

TEEN CHALLENGE OF ST. LOUIS

2650 Appletree Acres * P.O. Box 213 * High Ridge, MO 63049 * (636) 677-1776

Dear Applicant:

Enclosed is the information you requested regarding the Teen Challenge of St. Louis discipleship ministry. We hope this information is helpful in making a decision regarding Teen Challenge. The following steps must be completed before admission into Teen Challenge of St. Louis.

- 1) Please take the necessary time to carefully read over all the material, completely fill out the application, and sign all forms.
- 2) Return the completed application and forms with all required signatures to Teen Challenge *including the initial **non-refundable** \$100.00 application fee.* Make check payable to Teen Challenge of St. Louis.
- 3) After allowing time for the application to arrive at Teen Challenge, *the applicant must personally* contact Paul Ridenour to set up an appointment for an interview. Paul Ridenour may be contacted on Mondays and Thursdays between the hours of 10:00 a.m. and 5:00 p.m. Interviews may be conducted by phone or in person, depending on your current circumstances.

If you are currently incarcerated and have restricted access to phone privileges, please have a family member or your lawyer serve as a contact person on your behalf. Do not wait for us to contact you. You or your representative must contact Teen Challenge.

- 4) All applicants using any prescribed psychiatric medication(s) must undergo a consultation before their admission application can be approved. The applicant must pay an additional **non-refundable** \$200.00 fee for this consultation prior to admission into Teen Challenge of St. Louis. Contact Steve May, (314) 843-4600, 5293 South Lindbergh Boulevard, St. Louis, Missouri 63126, to make arrangements for this consultation.
- 5) Pending approval, an arrival date will be set depending on available bed space.
- 6) An *additional **non-refundable** \$350.00 admission fee will be required* upon arrival at Teen Challenge of St. Louis. Make check payable to Teen Challenge of St. Louis.

If have any questions or need further information, feel free to contact us at (636) 677-1776. Thank you for your time and consideration. May God bless you.

Sincerely,
Paul Ridenour

Teen Challenge of St. Louis

STUDENT HANDBOOK

(Revised Edition May 2006)

I. What Is Teen Challenge? (Purpose and Philosophy)

Teen Challenge of St. Louis is a Christian residential program designed to evangelize men with life-controlling problems such as alcoholism or drug addiction. Teen Challenge strives 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 the family, local church, chosen vocation, and the community. The Teen Challenge philosophy is simple yet effective—no tricks or gimmicks...just Christ. By developing Christlikeness, individuals are able to become mentally sound, emotionally balanced, socially adjusted, physically healthy, and spiritually alive. We believe that anyone with serious life-controlling problems can truly change—if they truly desire to change. Teen Challenge is a fourteen-month residential program. Teen Challenge of St. Louis is an induction center at which students shall participate in discipleship training for at least four months. After meeting induction program requirements, the remaining ten months will be completed at Teen Challenge International Mid-America Training Center in Cape Girardeau, Missouri.

II. Admission Requirements

- A. Eligibility preference is given to applicants age 18 to 30 years old.
- B. Applicants and students must be willing to complete the entire program consisting of at least fourteen months.
- C. Applicants and students must be familiar with the rules, policies, and schedule of Teen Challenge of St. Louis and be willing to abide by them.
- D. Approved applicants must possess emotional and mental stability that enables a student to participate successfully in a group living situation.
- E. The following fees will be required of all applicants and/or students.
 - 1. All applicants must voluntarily complete an application including a **non-refundable** \$100.00 application fee and a pre-admission interview with the admission supervisor.
 - 2. All applicants using any prescribed psychiatric medication(s) must undergo a consultation before their admission application can be approved. The applicant must pay an additional **non-refundable** \$200.00 fee for this consultation prior to admission into Teen Challenge of St. Louis. Contact Steve May, (314) 843-4600, 5293 South Lindbergh Boulevard, St. Louis, Missouri 63126, to make arrangements for this consultation.
 - 3. Upon arrival, approved students must pay a **non-refundable** \$350.00 admission fee.
 - 4. All incoming students must also provide one-way bus fare from St. Louis to the student's home. This bus fare will be kept in the office and is refundable.
 - 5. For Teen Challenge to provide transportation at any time, applicants and current students must be willing to pay for transportation to and from the Teen Challenge center at the rate of fifty cents (\$.50) per mile. A flat fee may be substituted at the discretion of the Executive Director.
- F. Applicants and incoming students must agree to undergo the following medical tests immediately after admission:
 - 1. HIV
 - 2. TB
 - 3. VDRL
 - 4. Hepatitis A, B, and C
- G. Applicants and/or students must provide **all** the following legal documentation.
 - 1. Applicants must complete all required forms included with the application and in the admission procedure.
 - 2. Approved applicants must have a Social Security card and driver's license/state picture I.D. upon arrival.
 - 3. Approved applicants who are married must provide a copy of their marriage license upon arrival.
 - 4. Approved applicants who are single parents must provide a copy of each child's birth certificate showing that he is the legal father.
- H. In the event of bed unavailability, approved applicants must contact the admissions office once every week to determine his program status.
- I. If an approved applicant misses his admission appointment, he forfeits that available bed space and will be placed on the waiting list until another bed becomes available.
- J. Teen Challenge of St. Louis reserves the right to deny admission to any approved applicant suspected to be under the influence of a controlled substance at time of admission.

