specified, family members, spouses and children (who have been approved) are invited to participate in Family Day Activities. This event has been designed to include the immediate family in the process of recovery. Family Day allows a time for fellowship, education and spiritual renewal for the immediate family. This event will create a great opportunity for family members to seek solutions and answers to the issues of addiction facing their loved one and their family.

Approved students, over 90 days in the program, will be allowed an overnight pass with their families during this weekend. For these overnight passes to be granted, families MUST agree to attend the family training and church service as described below. Families should understand that these passes are granted contingent upon their participation and attendance of Sunday activities.

Please note: If an overnight pass is approved for a student and the family decides not to attend all scheduled events, that student could lose opportunities for future overnight passes.

Family Day Student Pass Schedule

- Approved students over 90 days in the program may be picked up on Saturday at 5pm and allowed to spend the evening with their families.
- On Sunday, families are **required** to return to the campus in time to participate in the family training, which begins at 9:00 AM. Families should not arrive before 8:30 AM.
 - After the family training ends, there will be the following 2 options dependent on if we have a graduate scheduled to complete during said month
 - Graduation – we will follow our family training with an on-campus service recognizing our graduates. Families may stay for lunch and visit until 5pm.
 - No graduation – we will attend a pre-determined local church service. Students may be allowed to travel with their family as we caravan. After returning to campus, families continue visiting with their loved one until 5pm.
 - Families who want to attend Sunday classes or church without taking their student for an overnight pass, or families whose student does not qualify for an overnight pass (those under 90 days) are still invited to participate in Family Day Activities. Families should not arrive before 8:30am on Sunday morning.

Interaction with Other Students

The entirety of Family Day is focused on the healing and restoration process between family members. Families should remain together and work on the issues of their own family. Family members should never offer counsel to other students or their families.

Approved Visitation Areas

2. For the safety and well being of everyone during Family Day Activities, Teen Challenge must require that all family members remain in the chapel or other designated areas approved by staff.
3. During visitation, and to ensure that children do not get separated from their families, all children must be supervised and be escorted at all times by an adult family member. Teen Challenge will not be responsible for any incident that may occur with an unescorted child of any age. **PLEASE MAKE SURE TO KEEP UP WITH YOUR CHILDREN.**

Clothing Restrictions

4. Teen Challenge is a ministry, and as a ministry, its campus, students, and pastoral leaders should be treated with the highest level of respect. Therefore, all persons coming onto the Teen Challenge campus must be properly clothed at all times. The pastoral leaders of Teen Challenge expect family members, friends and guests to strictly adhere to these clothing policies. Failure to heed these rules will result in a pastoral leader requesting that you dress appropriately for the campus, or to leave the campus immediately.
 - All Female guests should NEVER come onto the campus wearing inappropriate clothing. Female family members should also wear appropriate undergarments. Examples (not all inclusive) of inappropriate clothing are:
 - Tight fitting garments or garments that are revealing
 - Shorts shorter than mid-thigh
 - Spaghetti straps and midriff
 - Skirts or dresses shorter than 2” above the knee
 - Garments with inappropriate themes or words
 - Jewelry with symbols of the occult
 - Male family members, friends and guests should also be aware of their dress code. Examples (not all inclusive) of inappropriate clothing are:
 - Tank tops
 - Fishnet shirts
 - T-shirts with inappropriate themes or shirts which advertise alcohol, cigarettes, bars, or nudity
 - Any pants style that reveals undergarments
 - Jewelry with symbols of the occult

Teen Challenge reserves the right if deemed necessary to address any families concerning clothing infractions. If you are addressed, please don't take offense – this is for the well-being of our ministry.

GRADUATION

Graduation is held for eligible students every month during Family Day Activities. The graduation service is held on Sunday morning after family training. All students and family members are required to remain in the chapel until graduation is completed.

Graduation eligibility date is determined based upon the student's date of entry into the program. Students enrolled in the Emerging Leaders Program will not receive their Graduation Certificate until they complete of ELP requirements, however they will be allowed to participate in the graduation service.

