

# Teen Challenge of Missouri Boarding Academy

PO Box 80  
Greenville, Missouri 63944

## Parent Handbook

### ~ Endorsements of Teen Challenge~

*"I speak from more than 20 years of knowledge of the organization when I tell you, Teen Challenge of Missouri works. It is effective; it is literally changing the lives of young Americans from every walk of life. The work and dedication of Teen Challenge of Missouri deserves the commendation of every citizen."*

**Ronald Reagan**

*"Teen Challenge of Missouri succeeds when all of the government programs failed."*

**Chuck Colson**

*"We have long been aware of the tremendous ministry of Teen Challenge. You're doing a wonderful job. Keep it up."*

**Billy and Ruth Graham**

*"In my opinion, Teen Challenge of Missouri is doing the very best all-around job of providing the kids with something meaningful in their lives, and that's what they need. Thank you for your continuing support of Teen Challenge."*

**Art Linkletter**

*"Of all the programs reported to the commission, the most successful is the religiously based program conducted by Teen Challenge."*

**Dr. John Howard,**  
Member, National Commission of Marijuana and Drug Abuse

*"For years I have wholeheartedly supported the mission of Teen Challenge. It is always moving to find organizations that do not accept government funds but are able to address the problems of society with their big hearts and simple grace. Teen Challenge of Missouri is at the forefront of those special organizations."*

**Jeb Bush**

*"...I still think it's a good idea because there are organizations like **Teen Challenge** and others who have a far better record of dealing with social issues and people in difficulty than do the bureaucrats."*

- Focus on the Family President **James Dobson,**  
on government faith-based initiatives,  
on CNN's Larry King Live

## WHY TEEN CHALLENGE?

1,370 Youth will take an illegal drug in the next hour

57% of all illicit drugs are sold on school campuses

An adolescent can become an alcoholic in 6 months

Teen pregnancy costs taxpayers 7 Billion dollars annually and 80% of fathers never marry!

2 million kids run away annually, three times more than a decade ago

More than 5,000 teenagers die each year by suicide

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Researchers have found that students have an attitude of it's a "privilege" to be here and were very thankful for the chance they had to participate in the TC program.

When a graduate was asked "why do those that come to Teen Challenge do so well?" They said, "He who has been forgiven much, loves much."

Another graduate said, "Teen Challenge taught me how to keep God first-place in my life."

### Our current students are saying

"I have been given a second chance in life! God restored my relationship with my family."  
– J.

"I have a new respect and love for others and myself." – J.

"I'm set free from depression because Jesus is the key to true joy!" – A.

"I now have a strong desire to obey God and do what is right." – K.

## **Purpose**

### **Vision Statement:**

Our vision is to be a Christ-centered ministry setting the standards for excellence in helping those with destructive lifestyles, impacting our area of influence with programs that bring freedom from addictive behaviors through faith in Christ.

### **Values Statement:**

Value #1 - We are committed to fulfilling the call God has given us for the evangelization and discipleship of people with life-controlling problems. (Lk. 14:12-14, 19:10, Mt. 28:19-20, Rom. 1:16)

Value #2 - We are committed to the belief that all of our students are sent by God and we are to minister to them in a way that always seeks to heal their wounds and never make them worse. (Mt. 12:20, Lk. 10:25-36)

Value #3 - We are committed to bring loving discipline to the lives of those to whom we minister in a way that will bring about necessary changes and growth so that they are prepared to live life successfully in society. (Heb. 12:5-11)

Value #4 - We are committed to teaching our students that faith in Jesus Christ and a dynamic relationship with Him is the key to transformation in their lives. This is the only way to be in right standing with God. (John 14:6, 15:5, Rom. 12:1-2)

Value #5 - We are committed to the Bible as our guideline and standard for all our belief, instruction, methods and policies. We believe that in order for our students to be successful the Bible must be their guideline and standard as well. We oppose secular humanistic theories and philosophies that would compromise these standards and methods. (II Tim. 3:16-17)