III. Schedules (Schedules can change without notice.)

- | | |
|--|--|
| <p>A. Weekday Schedule (Monday-Friday)</p> <p>6:00 am Wake up
6:15 am Breakfast
6:35 am Medicine call
6:45 am Morning devotions
7:15 am Group Studies for New Christians
8:30 am Work detail
12:00 pm Lunch
12:30 pm Work detail
12:35 pm Medicine call
2:00 pm Showers
3:00 pm Personalized Studies for New Christians
5:00 pm Evening meal
5:35 pm Medicine call
6:30 pm Chapel (Mon., Tues., Thurs.)/Church (Wed.)
8:00 pm Study hall
9:15 pm Medicine call
9:30 pm Devotions
9:45 pm Quiet time/Preparation for lights out
10:00 pm Lights out</p> | <p>B. Saturday Schedule</p> <p>7:30 am Wake up
8:15 am Breakfast
8:45 am Medicine call
9:30 am Work detail, recreation, or P.S.N.C.
12:00 pm Lunch
1:00 pm Visits and phone privileges
5:00 pm Dinner
5:35 pm Medicine Call
10:00 pm Lights out</p> <p>C. Sunday Schedule</p> <p>6:30 am Wake up
6:45 am Breakfast
8:30 am Church
12:30 pm Dinner
1:00 pm Visits and phone privileges
5:30 pm Church
8:30 pm Evening meal
10:00 pm Lights out
Medicine call immediately follows each meal.</p> |
|--|--|

IV. Schedule Policies

- A. **Wake Up**
At the appointed hour, all students must awake and make preparations for the activities of the day. Students will have fifteen minutes to make their beds, wash, dress, and report to the dining area for breakfast.
- B. **Breakfast**
Breakfast will begin promptly fifteen minutes after wake-up. All students must report to the dining room and be ready for prayer at the appointed time. If a student is late, he will forfeit his meal.
- C. **Morning Devotions**
This is a daily time devoted to the Lord in Bible study and prayer. No homework assignments are to be done during devotions.
- D. **Group Studies for New Christians (G. S. N. C.)**
Group Studies is a lecture/discussion class designed to broaden the student's understanding of vital life issues and illustrate how the application of biblical principles can improve the student's ability to cope with these issues. The Group Studies curriculum consists of 12 one-week courses and one two-week course.
1. Residents are expected to complete assigned scripture memorization, study guides, quizzes, and final tests for each course.
 2. During Group Studies, all students should sit at the tables and participate in class.
 3. The entire 14-week curriculum must be completed before transfer to Mid-America Teen Challenge.
- E. **Personalized Studies for New Christians (P. S. N. C.)**
Personalized Studies is comprised of several learning activities designed so that each student may work at his own pace. The student is responsible to complete learning contracts consisting of scripture memorization, Bible reading, Bible lessons, personal reading, sermon note sheets, and character development activities.
1. Learning contracts are structured to each student's aptitude and ability. If a student does not complete at least three contracts before his required four months, he will then be given an extra month to complete the third contract.
 2. If after this extra month the student still has not completed his third contract, he will then be reviewed by the staff, and a decision will be made concerning his possible transfer to Mid-America Teen Challenge in Cape Girardeau, Missouri, or dismissal from Teen Challenge.
- F. **General Classroom Rules**
1. No rowdy disturbance in the classroom at any time.
 2. The desk and files are off-limits to students.
 3. All classroom materials should be treated with proper care. There should be no writing in study materials or on study carols.
 4. No classroom materials or curriculum should be taken from the classroom without permission.
 5. No materials or equipment should be used without permission.
 6. No food or drinks are to be taken into the classroom without staff permission.
 7. Do not leave your seat or talk without permission.
 8. During class and study hall, if a student needs assistance for any reason, he must raise his hand.
 9. Do not turn around or make noises to gain a staff member's attention.
 10. Breaks are privileges and are given at the staff member's discretion. Use the restroom before class starts.
 11. All completed personalized studies work must be signed, dated, and placed in the top box on the teacher's desk.
 12. No student is allowed in the classroom without permission.
- G. **Lunch**
1. Lunch is served at noon. All students must report to the dining room and be ready for prayer at the appointed time. If a student is late, he must forfeit that meal.
 2. If a student is caught throwing away food, he may forfeit his next meal. Eat what you take, and take only what you can eat.
- H. **General Kitchen Rules**
1. Students are not allowed in the kitchen or dining room without permission.
 2. No rowdy behavior is permitted in the dining room at any time. Students are expected to demonstrate common courtesy and proper manners during each meal. Hats are not to be worn in the dining area.
 3. Students are not allowed to open the refrigerator or enter the food pantries.
 4. No food, drink, utensils, or dishes are to be taken from the dining room except when weather permits the use of outdoor picnic tables.
 5. Students are to display reverence during prayer for each meal. No student should have food before prayer.
 6. There are no second helpings until all have been served.
 7. A kitchen crew will be assigned each week to clean up and wash dishes after each meal. The kitchen crew is allowed in the kitchen only while performing their duties. Other students are not permitted in the kitchen while the kitchen crew is at work.
 8. No complaining is allowed about the food the Lord has supplied.
 9. Students wishing to fast are required to eat at least one full meal each day.