Since there is no Family Day pass during the month of December, only students who are eligible for graduation may take an overnight pass with their family member beginning on the Saturday before the scheduled graduation date. Families may pick up the student at 5:00 PM on Saturday and return on Sunday morning for family training at 9:00AM, (which is mandatory), and graduation.

Graduating students must be properly dressed for both family training and graduation. Graduates may wear a collared shirt and dress pants or nice jeans. Failure to come properly dressed can result in denial of their graduation.

COMMENTS TO FAMILIES

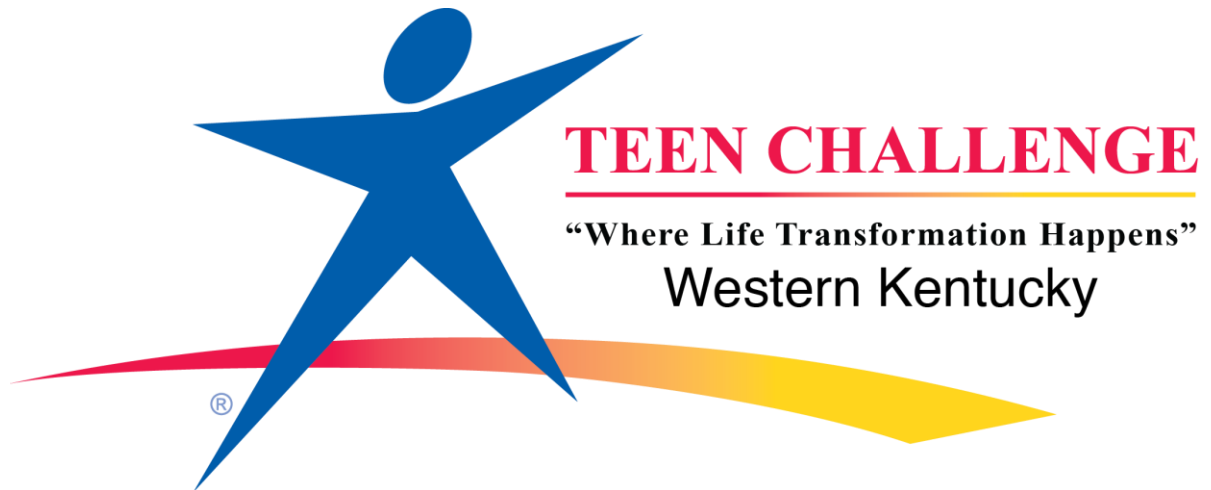
Recovery is a family issue touching every member of the family. It is our hopes that you will participate in the Family Day Activities and that your immediate family becomes part of the process of recovery of your loved one.

Western Kentucky Teen Challenge is happy that your loved one is here. We are committed to do all that we can that is feasibly possible to help your family member retain full and complete recovery, find restoration and forgiveness. If you have any questions about this manual, please feel free to call our office.

ADDENDUM

The Executive Director may revise this handbook at any time. For revisions and latest handbook, please request a copy.

PLEASE NOTE THAT REVISED VERSIONS OF THIS HANDBOOK MAKE ALL PREVIOUS VERSIONS OF THE HANDBOOK OBSOLETE. REVISED VERSIONS DATES ARE NOTED AT THE BOTTOM OF THIS MANUAL.



Student Rules and Procedures

Statement of Purpose

The purpose of Teen Challenge is to evangelize people who have life controlling problems and to initiate the discipleship process to the point where the student can function as a Christian in society, applying spiritually motivated Biblical principles to relationships in family, local church, chosen vocation, and the community. Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

Staff May Amend

The Student Rules are adhered to and enforced by Teen Challenge staff. However, these rules do not limit staff in certain circumstances in making exceptions or the Executive Director from making general changes.

Western Kentucky Teen Challenge Men’s Center Student Orientation and Rules

General Rules and Procedures for Teen Challenge Students

1. Students must show respect to all mentors, teachers, staff and students at all times, and must not smoke, curse, joke or jest in a negative or vulgar way, or fight. There

is a NO TOLERANCE policy for striking a staff/volunteers or student, and criminal charges will be filed in such cases. Stealing may be grounds for immediate dismissal and prosecution.

