

# LANSING TEEN CHALLENGE



## STUDENT MANUAL

510 West Willow St • Lansing, Michigan • 48906

Phone: 517-484-6050 • Fax: 517-484-2662

E-mail: [administration@lansingteenchallenge.com](mailto:administration@lansingteenchallenge.com) Web site: [www.lansingteenchallenge.com](http://www.lansingteenchallenge.com)

# **LTC STUDENT MANUAL**

## **TABLE OF CONTENTS**

Cover.....1  
Table of Contents.....2

### **STUDENT BEHAVIOR**

Basic Rules and Conduct.....3  
House Rules.....4

### **STUDENT PROGRAM CONDUCT**

Intake and Discharge Guidelines.....5  
Church Guidelines.....5  
Study Hall, Class and Chapel Guidelines.....6  
Dorm Guidelines.....7  
Dining and Meal Time.....8  
Dress Code.....8  
Visitation Policies.....9  
Discipline's/Punishments.....10  
Signature of Agreement.....11

# **LANSING TEEN CHALLENGE**

## **STUDENT RULES & REGULATIONS**

**Each rule and regulation is classified under four schedule type's; Type I – Minor infraction, II – Serious infraction or repeated minor infraction, III – Major infraction requiring progressive discipline, IV – Immediate expulsion. See DISCIPLINE policy for specific consequences.**

### **STUDENT BEHAVIOR – BASIC RULES AND CONDUCT**

All students are subject to a 30-day evaluation to determine if they are ready for this program. The rules and regulations are as follows:

- No Smoking! **(III)**
- No cursing or use of street language.
- *No students* are not to glorify or talk about their past street life (unless testifying of God's life-changing power).
- A student will be subject to dismissal for possession or use of drugs, alcohol, tobacco or money in any form. Money found will be given to the ministry. **(III)**
- No male student is allowed to talk to or be with anyone of the opposite sex. (This means NO EYE CONTACT, NO STARING, NO GAZING, NO COMMUNICATION OF ANY KIND, and NO BEGINNING OF RELATIONSHIPS.) If you haven't already met a woman, you by no means will meet one now. If you have already met one, you can by no means talk to her anyway. Your wife is not here! **(II)**
- Students are not permitted to have Radios or TV's on the property.
- Respect must be given to all Lansing Teen Challenge Staff, Junior Staff, Teachers and Volunteers. Any backtalk or self-explanation that comes after a staff member has spoken is considered rebellion and will be dealt with accordingly! **(II)**
- No foolish talk, jesting, or horseplay. Humor must be in good taste and non-offensive to others.
- A STUDENTS PERSONAL PROPERTY MAY BE EXAMINED AT ANY TIME BY TWO STAFF MEMBERS.
- A STUDENT MUST BE GRATEFUL AND NOT COMPLAIN. CONSTANT COMPLAINING IS A SIGN OF REBELLION AND IS INTERPRETED AS YOUR WISHING TO BE DISMISSED FROM THE MINISTRY. **(II)**
- No worldly hairstyles, beards, goatees, or earrings.
- Students will address staff as Brother or Sister, and the Director as Pastor Jeff or Pastor.
- Any blessings (clothes, books, etc.) must be turned in if a student does not complete the program.
- Any student with a complaint must go directly to the staff member or the student who they are having the problem with, without sharing your complaint with any other students outside the situation.

The appeal process is as follows:

- Go to the Lord in prayer.
- Go to the staff member or student that you are in disagreement with.
  - a. If a remedy cannot be found between the two parties, you may take your appeal the Men's Director.
  - b. The final appeal is made to the Director, who has the final say in all matters.
  - c. Appeals may be made if you are asked to do something sinful or if your authority is going beyond or not fulfilling their responsibilities.
- If you don't work to the best of your abilities, disciplinary action is to be expected. This is at the discretion of the Pastor. **(II)**
- Absolutely no threatening or threatening behavior-verbal or in writing-of physical violence against staff or another resident. **(IV)**