- I. **Work Experience Program**
 The work experience program at Teen Challenge of St. Louis is directed to bring about a change in lifestyle and work habits. Work detail tests your maturity as a Christian and puts into practice what has been learned from the Bible. During work detail, a resident learns patience, tolerance, industry, faithfulness, perseverance, honesty, responsibility, and punctuality. The Bible emphasizes the importance of work in the verse that states, "He that will not work shall not eat" (2 Thessalonians 3:10). The general work experience program provides students with work experience and allows them to explore occupations. It allows the student to achieve identity before making a career choice. To make a sensible career choice, the student must first learn about himself, his capability, the society in which he lives, and the world of work. He must first learn to be productive so he can then become creative. Work is an integral part of life and is a vital link in establishing the pattern for growth through which an individual passes. Teen Challenge is concerned with the status of growth as related to the student's identifiable problems which in turn is related to the world of work. Once a student has learned the basic habits of industry, he can achieve identity. Completion of the work experience program will benefit the student in making the transition to his world of work by: 1) learning to assume responsibility; 2) gaining knowledge and attitudes necessary for successful job performance; 3) acquiring good work habits; 4) learning how to cooperate with fellow workers and employers; 5) developing personality and poise; 6) realizing proper relationships between job production and wages; 7) broadening knowledge of the occupational world and working conditions.
- J. **Work Detail**
 Work detail lasts for about 5 hours every day (usually 8:30 a.m. – noon & 12:30 p.m. – 2:00 p.m.). All students must be dressed for work and at their designated area by 8:25 a.m. All students are expected to contribute their efforts to both the maintenance of the Christian community within Teen Challenge and to the work of the Kingdom of God.
- K. **General Work Detail Rules**
1. Staff members will supervise and work with students throughout each work detail.
 2. Students are not to use any tools or equipment without permission and supervision of a staff member.
 3. Students are not to leave prescribed work area without permission.
 4. Students finishing assigned duties must report to the supervising staff member for further instructions.
 5. Students should not take breaks without permission.
 6. Students should not enter the dormitory during work detail without the permission of supervising staff.
 7. Students are not allowed to use the front door of the dormitory during work detail.
 8. Students are not allowed to remove their shirts or wear shorts during work detail without permission.
 9. Students should be on time for work detail. They should be dressed and ready by the appointed time. There should be no weightlifting, basketball, loitering, etc., during preparation time.
- L. **Shower Time**
1. A thorough shower is required each day. Students may only take one shower per day.
 2. Shower time is scheduled from 2:00 p.m. until 3:00 p.m. and from 5:30 p.m. until 6:20 p.m. Showers can only be taken during these scheduled times. Any exceptions must be approved by a supervising staff member.
 3. Students must be considerate and organized during this time so that all will be able to use the showers.
- M. **Dinner Time**
 Dinner will begin at 5:00 p.m. All students must report to the dining room and be ready for prayer at the appointed time. If a student is late, he must forfeit that meal.
- N. **Study Hall**
 Except for Saturday and Sunday, study hall will take place each evening. Students should use this time to complete all assignments for Group Studies. Remaining time can be used to work on Personalized Studies. However, there should be no letter writing, drawing, etc. in study hall.
- O. **Chapel**
 Chapel will be held each Monday, Tuesday, and Thursday at 6:30 p.m. This time is set apart for the Lord in worship, song, testimony, prayer, and preaching.
- P. **Quiet Time**
1. Monday through Friday, quiet time begins at 9:30 p.m. On Saturday and Sunday, quiet time begins at 9:45 p.m.
 2. All conversation, games, letter writing, and other activities should cease and be put away.
- Q. **Devotions**
1. This time is provided so that each student may close the day in prayerful consideration of the day's events and their character growth in response to these events.
 2. This time should be used to prepare spiritually for the upcoming day through prayer and Bible study. Students should bring their Bibles to devotions. No homework assignments are to be done during devotions.
 3. Immediately following devotions, final bedtime preparations should be made between 9:45 p.m. and 9:55 p.m. so that all students will be in their rooms by 10:00 p.m. for lights out.
- R. **Church Attendance**
1. On Sunday and Wednesday, all students attend a local church.
 2. Each student is expected to be ready for church fifteen minutes before departure time.
 3. Dress shirts with collars and dress pants must be worn to church. No denim jeans are allowed.
 4. Each student must stay with the group while entering and leaving the church.

5. At the close of each service, do not loiter in the church foyer. Report immediately to the van with the supervising staff member. Stay with the group at all times.
6. Restroom breaks are given at the discretion of the supervising staff member. ***Always use the restroom before boarding the van going to church.***
7. Students should remain in the prescribed area of church under the supervision of a staff member at all times. Students should pray only at the altars directly in front of where they are seated.