Value #6 - We are committed to the integral role the Holy Spirit plays in the transformation of the lives of our students. He, not the staff, convicts and effects change. We will create an environment in which He may work in each student as He, the Holy Spirit, sees fit. (John 16:8-11, 13, Acts 2:38-39, I Cor. 12:7)

Value #7 - We are committed to the belief that dedicated, committed, spiritual staff are a gift from God and should be honored in every way possible. (Rom. 13:7d, Phil. 2:19-22, I Tim. 5:17)

Value #8 - We are committed to minister and cooperate trans-denominationally with all who have common, basic, biblical beliefs. It is our strong desire to always seek unity through the transforming work of Jesus Christ. It is our goal that every student become an active member in a Bible believing church of his choosing after completing Teen Challenge of Missouri Boarding Academy. (Eph. 4:1-6, John 17:21)

Value #9 - We are committed to accountability in our finances and ministry in order to honor Christ and prevent unfounded accusations. (II Cor. 8:21, Gal. 2:2)

Value #10 - We are committed to take every legitimate opportunity to speak out against drug abuse, alcohol abuse and other societal problems that affect young people, offering a relationship with Christ as the biblical solution to these social ills. (Acts 2:37-40, 4:12, II Cor. 7:10, Col. 1:28)

## Goal Statement:

Teen Challenge of Missouri Boarding Academy will provide a safe environment for your child to learn the necessary skills to become a productive citizen in the home, church, school and community.

## What to Expect

We understand that letting go of the child that you have loved and raised is the most difficult step in helping him. We would like you to know that we already love your son and wish to share in his raising. Each child is special in God's eyes and He understands the difficult situation you are in. Many things have happened to bring you to this point but don't be dismayed, TCMBA is here to help. We will work with your son to help him see the love that Jesus has for him and the love that he can have for the Lord, his family and others. We will also work with you to help heal the hurts and disappointments that have occurred in the past. Each day with us will bring you and your son closer together. Please be assured that your son will be loved and shown the power of love daily. Thank you for allowing us to take part in your lives.

## Financial Information

TCMBA is a private, non-profit organization and depends on prompt payment of charges.

### FIRST MONTH'S ENROLLMENT FEES

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| FIRST MONTH TUITION                     | 2,000.00                        |
| LAST MONTH TUITION<br>(Fifteenth Month) | 2,000.00                        |
| CURRICULUM FEE                          | 450.00                          |
| UNIFORM FEE                             | 250.00                          |
| <u>ONE TIME INDUCTION FEE</u>           | <u>200.00</u>                   |
| TOTAL REQUIRED                          | 4,900.00 Bank Check/Money Order |
| STUDENT ACCOUNT                         | 100.00 Cash                     |

**All fees are non-refundable.** Second Party understands and agrees that whether said minor child remains in Teen Challenge of Missouri for one day or the full fifteen (15) months, none of the tuition fees, school curriculum fees, uniform fees, induction fees or student account fees are refundable. There will be no pro rating of tuition upon early withdrawal.

**ALL PAYMENTS ARE MADE IN THE FORM OF BANK CHECK OR MONEY.** After six (6) months, personal checks will be accepted. Prompt monthly tuition payments are needed and expected. A \$35 fee will be assessed after 5 days.

**ALL** medical expenses are the **FULL** responsibility of the parents/guardians. TCMBA will use Wayne Medical Center and Wayne Pharmacy for unscheduled medical difficulties. Please call Wayne Pharmacy @ 573-223-4235 or 888-299-7065 to set up the account. All eye exams and regular routine medical exams should be done before the student comes to TCMBA or while on pass. TCMBA will not take the student to these types of appointments.

## **Admissions Procedures**

### Application Process:

The parent/guardian will contact TCMBA for a discussion about the student's needs and request an application. The application will be sent to be completed by the parent/guardian. Each section must be completed exactly as stated on the forms. All medical tests and exams must be completed prior to returning the application.

When the application has been received, TCMBA will review and accept or reject the student. The applications will be reviewed in the order they are received.

### Getting Ready:

When your student is accepted, and entry date and time will be discussed.

The student should come with the following items. If anything else is brought, it will be sent back to the parents or stored.