## **HOUSE RULES**

- A student is never to leave the property of Lansing Teen Challenge, unless you are with a staff member. If a student leaves, it will be considered that he left the program and he will be dismissed accordingly. **(II)**
- If a student leaves Lansing Teen Challenge prematurely, without being blessed out, that student must start the program completely over. Example: A student in their 11<sup>th</sup> month will start completely over if they left for a few days.
- A student should never talk to any of the neighbors of Lansing Teen Challenge.
- CD's/Cassettes and cassette players must be approved by staff. (Headphones must be worn.)
- No sermon tapes – only material given by Teen Challenge.
- No secular music can be played, listened to, or sung. No secular movies are to be allowed into the Center. Only Christian.
- You must have permission from the staff to play any musical instrument. Teen Challenge is not be responsible for any damage or theft of personal instruments kept at the Center.
- Students must turn off lights and fans when leaving the room.
- Students do not answer the door, get mail, or answer the phone.
- Students may not touch the thermostat, or open the windows or blinds without permission from staff.
- Students must be accompanied by a dorm captain to enter the office area.
- Students may sit on the porch with permission from the staff.
- Students are not allowed outside around the sides of and in the front yard without permission from staff. **(II)**
- All movies and TV programs must be first approved by staff. Watching TV is a privilege, not a right.
- All items donated or given to a student by teachers or friends of Lansing Teen Challenge are property of Lansing Teen Challenge and can be used as the ministry deems necessary.

# STUDENT PROGRAM CONDUCT

## INTAKE AND DISCHARGE GUIDELINES

- Upon intake, medications must be approved by the Director.
- Medications will be kept safe (locked up) by staff and distributed to students by staff.
- There is a non-refundable fee of \$500 to enter the program. All moneys received by the student from either their personal sources or work will be applied to the fee until it has been paid in full.
- All money the student has will be locked up and only used as personal needs arise. A student account will be maintained.
- You may be held accountable for the cost of gas for any personal trips in Teen Challenge vehicles.
- Teen Challenge is not responsible for any lost or stolen property.
- Students entering the program must do so by 5:00pm (unless given permission.)
- If a student leaves or is dismissed, there is a waiting period for possible re-admittance of 30 days. The student must call in and speak to the Men's Director once a week between the hours of 9:00am and 5:00pm to hold a bed.
- Students who leave the program must have the Director's approval for re-admittance.
- All students leaving the program must leave immediately and take their belongings.
- Items left without approval become property of Lansing Teen Challenge and will be put in blessings after 14 days.
- This program is 13-15mos. in length.
- Students receiving SSI, SSA, or Disability payments must give ½ (half) of their benefits to Teen Challenge for room and board.
- Students may not file for welfare, unemployment, or Medicaid while in the program.
- Student Request Forms must be filled out (in completion) for all haircuts, doctor appointments, court-related matters, days off, special visits, counseling, special trips to the store (outside of Friday shopping day) dry cleaners, etc.
- All out-of-town students must have a return bus ticket.
- All students must have proof of a completed TB test upon arrival into the program.
- All married students must verify their marriage with a copy of their marriage certificate and a copy of wife's Driver's License or Social Security card.

## **CHURCH GUIDELINES**

- No chewing gum or eating candy at any church service.
- It is expected that students be on time for departure for church and have already used the facilities before leaving the Center.
- Permission must be given to leave and enter the sanctuary of the church.
- Everyone is to stay together when possible. After church is over, students must go immediately to the bus or vans unless you are at the altar. There is not stopping and fellowshiping with family or friends after service.
- All students must have permission to use the restroom and must be accompanied by the staff member or dorm captain. **(II)**
- All students must attend the church of Lansing Teen Challenge.
- All students must take notes for all church services.
- Students must sit toward the front of the church unless designated by the church to sit elsewhere.
- Students must all sit together and be monitored by staff.
- Students can sit with family members as long as they are within sight of the staff, and must go immediately to the bus or vans after service is over.
- There is no riding with family members to and from church unless permission is given by the Men's Director or Executive Director. **(II)**
- Students may not sit down during song service. If they wish to pray in a seated position, they are to go to the altar and pray there.
- There is no sleeping in Teen Challenge before or during church service. If you wish to pray in a manner similar to that of sleeping, you must go to the altar. Anything that looks like you're asleep is considered sleeping and will be dealt with accordingly. Students that are feeling sleepy in chapel may stand to prevent falling asleep.
- Students are encouraged to participate in worship service with singing, jumping, and lifting of hands.
- Upon entering chapel, students are to remain reverent, either praying or reading their bibles (no talking).
- No holding or playing with babies in our chapels, other churches, or Teen Challenge outings.