2. When in need, a student should always go to his mentor FIRST. However, in case of an emergency find the first available staff.
3. **A student may not smoke, use tobacco products, use drugs or alcohol, abuse cold medicine pills, use spice, or use the following types of medications: pain medication, sleeping pills, sedatives, caffeine pills, energy drinks, or protein supplements. Also, a student may not use other drugs that are narcotic type drugs while they are in the program. If a student is under a physician's care that feels the student must take narcotic type drugs, that student should seek a medical or psychiatric facility for assistance, as Teen Challenge is not a medical facility.**
4. Students are to put outgoing mail in an unsealed envelope placing it at the front desk for screening and mailing. Staff reviews all out-going and incoming mail, and inappropriate mail will be destroyed.
5. Students are required to attend all Teen Challenge events and participate in all work duties and recreational programs. Every student is expected to be on time for all events. Students are to remain seated during chapel, classes, devotions, study hall, and church services unless they have staff permission by a staff member to get out of their seat.
6. Students may not talk, chew gum, eat candy, pass notes and write letters or sleep during chapel, class, choir, church, or study hall, or other Teen Challenge events. Students are not allowed leave class, chapel or outside church service without special permission from a staff member or mentor.
7. During outside church services or any special events, a Teen Challenge student must have an accountability partner.
8. Students of Teen Challenge should conduct themselves as responsible Christians at all times. They should not talk about street life, drugs or use street slang.
9. Mentors will grade students in the following academic areas: spiritual growth, work conduct and attitudes, which are all considered as progress toward completion of the program. The length of the Teen Challenge program is a minimum of one (1) year.
10. Students are not allowed to have personal vehicles on Teen Challenge property. Walkmans, MP3 players, headphones, radios, cell phones, computers, and other electronic devices are also prohibited. Second phase students may have MP3 players with permission of Program Manager. They may be checked at any time to see what type music is on them.
11. The Teen Challenge office hours are Monday through Friday: 9:00 A.M. to 5:00 P.M. If any student wants to leave the program or is dismissed after the office is closed, whatever monies are in their personal account will be mailed to the individual who provided the financial resources. **If full payment of tuition fees are**

not current, student account monies, including personal funds, will be forfeited to pay those delinquent fees.

House Rules

1. If a student leaves a personal item lying around at any time, it may be confiscated.
2. Students are not allowed to sit on the arms of chairs or sofas, counters or tabletops, no feet on coffee table or wall.
3. Any Teen Challenge property that is damaged by a student will have to be replaced at the student's expense.
4. Students are not allowed to lie around on sofas during the day.
5. **All Teen Challenge properties are smoke and tobacco-free (the use of tobacco is NOT allowed) by both students and families who may visit during pass time.**
6. Students are not allowed to roughhouse! Students should keep their hands to themselves.
7. Student's aren't allowed on the following properties:
 - Students are not allowed behind the Maintenance Building, Wood Shop and Laser Room after dark unless you have staff permission.

Dorm Rules & Quiet Time

1. All student fellowship should be done in student lounge areas. Families may not visit in dorms/or dorm rooms. Students are not allowed to fellowship in other rooms. No one is allowed to enter another student's room. Students may not walk around in their underwear.
2. Students are not allowed to take food and drinks into the dorms. Food, as well as cups, plates, and utensils, should never be taken out of the cafeteria area. Gum is strictly prohibited on campus at any time.
3. Students may not sell or lend anything to another student or staff. Students may not go through another student's belongings, unless a student leader is authorized by staff to do so. Such inappropriate behavior could constitute a crime, and possible charges may be brought against the offending student.
4. Students must be in their rooms and in bed for quiet time by the scheduled time. There is to be no talking during this time.
5. "Lights Out" is promptly at the scheduled time.
6. Showers and stalls are to be used only during posted schedule times.
7. Students are not allowed in the kitchen except for meal times or work duties. Students are not allowed outside kitchen, dumpster area, or in or around the maintenance building without staff permission.