*No school supplies will be needed. TCMBA will have what the student needs.*

**SHIRTS:** No tight fitting or see through shirts. All shirts must have sleeves. **Clothing may not have pictures, letters, symbols or numbers.**

2 white long sleeved dress shirts (button up)  
2 PE T shirts (no writing or logos)  
2 casual shirts

**PANTS:** Pants may not be tight fitting or real baggy. Jeans must be conservative and neat (not worn, faded or frayed). No hip huggers. No pants/slacks with anything decorative or with pockets on the legs. No knit pants or stretch material. Rule of thumb: two-inch pinch behind the thigh and purchase at least one size larger.

2 Pair Jeans  
2 Pair black dress slacks  
1 or 2 lounging slacks (swish pants, sweat pants, etc.)

**SHORTS:** Knee length. Shorts may not be tight fitting or real baggy.

2– Sports Shorts (**required** for P.E.) remember no symbols or pictures- nothing across the back side  
1 Pair casual shorts

**UNDERGARMENTS:** White only, no boxers, no low cut

12 pair of socks white or black  
7-14 pair white brief style underwear  
undershirts should be white with sleeves

**NIGHTWEAR:** T shirts and shorts or sweats may be worn

2 – Pajama Sets

**FOOTWEAR:** modest shoes must be worn -- no backless

- 1 pair casual leather shoes for school
- 1 pair black dress shoes
- 1 pair sneakers
- 1 pair hiking boots
- 1 pair shower shoes or flip flops
- 1 pair slippers
- 1 pair swimming shoes

**OUTERWEAR:** **NO HOODS !** No leather or leather looking coats or jackets. Nothing with pictures, letters, numbers or symbols.

- 1 Jacket (seasonal)
- 1 Coat
- 1 Sweater (buttoned down front for church)
- 1 winter cap (may be sent when the season comes)
- 1 pair gloves (may be sent when the season comes)

**JEWELRY(OPTIONAL):** No mystical, gothic, or eastern style of jewelry. **Do not bring any valuable or keepsake jewelry to the Center.** No jewelry depicting the shape of a cross.

**Note:** Limited at one time to one ring, one necklace, and one watch.

**No** ear rings or body rings will be worn.

**LINENS:**

- 1 Twin sheet set including pillow case
- 1 pillow
- 1 Twin comforter/blanket
- 4 bath towels
- 4 wash cloths
- 1 beach towel

**MISCELLANEOUS:** Belts are to fit neatly along the waistline, nothing hanging down **Belts are not to exceed 1 ½ inches in width. No holes, studs, designs, etc. – plain!**

- 1 – Bathing suit - knee length
- 2 – Belts (1 – plain brown belt required for school uniform / 1 – plain black dress belt)

**PERSONAL HYGIENE:** Students do not need an excessive amount of products at the Center, students can be re-supplied on pass. **No electric tooth brushes.**

- 1 Shampoo and Conditioner
- 1 Mousse or gel
- 1 Hairspray (pump / no aerosol)
- 1 Soap or body wash
- 1 Electric Razor
- 1 Toothpaste /Toothbrush, etc...
- 1 Hair dryer

**Aerosols or products containing alcohol are not permitted except for: Shampoo, Hair Conditioner and Lotions**

**NO make up NO nail polish**

**The student daily uniform consists of:**

Polo (tucked in), khaki pants with brown belt, socks and casual brown shoes. In cooler weather, students may wear their sweatshirts over their polo provided the collar is on the outside. Students are to always be neat and presentable.

**Hair colors and styles:**

Natural hair color only! No Exceptions! Dyed, highlighted, or bleached hair will not be maintained. Permission to change hair color may be **requested** from your Program Manager by the **Parent only**, if the purpose is to restore hair to natural color. Extreme cuts or styles as well as masculine cuts or styles are not permitted.

**DO NOT BRING:**

**Any literature or music, address books, journals, diaries, date books, calendars, headphones, radios, hats, sunglasses, money, gum, candy, certain items containing alcohol (see above under personal items), and anything of personal value such as expensive jewelry, keepsakes, etc.**

TEEN CHALLENGE OF MISSOURI WILL NOT BE RESPONSIBLE  
FOR LOST OR STOLEN PROPERTY

**Tattoo Procedures**

The student may be asked to cover any current tattoos. No tattoo will be obtained while attending TCMBA this includes while on a pass with the parents. If this does occur, the student will receive discipline in the form of losing a level which means more time in the program, losing privileges, or other measures as decided by the director.