S. **Lights Out**
At the appointed time, all students must be in bed for lights out. Preparations for bed should be completed before this time. Students are to remain quiet in their beds after lights out.

T. **STUDENT PARTICIPATION**
ALL STUDENTS MUST ABIDE BY THE SCHEDULE UNLESS THERE IS AN ILLNESS OR OTHER UNUSUAL CIRCUMSTANCE. PARTICIPATION IN ALL SCHEDULED ACTIVITIES IS REQUIRED.

V. **Student Life Policies**

A. **Desired General Student Attitude**

1. Respect and reverence is the responsibility of each student during all activities of the day.
2. Students should be considerate of other students in the program. Courtesy and kindness should be a trademark of each student.
3. Students will submit to the authority established at Teen Challenge of St. Louis. They will obey and show proper respect for each staff member and re-entry mentor.

B. **General Student Conduct Rules**

1. Students must conduct themselves in a manner pleasing to God. There shall be no smoking, alcohol consumption, drug use, or homosexual behavior.
2. No cursing, improper language, racial slurs, or talk about past street life is permitted.
3. No dating or private conversations with females.
4. No cell phones, radios, tape players, televisions, or audiovisual equipment of any kind is permitted.
5. No students are allowed in the office or staff apartment without permission. Students must knock before entering the office. Except for emergency, students should not knock on the staff apartment door.
6. No students are allowed around the director's home or garage without permission.
7. When moving between buildings, students should remain on the sidewalks. Students may use the lawn for light recreational activity only after getting permission from staff on duty.
8. No student is allowed to leave the property. If a student leaves, he may be dismissed from the program.
9. Upon arrival, all clothes and luggage will be inspected. Teen Challenge reserves the right to conduct a search of any student's person and/or belongings at any time if Teen Challenge deems such a search necessary as a result of suspect student behavior.
10. No student should share any personal grooming items, toiletries, or possessions with another student.
11. No students are allowed to carry or possess any weapon, including knives or bladed implements of any kind.

C. **Dormitory Rules**

1. ***Unruly behavior (horseplay) or wrestling in the dormitory will result in fines and/or immediate dismissal.***
2. Students are not allowed to enter another student's room or stand in the doorway of another room. Fellowship should take place in the lobby.
3. Students are to be properly dressed when not in their rooms. A minimum of shorts, t-shirt, and indoor footwear is required.
4. Beds shall be made before breakfast. Rooms must be kept clean and orderly at all times and may be inspected at any time.
5. Students cannot leave the dormitory after dark without permission.
6. The area outside the dorm must be kept clean and orderly. This includes all recreational equipment. No recreational equipment is allowed in the dormitory.
7. Windows should not be opened without permission. No fans should be placed in the windows.
8. Except during free time, students are not allowed in their beds during the day. No outdoor footwear should be worn in bed.
9. Television is a privilege. Viewing is decided by the supervising staff member and is limited primarily to sports programming. No student may change the channel without permission. The television will only be turned on during weekends between 1:00 pm and 5:00 pm or at the discretion of supervising staff. Unauthorized viewing will result in immediate loss of television privileges.
10. Nothing is to be hung on the walls or bunks in the dormitory. Also, there is to be no graffiti on Teen Challenge property. Damage to property may result in fines and restitution.
11. No dormitory furniture is to be moved from its present location. Books on the bookcase in the lobby should not be removed without permission.
12. Students are not allowed to lie on sofas. Students should only use ottomans while wearing footwear specifically designed for indoor use.
13. The storage room door should remain locked at all times.

D. Dress Code

1. Shirts, full length trousers, shoes, and socks will be worn during all activities. Pants must be pulled up to the waist and worn in the traditional manner. Modest clothing is to be worn and a neat appearance maintained.
2. Shirts are to be buttoned to the neck except for the collar button. All shirt tails are to be tucked in.
3. Socks and shoes are required during all waking hours with the exception of free time in the dormitory. Footwear is required for all common living areas at all times.
4. Knee length shorts are acceptable only inside the dormitory or on the basketball court. Shorts are not to be worn at any other time without permission.
5. Tank tops may only be worn for recreation and work detail and are not permitted in the office or dining room.
6. Jewelry, except for watches and wedding rings, is not permitted.
7. No sunglasses or hats are to be worn in any building. No sunglasses are to be worn *to* church or in church.
8. No beards are allowed. Moustaches must be kept neat and trim. Shaving is required every morning.
9. Hair is to be neatly groomed and is not to cover the ear or exceed the bottom of a conventional collar in length.
10. A special Sunday dress code is enforced (see Section IV. R. Church Attendance, 3).