8. A student leaving campus without permission may be dismissed.

Room and Shower / Toilet Maintenance

1. Students are responsible for the cleanliness of their room or bed area. A student's bed must be made before coming to breakfast, the floors must be swept or vacuumed daily, garbage must be emptied, clothes and towels must be hung neatly, and mirrors and furniture must be dusted. Clothes must be hung on hangers (maximum 21), and shoes (five pair only) are to be paired neatly in the appropriate area.
2. Drawers must have all clothes and undergarments folded neatly. Everything on the tops of dressers must be kept neat and orderly.
3. Sinks, showers and toilets are to be kept clean and scrubbed with cleanser. Counter tops should be clean and neat.
4. Room inspections will be performed every day.
5. A student should flush the toilet each time it is used.

Student Dress Code

1. Students should wear casual attire (jeans & a shirt) to class, and study hall. Collared shirts and dress pants are required for chapel/church and shirts must be tucked in. No shorts, tank tops, sandals, slides, or flip-flops are allowed in class, chapel and study hall. Flip-flops and slippers are dorm wear only. Socks must be worn with all shoes at all times. Undergarments (shorts, briefs, or undershirts) cannot be worn by themselves outside the dorm.
2. Students may wear shorts, appropriate to the occasion, during work duties, free time and recreation period only. Shorts must not be shorter than three inches above the top of the knee.
3. Students are not allowed to wear mirrored sunglasses, and may not wear any type sunglasses indoors. Students must remove sunglasses when speaking with staff. It is advised that students not bring expensive sunglasses with them upon entry.
4. Jewelry should be worn in moderation. Earrings, tongue rings, or other body jewelry/piercings are not to be worn at any time.
5. Students must keep their clothes clean and neat at all times.
6. A student must not lend, borrow, or trade things with other students. If a student does not have adequate clothing, he should talk to his mentor.

Kitchen Guidelines

1. Students assigned to kitchen duty should not leave the area until the cook has dismissed them. All kitchen staff should eat meals with the rest of the student body.

2. Students must not enter the kitchen area without staff permission. ONLY assigned kitchen help are allowed in the kitchen.
3. All food served in the dining room must not be taken or eaten outside of the dining room.
4. If a student desires to fast, they must first get approval from their counselor at least one day in advance of the time they desire to fast. Mandatory fasting is not required at any time.

Office Areas and Staff Relations

1. Students may not enter the administrative office areas without prior approval from staff or the intern on duty.
2. **Students are not allowed in staff quarters for any reason.**
3. Staff members are not permitted to lend or borrow from students nor have business arrangements that might include buying, selling or renting property, cars, money, or personal items. Students should not ask staff, and staff should not ask students to enter into any type of business relationship beyond the professional relationship of student and mentor.

Classroom Rules

1. Before coming to class, a student must be properly groomed. Their clothes must be neat and pressed and hair and body must be clean. Students should make use of the bathroom and water fountain prior to class. Please be prompt regarding schooled activities.
2. Students should always bring books, pencils, pens, paper, notebook and Bible to class. Teen Challenge will provide training books and educational material.
3. During class, students must sit up straight, keep both feet under their desk/table, and keep their shoes on at all times. Students may not sleep, eat food or candy or drink beverages in class. When the teacher announces class is over and students are dismissed, leave quietly.
4. If a student has any questions or needs assistance, they should raise their hand and remain seated. The teacher will respond as soon as possible. Do not call out or make noises to get the teacher's attention.
5. Every student is required to pass all tests. If a test is failed two times or a student falls behind in his studies, he may be placed on educational discipline.
6. Students will accomplish more by staying focused. A student should keep their head up, keep eyes on their work, and not look around the room. A student should not lean on the side of the desk or sit on it.
7. Unnecessary noise is very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner.

8. Students must not talk or pass notes during class. There is to be no talking or any form of communication in class without the teacher's permission.
9. Students will not be excused from class except under extreme circumstances.