**General Daily Rules and Routines at TCMBA****DIET/FOOD**

Three meals will served per day. Snacks will be served also.

Students will be required to eat at meal time.

Students will be required to drink an appropriate amount of liquid each day.

**DISCIPLINE AND CONSEQUENCES****Sentences or essays**

Assignments may be given as a consequence for inappropriate behavior.

There is absolutely no free time until all disciplines are completed.

**Loss of Privileges**

1. If any privilege is abuse, it will be lost.
2. Loss of privileges will be decided by administration.

**Word Fast**

1. During word fast you will not be allowed to talk to anyone unless staff on duty speaks to you.
2. You may only talk to staff on duty to ask necessary questions when recognized by the staff.
3. Word fast may be assigned to one or all students.
4. No gesturing or communication of any kind to staff or other students.

**Extra Chores**

1. You may be assigned chores inside or outside as approved by the program director.
2. There is to be absolutely no talking while you are completing these duties. When you have completed your chores and are waiting for other students to finish, you will be quiet. This is not a time to visit with other students.
3. If you do not complete the chores to satisfaction, you will redo them until they are acceptable. Re-do's will go marked in the discipline log and counted towards your level advancement.

**GRIEVANCE REPORTING**

1. If at any time you feel your rights have been hindered, you may fill out a Grievance Report Form. This form is available from any staff member and should be returned to any staff member for action from the Program Director.
2. The grievance must be filed within five days of the incident. The Program Director will respond to the grievance within 24 hours. The response will only acknowledge having received the form and to set up a time to meet and discuss the problem.
3. Grievance reports are to be kept confidential. Please don't discuss them with other students.

**HOUSE CHORES AND KITCHEN DUTIES**

1. All TCMBBA chores, kitchen and cafeteria duties will be assigned.
2. You will thoroughly clean your share of the dorm as assigned.
3. The chores will be inspected and if not completed satisfactorily, you will be given a do-over and you will continue to do the chore until it is satisfactorily done.
4. Make sure you know what your duties are and how to perform them.
5. Don't help another resident or ask anyone else to help you with your chores without getting the permission of the Staff on Duty.
6. A staff member may ask you to perform special chores from time to time. Don't grumble. It'll teach you good work ethics and give you some experience that you will eventually appreciate.
7. If a do-over causes you or the other students to be late, you may receive an extra discipline.
8. If a student is sick or on pass you may be asked to do his chores or chores will be reassigned.

## **INTERACTION**

Interaction with peers

**TREAT OTHERS THE WAY YOU WANT TO BE TREATED!!!!!!!**

1. Be polite at all times!
2. Don't be a know-it-all.
3. Don't interrupt when someone is talking.
4. Say "please" and "thank you".
5. No teasing or pestering.
6. Other students should treat you with respect at all times. You, of course, should treat other students with respect, as well.

## **JEWELRY**

You may wear one watch, one ring and one necklace.

NO piercings will be allowed.

TCMBA will not be responsible for any lost or stolen jewelry. If your jewelry is valuable or sentimental please consider leaving it at home.

A student may lose their jewelry privilege permanently, if he continues to break the rules.

## **MAIL AND PHONE PRIVILEGES**

### **Mail**

1. You are encouraged to correspond with immediate family by mail.
2. The mail will not be censored. However, mail and packages will be opened in the presence of Staff on Duty to assure that no drugs or harmful items are being received. You will only be allowed to correspond with people on your "approved" mailing list.
3. All letters sent and received must have a proper return address. Mail received without a return address will be forwarded to your parent/guardian or placed in your file and released at discharge.
4. All stationary, stickers and return address labels must be approved.
5. All stamps received in the mail or brought back from pass should be turned in to the staff on duty.
6. All stamps will be kept in the office.
7. Mail call is during scheduled free time. If mail is not distributed at free time, it will be as soon as staff can get to it. Please don't ask staff on duty about mail call or if you got mail.
8. If correspondence from an individual causes distress, future letters from that individual will be returned to the sender, unopened, forwarded to your parent/guardian or placed in your file and released at discharge.
9. If at any time the Staff on Duty has reasonable suspicion to believe that a resident has contraband that would be harmful to the resident or other students and staff, TCMBA reserves the right to search quarters and personal belongings in the presence of another staff member and/or the resident.
10. All money and stamps must be turned in to staff immediately.