E. Laundry

1. Each room will be assigned a wash day. The laundry schedule will be posted.
2. Dirty clothes are to be neatly sorted and stacked for the laundry man on the appointed day.
3. Do not mix extremely dirty work clothes with regular dirty laundry. Extremely dirty work clothes will be washed after 2:45 p.m. and must be picked up by 5:00 p.m. No bleach is allowed.
4. No work clothes from wood crews, golf course crews, or any other extremely dirty work assignments should be worn or taken to any student dormitory room. All dirty work clothes, boots, and gloves must be removed before going upstairs. These work clothes must be placed in the designated bin downstairs no later than 2:45 p.m. This includes work clothes only—not workout gear. A table is provided for shower gear and a change of clean clothes only. No gloves, jackets, or buckets are to be placed on this table. All work gloves, work boots and shoes must be placed on the black mat in the downstairs foyer. Hang all wet clothes and coveralls from work detail on the rack in the laundry area.
5. Only the appointed laundry man is allowed to operate the washer and dryer. The laundry table is off limits to all students except the designated laundry man.
6. Before arrival, all clothes must be labeled with the student's name using an indelible laundry marker. Students are not allowed to possess permanent markers while in the program.

F. Mail

1. All incoming and outgoing mail will be opened and inspected by the designated staff member.
2. During the first thirty days of a student's stay, all mail will be kept in his file. After thirty days, students may receive mail from individuals on their authorized contact list.
3. Mail will be handed out at medicine call after the evening meal. Students must report to the office to learn if they have received mail.
4. Students are responsible to have sufficient funds to cover postage on outgoing mail.

G. Phone Calls

1. There will be no phone privileges for students during their first thirty days at Teen Challenge.
2. After thirty days, phone calls may be made to individuals on the authorized contact list.
3. Students may receive up to twenty minutes each weekend for phone conversation—one ten-minute call on Saturday and one ten-minute call on Sunday—between 1:00 pm and 5:00 pm. Phone calls may be monitored.

H. Visitors

1. There will be no visits during the first thirty days. After thirty days, individuals on the authorized contact list may visit on Saturday and Sunday between 1:00 p.m. and 5:00 p.m. if prior arrangements have been made according to the Guidelines for Family Visits.
2. **The authorized contact list is comprised of family members (including wife and biological children) and pastor. No girlfriends or non-family members will be approved for the authorized contact list. The director requires his final approval for each student's authorized contact list. The authorized contact list is for family members and one pastor only.**
3. ALL VISITORS MUST REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE PROPERTY. NO VISITORS ARE ALLOWED IN THE DORM.
4. Except for approved passes, no student may leave the property with any visitor.
5. No children may visit without being accompanied by a responsible adult family member.

I. Medical/Dental Care

Payment for medical or dental care is the responsibility of each student. Teen Challenge shall not be responsible for the medical or dental needs of a student prior to admission or during program participation. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. If a student has a medical or dental condition which requires treatment, this condition should be brought to the attention of the appropriate staff member so proper care can be arranged. Students requiring continuing treatment for a medical or dental condition may be asked to leave Teen Challenge until clearance for continued participation in the program is obtained from a physician. Teen Challenge, Inc. cannot be held responsible for injury or illness of students in the program.

- J. Medicine
1. All medicine will remain locked in the office. To receive medication, it is the student's responsibility to report to the office for medicine call at the designated times (see Schedules).
 2. Medicine will be administered by a staff member. Students are required to sign for all medicine administered.
- K. Money
1. All student money will be given to the admitting staff member upon arrival.
 2. Student money shall be kept in a student account and an accurate record of each student's balance will be maintained.
 3. To make a purchase, a student must submit a written request to the designated staff member including the student's name, date, amount requested, and reason for the request. Purchases must be approved by the supervising staff member who shall make all purchases and obtain a receipt. The receipt and remaining change will be placed in the student's account record. A 20% expense fee will be added for tax and gas.
 4. Soda coupons and stamps may be purchased at times specified by designated staff member.
 5. No student shall receive gifts of any kind or money from another student or any visitor. Any gift accepted by a student from another student or a visitor without approval from a staff member shall be subject to confiscation, and the student may face dismissal.
 6. Student funds will be returned upon graduation, departure, or dismissal.
- L. Legal Services/Probation or Parole
- Teen Challenge shall not be responsible for the legal needs of any student prior to admission or during program participation. All legal expenses incurred by a student while enrolled in the program shall be the responsibility of that student. Students on probation or parole must notify the designated staff member of the name, address, and phone number of their probation officer. If required, all reports to probation officers must be kept up-to-date.
- M. Student Departure
- Once a student has made arrangements to leave the Teen Challenge program prior to graduation, this decision is considered permanent and irrevocable. If the student wishes to return to the program, he may re-apply in thirty days.
- N. Student Passes
1. One four-hour pass may be issued to a student if the following conditions are met:
 - a. The student must not have accumulated three demerits.
 - b. The student must have completed his second personalized studies contract.
 - c. The student must remain in the company of his family or pastor.
 - d. The student must complete at least 60 days at Teen Challenge before requesting a four-hour pass.
 2. One eight-hour pass may be issued to a student if the following conditions are met:
 - a. The student must not have accumulated three demerits.
 - b. The student must have completed his third personalized studies contract.
 - c. The student must remain in the company of his family or pastor.
 - d. The student must have completed at least 3 months at Teen Challenge before requesting an eight-hour pass.
 3. All requests for passes must be written and submitted to the Curriculum Coordinator before Wednesday prior to the desired weekend of the pass.
 4. Students must forfeit a pass or both passes if any personal matter requires that they leave the property. This includes doctor visits and court dates.
 5. ALL PASSES ARE GRANTED AT THE DISCRETION OF THE DIRECTOR.