Church Rules and Off-Campus Meetings

1. **Everyone is expected to be in church on time!** Students should make use of the bathroom facilities and water fountain prior to the start of church or attending off-campus meetings.
2. No food or beverages will be allowed in church at any time. **Students may not talk, sleep, pass notes, chew gum, and eat candy etc., during services, or classes.** Sit up straight and pay attention!
3. **Students may not use the piano, keyboards, drums or any sound equipment without staff permission either on or off-campus meetings.**
4. During church services, students must not interrupt the speaker. Also, remember that this is God's house; students should conduct themselves accordingly. At all times, a student should sit up straight and refrain from talking or whispering, or falling asleep.
5. Students should wear proper clothing to church, and be completely dressed with proper attire before walking out the door. **Sunday morning** acceptable clothing: Collared shirt, black or Khaki pants and dress shoes. Shirts are to be tucked in.
6. Students should not ask for or give addresses to or from a church speaker or participants or spectators, and must not talk to members of the opposite sex or have eye contact with them.
7. In off-campus church meetings, students must sit together as a group at the direction of a staff person. Students may sit with their families only at Family Day Activities that may be off campus.
8. When the off-campus service is over, students should wait for staff to authorize departure, and students should go promptly to the Teen Challenge van with a staff member.
9. When attending church off-campus, students should not raise their hands when visitors are asked to raise their hands.
10. **As students file into the church in line, they should sit down in a row, filling every seat until the row is full.** Students should not turn around and talk to anyone behind them, or put their arms on the back of the chair or pew next to them.
11. **Students need to first be seated prior to using restroom. They should go only with staff or intern permission and should always have accountability partner.**

Phone Calls

1. Phone calls are a privilege, not a right.
2. No phone calls are allowed the first two weeks a student is in the program. After 14 days, students are allowed one 15-minute outgoing call per week at a scheduled time. Calls will be monitored.
3. Calls should be made with mentor present and placed on speakerphone.
4. Students are allowed to call only approved people on their communication list (immediate family or Pastor only) No exceptions!

Teen Challenge Visitation

1. **Students are only eligible for one (1) pass per month.**
2. All pass requests must be made by the 1st of the month prior to the pass. Failure to submit a request on time will cause forfeiture of the pass.
3. No visits are allowed off-campus for the student's first 90 days in the program. Visits are a privilege – not a right. They must be earned by good conduct.
4. A student may receive visits from immediate family and pastors only. Students must formally request permission for a pass, and a pass will be granted only if conduct so merits it.
5. Pass schedules are as follows:

DURING	PASS PERIOD
8 th	5 day pass
10 th	7 day pass

6. When a student takes either a 5 or 7 day pass, they may request to withdraw money from student account, but may not request more than \$50.00 spending money for each 5 or 7 day pass. In addition, a student may pay for their bus ticket or air fare from their student account or their family may pre-purchase or forward the money to be placed in student account for such travel expense.
7. Visitors are strictly prohibited outside designated areas assigned.
8. **Anything visitors bring with them for the student must be examined and cleared with staff. Teen Challenge reserves the right to open and examine all letters and packages, etc., brought onto the property by visitors.**
9. **Visitors are not allowed to smoke or drink alcoholic beverages on the grounds, or come onto Teen Challenge property under the influence of alcohol or intoxicants.** It is up to the student to see that their visitors observe these rules.

Laundry

1. Students should follow the laundry schedule that is posted. Place clothes to be washed in the student's laundry basket and place in the hall. Do not leave linens on the floor. Laundry baskets should be kept neatly in the bottom of the student's closet.
2. Student is provide their own detergent.
3. All clothing, linens and towels must be washed each week.

Personal Hygiene

1. A student should keep themselves clean and neat at all times. They should never go to bed dirty.
2. At the scheduled time, students should shower daily and spend no more than a total of ten (10) minutes in the bathroom: five (5) minutes in the shower and five (5) minutes getting dressed.
3. Students should brush their teeth after every meal, and wear deodorant. Student **must shave every day**.
4. A student should pick up after themselves (i.e. clothing, shampoo, bathroom and shower items, etc.). Do not leave hair in shower, sink, or bathroom floor.

Personal Grooming

- A student's hairstyle must be kept neat, clean and trimmed. Hair must be cut above the collar and kept out of the face. A student may not wear ponytails or keep hair pulled back with anything. Exotic hairstyles of any kind are not allowed. **HAIR CUTS MAY NOT BE DONE WITHOUT STAFF PERMISSION. Any student needing a haircut should see his mentor who will make arrangements to see that he gets a haircut.**
- Facial hair, other than a mustache, is not allowed. If a student has a mustache, it must be cut above the side of the mouth. Sideburns must be no longer than the bottom of the ear.