## **Phone**

1. Calls will be limited to conversations with immediate family only. This includes parents, siblings, grandparents, aunts and uncles, pastors, and counselors until Level 4.
2. Each student will be allowed to receive one 10 minute (per week) phone call from an approved contact on their phone list during these times.
3. All phone calls will be limited to 10 minutes each.
4. For any student who exceeds the 10 minute limit, his calling privileges will be reduced the next phone night by 1 minute for each minute over.

## **MEDICAL APPOINTMENTS & PRESCRIPTIONS**

1. All routine medical appointments including dental, eye and other yearly visits will be the responsibility of the parent / guardian to coordinate.
2. It will also be the responsibility of the parent / guardian to transport the resident to and from the routine appointments when possible.
3. If an urgent medical issue arises, TCMBA will contact the parent / guardian and arrange an appointment.
4. All medical emergencies will be taken care of immediately by calling EMS or transporting the resident to the local emergency room and the parent / guardian will be notified as soon as possible.
5. In the event that an urgent appointment is arranged and TCMBA transports the resident to the doctor, all exam fees, cost of test etc. will need to be paid for up front before the appointment.
6. TCMBA will not be responsible for paying any medical expenses incurred.
7. All medications prescribed to a resident will be the responsibility of the parent / guardian to fill and / or refill and mail to the student. Parents / guardians will be notified when there are ten days of meds left.
8. If a medication is prescribed for an urgent medical issue the parent / guardian will be mailed the original script so it can be filled or TCMBA will pick up the prescription at Wayne Medical Pharmacy. The parent / guardian will be responsible for notifying Wayne Medical Pharmacy with a VISA or Mastercard number to pay for the medication before it can be picked up.

## **MONEY / GIFTS**

All money will be kept for the student in his/her Personal Student Account.

You are not allowed to give things to other students (like jewelry, clothing etc.). Anything donated to TCMBA goes to the back and will not return to the dorm area again.

## **MUSIC, MEDIA AND READING MATERIALS**

1. Only music from the TCMBA Library will be listened to at TCMBA. students will not be allowed to bring music from home.
2. All reading material must be approved by the program director or his designee.
3. Absolutely no magazines are permitted except Christian magazines provided by TCMBA.
4. No games, including computer games will be brought from home.
5. No radios or tape/CD players are allowed except for students who are on level 4.
6. Only staff on duty will be allowed to turn music in the dorm on or off or to adjust the volume.
7. The program director will be responsible for determining what is appropriate.
8. Only videos from the TCMBA Library or those approved by the program director or his designee will be viewed at TCMBA.
9. Absolutely no video or DVD with a rating above PG will be viewed and viewed movies will be the property of TCMBA.
10. There is to be absolutely no dancing.

## **PERSONAL HYGIENE**

1. It is mandatory that all students take a shower and wash their hair every day.
2. Each student is allowed ten minutes for a shower. Please adhere to this policy.
3. Students will brush their teeth every morning and every evening.
4. Only electric razors are allowed.

## **SAFETY / FIRE DRILLS**

1. For your safety a six-inch rule has been established. There will be absolutely no hugging, cuddling or chumming with anyone.
2. Staff will correct any violations of the six-inch rule immediately and it will result in an automatic discipline.
3. Keep your hands and feet to yourself. The six inch rule is always in effect, whether at TCMBA or at school, church, or another activity.
4. Practical jokes on staff or other students will not be tolerated. Even harmless jokes can cause damage to people and / or property as well as waste goods and supplies.
5. Horseplay will not be tolerated. This includes twirling brooms, walking on your hands, doing cartwheels, bouncing balls in the house etc.