VI. Disciplinary Policies

- A. Disciplinary Measures
1. Extra work, writing assignments, demerits, or loss of privileges may be utilized as disciplinary measures for any student exhibiting behavior contrary to the rules or program policies.
 2. Demerits may be issued to any student for rule infractions.
 - a. Three demerits will result in loss of passes and privileges.
 - b. Five demerits will result in one extra month at the induction center, loss of all passes, and loss of privileges.
 - c. Seven demerits will result in immediate dismissal.
 - d. If a student completes thirty days without receiving a demerit, all previous demerits will no longer count toward dismissal.
 3. The following extreme behavioral problems or rule infractions may result in immediate dismissal:
 - a. unruly behavior (horseplay) resulting in injury or destruction of property, accidental or otherwise
 - b. use of any tobacco
 - c. failure to accept disciplinary action
 - d. threats of bodily harm
 - e. physical fighting
 - f. destruction of property
 - g. violent behavior
 - h. medical or health reasons
 - i. theft
 - j. drug or alcohol use

- k. insubordination
- l. inappropriate sexual activity
- 4. The executive director reserves the right to vary from these guidelines if he deems necessary.

B. Purpose of Disciplinary Action

- 1. To develop discipline and self-control spiritually, mentally, physically, and socially.
- 2. To instill respect for authority, others, and self.
- 3. To keep major problems to a minimum.
- 4. To nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions.
- 5. To develop maturity in forming meaningful adult relationships.
- 6. To keep harmful attitudes to a minimum.
- 7. To allow time for reflection on disciplinary problems and to seek solutions to these problems.
- 8. To develop Christlike responses to disciplinary action.

VII. Graduation Requirements

- A. Students must complete four months at Teen Challenge of St. Louis.
- B. Students must have developed Christlike qualities in their lives and proper responses to authority.
- C. Students must satisfactorily complete the fourteen unit Group Studies curriculum.
- D. Students must have completed their third Personalized Studies contract.
- E. Students must have exhibited proper behavior toward staff members and other students while at the induction center.

NOTE:

BECAUSE A LARGE NUMBER OF IV DRUG USERS HAVE BEEN INFECTED BY THE HIV VIRUS AND OTHER VARIOUS COMMUNICABLE DISEASES, THERE MAY BE A POSSIBILITY THAT INDIVIDUALS WHO HAVE TESTED POSITIVE FOR HIV OR OTHER COMMUNICABLE DISEASES MAY ENTER TEEN CHALLENGE OF ST. LOUIS. DUE TO THE RIGHT TO PRIVACY ACT, CONFIDENTIALITY IS MAINTAINED IN THESE CASES.

TEEN CHALLENGE IS NOT A MEDICAL CARE FACILITY AND IS UNABLE TO PROVIDE 24 HOUR ON-SITE MEDICAL SUPERVISION. THEREFORE, ALL STUDENTS ENTERING THE PROGRAM MUST BE IN GOOD HEALTH AND ABLE TO PARTICIPATE IN ALL ACTIVITIES OF THE PROGRAM. IF A STUDENT'S HEALTH DETERIORATES TO THE POINT WHERE HE IS NO LONGER ABLE TO PARTICIPATE IN THE DAILY PROGRAM ACTIVITIES, OR A MEDICAL CONDITION REQUIRES 24 HOUR MEDICAL SUPERVISION, THAT PERSON SHOULD LEAVE TEEN CHALLENGE OF ST. LOUIS.

Recommended Items For Incoming Students:

- 1. Twin size bedding including a pillow
- 2. Towels and wash cloths
- 3. Personal grooming and toiletry items (*No aerosols of any kind are permitted.*)
- 4. Bible
- 5. Classroom supplies including pens, three-ring binder, notebooks, notebook paper, etc. (*No permanent markers are permitted.*) A backpack is recommended but not required.
- 6. Long distance calling card
- 7. Enough clothing to last one week (Laundry is done one time each week.)
 - a. Work clothes appropriate to the season: Students work outdoors in variable weather conditions. Make sure to include warm work coats in the winter. Work boots are required (boots with steel toes are recommended).
 - b. Church clothes: This includes nice slacks (no denim) and a shirt with a collar. Shirts worn for church services must be tucked in.
 - c. Casual clothes for classroom, free time, and other activities: T-shirts with slogans promoting bands, alcohol, tobacco products, etc. are not permitted.
- 8. Shower shoes are required.
- 9. No audio components or video electronics of any kind are allowed while in the program.
- 10. Musical instruments may be brought at student's own risk. However, please check with the admissions supervisor before bringing any instruments.
- 11. We also recommend that each incoming student bring with him a complete list of phone numbers and addresses for all family members he desires to have on his authorized contact list.