## **STUDY HALL, CLASS AND CHAPEL GUIDELINES**

- It is expected that students be on time and ready for all activities.
- Permission must be given to leave study hall, class, chapel, or prayer.
- Study hall must be in the dining room.
- There is no talking without permission from the study hall leader.
- Students must be in study hall when teachers are absent from class or are running late (no talking).
- All students must participate in study hall, classes, chapels, and prayer.
- You may be excused from class or chapel if you are sick. In the event that you are sick, permission to lie down must be given by the Men's Director only.
- All students must complete homework assignments on time. Failing grades or late homework may result in loss of privileges. **(II)**

## **STUDY HALL, CLASS AND CHAPEL GUIDELINES (Continued)**

- If you fail any tests (74% or less), you must take the test over every day until you pass. If you do not pass after 3 days, an automatic All-day will be assigned. **(II)**
- Study hall is to be used for homework or reading the bible only! No personal projects.
- Memory verses count for 60% of tests.
- Students are only allowed to have reading material and audiotapes that are given by Teen Challenge.
- Students must take notes for all chapel services.

## **DORM GUIDELINES**

- No student is allowed in another student or staff member's room. **(II)**
- No student is to knock on a staff member's door.
- No student is allowed to enter or yell into staff's hallway.
- No student is allowed to give or accept clothing or any personal item from another student or staff member without permission from the Men's Director.
- Students are never allowed in offices, staff rooms, basement, dining room, or out front without permission from staff. **(II)**
- Students must remain in their bed until wake-up, unless to use the facilities.
- There is a 3-minute limit when using the facilities during morning wake-up time. Students are also not allowed to lie back down in bed after wake-up time.
- A student's room must be kept clean.
  - a. All clothes must be hung up or put away in its proper place.
  - b. Shoes must be in a row under the bed.
  - c. Towels must be hung up (not on back of chair).
  - d. Dressers must be kept neat and dust free. This includes both tops and drawers.
  - e. Room must be kept swept and mopped and completely dust free.
  - f. Beds must be made properly immediately after wake-up call.
  - g. Room floors must be clean and orderly.
  - h. Garbage must be emptied daily and is the responsibility of those in the room to do it.
  - i. Dirty laundry must be kept out of sight.
  - j. Closet must be kept clean, dust-free, and orderly. Failure to do this will be dealt with accordingly.
  - k. Window ledges must be kept dust, dirt, spider, bug, and leaf free. Windows should be washed once a week. No bags are to be left in sight. There may be nothing on the floor and nothing on the bed at any time!
- Students cleaning bathrooms must have their duties checked by a staff member before they are re-opened for use.

## **DORM GUIDELINES (Continued)**

- Students must never put anything on the walls of the Center without permission from the Director.
- Your laundry day will be posted along with your counseling time.
- Shower time is 3 minutes in length under the water and no more than 2 minutes for drying off.
- Instruments are never to be played during dorm life.
- Shower times are after dinner until 6:15p.m. and 9:00p.m. – 10:00 p.m.
- No food is allowed in the dorms at any times except for hard individually-wrapped candy.

## **DINING AND MEAL TIME**

- No student may get food from the kitchen without staff approval.
- Those on kitchen duty will be first to line up to eat.
- The cook is responsible for serving food and getting needed items from the kitchen.
- You must eat what you take, no giving, trading, or wasting food.
- There is no complaining about the food. Also, students should not ask what is for meals before being served. **(II)**
- Students are not allowed to take coffee beyond the kitchen, and all coffee is cut off after 6:00pm.
- When visiting churches, students may not ask for anything.
- Students must stand and pray before each meal.
- Students that are fasting must pray with the group in the dining room and then ask staff to be excused to their rooms for prayer.
- Students must never hang out in the dining room or kitchen storage hallway.
- Students may be required to go on a diet if prescribed by the Men's Director or Executive Director.