Van Rules

1. No eating or drinking of any kind is allowed in the van. Any trash that accumulates in the van should be picked up daily.
2. Students are not allowed to yell out of the windows, try to communicate with or make facial or hand gestures to other people, females, or passing vehicles.
3. If a student damages or steals a Teen Challenge vehicle will prosecute that student to the fullest extent of the law.

Pastoral Mentoring

1. All mentoring is for the purpose of spiritual growth in the areas identified by a student and their mentor. A student must realize that the primary focus while they

are in the program is to build a growing relationship with Jesus Christ. Pastoral mentoring is solely done in accordance with Biblical scripture and is necessary to promote their spiritual growth. In all meetings, it is important for the student to be open and honest.

2. A student's pastoral mentor will contact the student on a regular basis and at a minimum bi-weekly. However, if the student is bothered by something, and their mentor is unavailable, they should go to another staff member before the issue escalates. In addition, students are provided group mentoring on a weekly basis.
3. Students are not mentors; students should not seek guidance from other students, **or from the families of other students. Families should not hold confidences of any students, and should refer students to the Teen Challenge pastoral staff for mentoring needs.**
4. A student or family member of a student should not bother an off-duty staff member except in the case of an emergency.

Medication

Western Kentucky Teen Challenge does not accept students who take addictive medications that are narcotic type medications. Such medications include, but are not limited to, painkillers, muscle relaxers, sleeping pills and sedatives. If a student is prescribed an unacceptable medication while they are in the program and chooses to take the medication, then they will be required to leave the program.

Any student who is either entering the program or who is currently in the program who has been prescribed a medication should take the medication exactly as ordered by the physician. Failure to do so could result in that student's dismissal from the program.

Persons who take psychoactive medications or other mental health medications will be considered for entry into the program, but are not guaranteed entry into the program. Each person will be considered individually for entry. Teen Challenge, however, is **NOT** a medical facility, and is not allowed by law to make medical assessments.

Because Teen Challenge is NOT a medical facility, it is not a place for a student to detox from medications or intoxicants of any type. Before entering the program, every Teen Challenge student should be completely detoxed from all intoxicating substances. All students must be detoxed before entering the program.

1. Only approved, over-the-counter medications will be allowed. All other medication needs by a student must be doctor prescribed.
2. The staff will oversee med call. All medications will be logged on the student's medical charts, and will be given according to the dosage on the label.
3. Only one student at a time is allowed in the med room or at the med room door.

Illnesses and Bed Rest

1. Students may not stay in bed and miss scheduled activities unless they are sick. Illnesses such as vomiting, severe diarrhea and fever (taken with a thermometer),

are the only acceptable reasons for missing planned activities, and the staff must approve these exceptions.

2. If a student awakes in the morning ill, they must immediately inform a staff member or the head student leader. The sick student should follow schedule, and report to the administrative office as soon as it is open. If it is determined that a student is ill and must remain in bed, they are not allowed to participate in any activities whatsoever the entire day and is required to remain in bed all day. **NO EXCEPTIONS.**
3. If a student is ill and in bed, they are not allowed to eat in the kitchen, but must take their meal at bedside. Chicken broth will be served during all mealtimes.
4. If a student requires medical attention or emergency services, they will be required to sign a medical warning sheet which informs the physician that they are a student at Teen Challenge and should not be issued narcotic or addictive medications. Failure to agree to sign this form may result in the student's dismissal. Receiving narcotic or addictive medications from a physician may result in the student's dismissal.

Medical and Probation/Parole Appointments

1. Non-emergency medical appointments will be scheduled on Mondays and Wednesdays. Students are not allowed to make their own appointments. A medical request can be obtained from the student's mentor, completed and returned to Admissions Coordinator for review and approval.
2. For students on probation and parole, appointments will be made according to the probation/parole office. Students must be responsible for attending such appointments by informing their mentor of the appointment.