TEEN CHALLENGE OF ST. LOUIS

2650 Appletree Acres * P.O. Box 213 * High Ridge, MO 63049 * (636) 677-1776
STUDENT APPLICATION FOR ADMISSION

Personal Data & Information

Name: _____ Date: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (State) (Zip)

Phone: (_____) _____ Social Security Number: _____

Drivers License: ___ Valid ___ Expired ___ Suspended ___ Never applied for one Driver's License Number: _____ State _____

Birth Place: _____ Birth Date: _____ Age: _____
(City) (State)

Are you a citizen of the United States? _____ Date Available for Program: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Work Phone: _____

Marital History/Family Background

Marital Status: ___ Single ___ Married ___ Common Law ___ Separated ___ Divorced ___ Widowed ___ Remarried

Current Wife's Name: _____ Age: _____

Please list previous marriage(s), starting with the most recent:

(Name of person married to)	(Month/Year)	(Reason marriage ended: divorce, death, etc.)	(Month/Year)	(Number of children born to this marriage)
-----------------------------	--------------	---	--------------	--

List children and their age:

(Name of child)	(Age)	(Where/with whom child is living)
-----------------	-------	-----------------------------------

Name of girlfriend or fiancé: _____ Age: _____

Have you ever engaged in homosexual activity? ___ If yes, to what extent: _____

Father's Name: _____ Age: _____

Mother's Name: _____ Age: _____

Education

Do you have a high school diploma or GED? _____ Do you wish to continue your education? _____

Please list any college, university, trade or technical school you have attended and the years attended:

Briefly describe your educational or vocational goals: _____

Have you ever been diagnosed with a learning disability? _____ If yes, briefly describe: _____

Medical History

Have you been under a physician's care for any reason in the past year? _____ If yes, briefly describe: _____

List any communicable disease(s) with which you have been diagnosed? _____

When was your last physical examination? _____

Do you take medication or need medical attention regularly? _____ List all medications, dosages, and purpose below:

(Medication)

(Dosage)

(Purpose)

List all medications you are allergic to: _____

Please list any other allergies: _____

Do you have any activity restrictions due to a medical condition? _____ Briefly describe your medical condition: _____

Do you have any special diet requirements? _____ If yes, please explain: _____

Explain any current problems with your teeth: _____

If you have health/dental insurance, please give the name of the provider, their address, phone number, and policy number:

Have you ever received treatment/counseling for emotional, mental or psychological conditions? _____ If yes, list details below:

(Date)

(Counselor/Physician)

(Reason)

Have you ever thought about committing suicide? _____ Are you currently thinking about committing suicide? _____

Drug History

List how often you used the following drugs (Never, Once, Several times, or Regularly):

Alcohol _____ Marijuana/Pot _____

Cocaine _____ Crack _____

Amphetamines (uppers) _____ Barbituates (downers) _____

Hallucinogenics (LSD, acid) _____ Inhalants (glue, gas, etc.) _____

Methadone _____ Heroin _____

THC _____ Morphine _____

Crystal Methadrine _____ PCP (angel dust) _____

Speed _____ Others: (Specify) _____

What is the first drug you used? _____ Beginning at what age? _____

What is the main drug you used? _____ How long? _____

How much was spent on drugs each day? _____ What drugs have you injected? _____

Do you use tobacco? _____ What form? _____

Religious Background

Do you believe in God? _____ Do you believe the Bible as the Word of God? _____ Do you pray? _____

Have you ever had a conversion experience with Jesus Christ? (born again, accepted Jesus, etc.) _____

If yes, briefly describe your experience of salvation including date and place: _____

What is your current spiritual condition? _____

List denominational preference: _____ Have you ever been involved with the occult? _____

If yes, briefly describe your involvement: _____

Teen Challenge Background

Have you ever been in a Teen Challenge program before? _____ If yes, please give the following details:

(Location) (Date) (Reason for leaving)

Do you understand the purpose of the program? _____

Do you have any responsibilities that would hinder your being in the program for 14-15 months? _____

If yes, briefly describe: _____

Legal Record

Do you have any cases pending? _____ When? _____ Reason: _____

Name of Attorney: _____ Attorney's phone number: _____

Attorney's Address: _____
(Street) (City) (State) (Zip)

Do you have any outstanding warrants? _____ Reason: _____

Are you currently on parole or probation? _____ How Long: _____

Name of Probation/Parole Officer: _____ P.O.'s Phone Number: _____

P.O.'s Address: _____
(Street) (City) (State) (Zip)

In the box below list all arrests and institutions to which you were committed or admitted yourself:

Name and Location of Institution	Date	Reason for Confinement	Probation	Length of Confinement	Record During Confinement

Referral

Who referred you to Teen Challenge? _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: (_____) _____ Relationship to you: _____