## **DRESS CODE**

- Clothes must always be clean.
- Shoes must be clean.
- No hair past collar length.
- No beards, goatees, or hair under the lower lip.
- A shower must be taken once a day.
- Nails must be kept short and clean.
- Deodorants must be used daily.
- A student must wear their best clothes and shoes to church services.
- Sunday morning church attire should be slacks and a dress shirt.
- Sunday night and Wednesday night is casual dress. Must appear presentable.
- Students must be fully dressed, including underwear, shirt, pants, socks, and shoes upon arrival for prayer and Proverbs in the morning.

## **DRESS CODE (Continued)**

- Students are not allowed to argue with staff if asked to change into something more appropriate.
- Socks must be worn at all times.
- No bear feet. Use shower shoes while taking a shower.
- No tight clothing.
- No short shorts.
- A shirt with sleeves to the elbow must be worn.
- Students must have permission from staff to wear tank tops or to remove shirts.
- Clothes with racial or ethnic implications cannot be worn.
- All T-shirts must be approved by staff. A student may be asked to change shirts at any time.
- No urban gang-style clothing or dress.

## **VISITATION POLICIES**

- No student may have phone calls or visits for the first 3 weeks.
- Single students will not be allowed to contact members of the opposite sex while at Lansing Teen Challenge, unless approved by the Director. This includes girlfriends and fiancées.
- Married students may begin visitation after 30 days.
- Visiting hours are Saturday and Sunday 1:00pm until 5:00pm.
- All visits must be pre-approved by the Director and be listed on the visitation list.
- One ten-minute phone call is allowed per week.
- All long-distance calls must be collect.
- Any long distance calls must have permission of the Director.
- Time off in Teen Challenge varies by program, and is a privilege, not a right.
- All items brought by a visitor must be inspected by staff.
- Students may have their visitors bring them food to eat on their visit. They must visit with them either outside in the backyard or in the dining room. The library and all other areas are off limits. Students are responsible for ending their visits on time. Visits that are not ended on time can result in a loss of visit privileges.
- Visitors may use the bathroom downstairs from the dining room next to the courtyard entrance.
- All food must be eaten during visits. You cannot save or keep food at any time.

## DISCIPLINE'S / PUNISHMENTS ("Don't say we didn't warn ya")

**TYPE I** – VIOLATION OF ANY RULE IS CLASSIFIED AS A TYPE ONE VIOLATION UNLESS OTHERWISE NOTED.

Bathroom Detail  
Kitchen Crew  
500 Word Essay

**TYPE II** – SEE RULES. Second/Multiple **Type 1** violation(s).  
All day work duties (On Sat. 9am – 9pm)  
Loss of privileges (i.e. phone calls, visits, free time)  
Extensive bathroom detail and/or kitchen crew

**TYPE III** – SEE RULES. Second/Multiple **Type II** violation(s).  
Progressive discharge discipline minimum 30 days  
Postponed graduation date.

**TYPE IV** – SEE RULES. Second/Multiple **Type III** violation(s).  
Immediate expulsion.

# SIGNATURE OF AGREEMENT

I UNDERSTAND THAT LTC STAFF MUST SEE THAT I AM APPLYING MYSELF IN CLASS, CHAPEL, STUDY HALL, WORK DUTIES, AND MY RELATIONSHIP WITH CHRIST AND THAT FAILURE TO DO SO MAY RESULT IN DISMISSAL FROM THE PROGRAM. THEY MUST SEE CONTINUED PROGRESS AND GROWTH.

I ALSO UNDERSTAND THAT I WILL BE DISCIPLINED OR DISMISSED FOR NOT FOLLOWING THE RULES AND REGULATIONS OF LANSING TEEN CHALLENGE.

I UNDERSTAND THAT THIS STUDENT AGREEMENT IS INTENDED TO BE A BASIC GUIDELINES FOR STUDENT CONDUCT AND DOES NOT COVER ALL POSSIBLE SCENARIOS, AND THAT I AM EXPECTED TO MAINTAIN A WILLING AND TEACHABLE DISPOSITION AT ALL TIMES.

READ AND SIGNED: \_\_\_\_\_

Student

DATE: \_\_\_\_\_

\_\_\_\_\_

Staff

DATE: \_\_\_\_\_