Doctor and Dentist Bills

1. Teen Challenge is not responsible for doctor or dentist bills for work performed on students who are in the program. All bills should not be addressed or sent to the Teen Challenge address. All bills should be sent directly to loved one's or the student's home address. Students may have their parents send money to cover the bills before the scheduled appointment.
2. Appointments will only be made for reasons needing immediate attention. If a student needs an appointment, they must fill out a medical request form and submit it to their counselor, who will then set up the appointment. A request to see the doctor must be filled out and given to staff.

Discharging Students

1. Infractions of any Teen Challenge rules or policies may result in a student being dismissed from the program if they do not respond to discipline. Once a student has been dismissed from the program, they may be required wait up to thirty (30) days before re-applying. Upon re-applying, a re-instatement committee will decide whether or not to accept the student back into the program. The student must pass a nicotine, alcohol and drug test before they will be readmitted.

2. The Executive Director or Program Manager will authorize all dismissals.
3. A student who damages any Teen Challenge property or who engages in fighting or physical struggling will face grounds for immediate dismissal and possible criminal charges.
4. **Any student deciding to exit the program WILL NOT become the crisis of Teen Challenge, or interfere with scheduled activities.**
5. **If a student walks away from the campus or a job site, that student may be dismissed for 30 days.** During the 30 day dismissal, if they desire to return after, they must communicate weekly with the Admissions Coordinator. At the conclusion of 30 days, if the student still desires to return to the program, they must re-apply for entry, whereupon they will be reconsidered by staff. Re-entry to the program will be contingent upon the circumstances of the walk-off, and status at the time of re-application. If the student returned home, they must first pass a drug, alcohol and nicotine test before being re-admitted to Western Kentucky Teen Challenge.
6. If a student is dismissed or has chosen to leave the program on their own, Teen Challenge holds no obligation for their transportation or return home, except to carry the student to their chosen mode of transportation back home, such as the bus station or the airport. If the family refuses to provide travel assistance, the dismissed student will be transported and transitioned to a local shelter. If a student leaves the program or is dismissed, or if they walk off the property (which may result in dismissal), they should carry all personal effects with them at their time of departure. After their dismissal or exit from the program, that student is no longer allowed on Teen Challenge property. **If a student returns to any building other than the Administration office during regular business hours (Monday through Friday 9:00 AM—5:00 PM), they will be considered trespassing. Teen Challenge is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if they do not carry their things with them at departure.**
7. If a student leaves the program or is dismissed, they will have access to any student funds owed to them, **provided their payment of program fees is current, during regular business hours only**, which are Monday—Friday 9:00 AM—5:00 PM. If we are aware that student funds have come from a specific source and we are able, we may call that person to confirm release of funds to the student. If the person contributing funds to the student's personal account rejects releasing the funds to the student, those funds will not be given to the student and will be returned to the contributor. Because of varied circumstances, this process is not possible every time, but when possible, will be used. **If a student is NOT current in their payment of full program fees, all funds in their account will be forfeited to Teen Challenge to offset the cost of their care while they were enrolled in the program.**
8. All funds in a student's personal account, when appropriate, will be mailed to the address on the student's application. **If a student is NOT current in their payment of full program fees, all funds in their account will be forfeited to Teen Challenge to offset the cost of their care while they were enrolled in the program.**

ADDENDUM

The Executive Director may revise these rules at any time. For revisions and latest handbook, please request a copy.

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STUDENT SIGNATURE OF AGREEMENT TO ABIDE BY THE RULES AND POLICIES OF TEEN CHALLENGE

I HAVE READ THE STUDENT RULES OF WESTERN KENTUCKY TEEN CHALLENGE, AND MY SIGNATURE INDICATES THAT I UNDERSTAND EACH RULE AND HAVE ASKED QUESTIONS ABOUT ANYTHING I DO NOT UNDERSTAND.

MY SIGNATURE FURTHER REPRESENTS MY COMMITMENT WITHOUT RESERVATION TO ABIDE BY THESE RULES, AND TO CONDUCT MYSELF ACCORDING TO THE TEEN CHALLENGE RULES AND POLICIES AND PROCEDURES.

Signature of Student

Date

Signature of Staff Member

Date