TEEN CHALLENGE OF ST. LOUIS

2650 Appletree Acres * P.O. Box 213 * High Ridge, MO 63049 * (636) 677-1776

STATEMENT BY PERSON SEEKING BIBLE-BASED GUIDANCE/DISCIPLESHIP

1. I, _____, state that I am seeking bible-based guidance/discipleship at Teen Challenge of St. Louis.
2. I understand that the case managers, staff, and volunteers of Teen Challenge of St. Louis are not professional counselors and are not licensed or certified by any state. These people are committed Christians, who will share their honest opinions and advice based on principles of the Bible.
3. I understand that I may seek help from a state-certified or licensed psychologist, psychiatrist, or other mental health professional, at any time, on my own. Teen Challenge of St. Louis shall have no duty to refer me to such licensed professionals and shall have no financial or other responsibility for such services.
4. I understand that Teen Challenge of St. Louis has a policy of maintaining the confidentiality of all my private communications between my case manager and me. Generally, such confidential communications will not be disclosed to third persons outside Teen Challenge of St. Louis, including my family members, unless required by law. This means that Teen Challenge of St. Louis has no duty to notify or inform my family members about any problems discussed with my case manager. If my case manager or Teen Challenge of St. Louis does make such disclosures as they believe are in my best interest, I waive any objection to such disclosures.
5. In consideration for the opportunity to obtain this counseling, I promise that I will not take any legal actions in the future for anything said, done, or omitted by my case manager, Teen Challenge of St. Louis, their agents, or family members during this case management program. I agree to hold Teen Challenge of St. Louis, their agents, and family members harmless for any legal claims of negligence or damage of any sort, which a person could assert, related to the Teen Challenge of St. Louis case management programs.
6. I state that I am _____ years old, and am able to give my consent to this case management program, including all sessions after the date below.

Applicant/Student Signature

Date

Witness Signature

Date

CONFIDENTIALITY OF TEEN CHALLENGE RECORDS

Notice to Students i 2.1 (n accordance with 42 CFR 10/1/91 Ed.)

Federal law and regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this ministry. Generally, the ministry may not say to a person outside the program that a student attends the program, or disclose any information identifying a student with a life controlling problem, especially, alcohol or drug abuse unless:

1. The student consents in writing.
2. The disclosure is allowed by a court order; or
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal law and regulation is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal law and regulations do not protect any information about a crime committed by a student either at the program or against any person who works for the program or about any threat to commit such a crime. Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State and local authorities.

I warrant that I have read the above notice prior to its execution, and that I am fully familiar with the contents thereof.

Dated this _____ day of _____ 20_____.

Signature of Applicant/Student

Signature of Witness

These forms must be filled out and signed before your application can be processed.

TEEN CHALLENGE OF ST. LOUIS

2650 Appletree Acres * P.O. Box 213 * High Ridge, MO 63049 * (636) 677-1776
STUDENT AGREEMENT

1. I have read the rules and consent to abide by all of them, whether I agree with them or not.
2. I will dedicate myself to the discipleship program until it is recognized by the Teen Challenge staff that I qualify for completion. I realize this is only possible by submitting to the Lordship of Jesus Christ and that I cannot do this in my own strength.
3. I release to Teen Challenge the right to search, read and withhold my mail in the manner explained in the rules.
4. I release to Teen Challenge the right to do a room search without warning. (Note: This is not done routinely, but only at times of definite cause.)
5. I release the right to Teen Challenge to make a thorough search of my person and belongings on the day of my admission.
6. I understand that withdrawal from drugs, alcohol, and cigarettes will be accomplished without medication (cold turkey), aided only by prayer. If this is not agreeable, withdrawal should be done prior to admission.
7. I understand that Teen Challenge will not be held responsible for any of my personal property left, lost, or stolen while I am in the Teen Challenge program. When leaving Teen Challenge, I understand that all my personal property must be taken with me.
8. I release Teen Challenge from all financial or legal responsibilities in case of accident, injury, illness or other misfortune.
9. I understand that I will not receive payment for the work I do while in the Teen Challenge program. I also understand that the purpose of this work is to aid in my character development.
10. I release the right to Teen Challenge to withhold any of my belongings that they deem necessary. Any items not specifically forbidden in the rules will be held for me until my departure.
11. I agree to submit to the authority of all staff members.
12. I understand that I have civil rights guaranteeing confidential communications by phone and mail, as well as exercising the religion of my choice. Teen Challenge is an evangelical Christian discipleship ministry for people with life controlling problems. As such, I realize and submit to the ministry's expectations to attend Christian religious activities coordinated by the ministry. Further, for reasons of assisting me in dealing with my life controlling problem, I understand staff will regulate and monitor my communications for a period of time determined by staff. *I voluntarily give my consent allowing staff to exercise these procedures. I fully understand my rights and what I am waiving.*
13. I understand that the following grievance procedure shall be made available to me while participating in the Teen Challenge of St. Louis program: a) The right to seek remedy for any complaint; b) The right to submit a written complaint to my designated case manager; c) The right to grieve directly to any staff member; d) The right to direct access to the facility director and the government authority at some point in the grievance process; e) The right to submit a complaint in writing and to have assistance in writing the complaint if unable to read or write; f) The right for grievances to be resolved in a timely fashion generally within seven days.

Applicant Signature

Date

Witness Signature

Date