## **FIRE DRILLS**

Periodic fire drills will be conducted to insure everyone's knowledge and speed in getting out of the building. Everyone must participate in these drills.

Procedures will be posted and reviewed.

## *Teen Challenge of Missouri Boarding Academy Weekly Schedule*

| <i>Time</i>        | <i>Monday-Friday</i> | <i>Time</i>    | <i>Saturday</i>              | <i>Time</i>   | <i>Sunday</i>       |
|--------------------|----------------------|----------------|------------------------------|---------------|---------------------|
| 7:00 am            | Wake-up              | 7:30 am        | Wake-up                      | 7:30 am       | Wake-up             |
| 7:30-8:15 am       | Breakfast & Cleanup  | 7:45-8:45 am   | Breakfast & Cleanup          | 7:45-8:15 am  | Breakfast & Cleanup |
| 8:15-8:30 am       | Personal cleanup     | 8:45-10:00 am  | Personal cleanup & Devotions | 8:15-9:15 am  | Dress for Church    |
| 8:30-9:00 am       | Devotions            |                |                              | 9:15-10:15 am | Sunday School       |
| 9:10-9:55 am       | Class                |                |                              |               |                     |
| 9:55-10:00 am      | Break                | 10:00-10:45 am | PSNC                         | 10:30-12 pm   | Church              |
| 10:00-10:45 am     | Class                | 10:45-10:50 am | Break                        |               |                     |
| 10:45-10:50 am     | Break                | 10:50-11:35 am | GSNC                         |               |                     |
| 10:50-11:35 am     | Class                | 11:35-12:00 pm | Free Time                    |               |                     |
| 11:40 am-12:30 pm  | Lunch & Cleanup      | 12:00-1:00 pm  | Lunch & Cleanup              | 12:15-1:15 pm | Lunch               |
| 12:35-1:20 pm      | Class                |                |                              | 1:15-4:15 pm  | Activities          |
| 1:20-1:30 pm       | Break                | 1:00-5:00pm    | Activities                   |               |                     |
| 1:30-2:15 pm       | PE                   |                |                              |               |                     |
| 2:30 -4:30/5:00 pm | Chores               |                |                              |               |                     |
| 4:30/5:00-5:15 pm  | Showers              | 5:00-5:30 pm   | Cleanup                      |               |                     |
| 5:15-6:15 pm       | Supper & Cleanup     | 5:30-6:30 pm   | Supper                       | 5:30-6:30 pm  | Supper              |
| 6:15-7:00 pm       | Free time            | 6:30-9:00 pm   | Fun Night                    | 6:30-7:00 pm  | Prepare for Church  |
| 7:00-8:00 pm       | GSNC                 |                |                              | 7:00-9:00 pm  | Church              |
| 8:10-9:00 pm       | Chapel               |                |                              |               |                     |
| 9:00-9:45 pm       | Quiet Time           | 9:00-9:45 pm   | Quiet Time                   | 9:00-9:45 pm  | Quiet Time          |
| 9:45-10:00 pm      | Prepare for bed      | 9:45-10:00 pm  | Prepare for bed              | 9:45-10:00 pm | Prepare for bed     |
| 10:00 pm           | Lights Out           | 10:00 pm       | Lights Out                   | 10:00 pm      | Lights Out          |

## **SPECIFIC HOUSE AREAS**

### **Living Areas**

1. The living area needs to be kept clean at all times. Remember, if you get something out or use a book etc. put it back where you got it!
2. Any games taken out of the closet must be put back when you are finished with it.
3. Games and activities will be supervised by staff on duty.
4. Any behavior issues will result in immediate loss of privilege.

### **Dorm Areas**

1. Dorms will be used for sleeping and showering.
2. No communication will be allowed while in the dorm.

### **Dining Area**

1. Observe proper table manners at all times.
2. Your feet must be on the floor at all times.
3. Sit like a gentleman.
4. Inappropriate behavior or conversation at the table will result in automatic quiet and discipline consequences.
5. Food must be on your plate, not in a napkin or on the table.

### **Office**

Students will not be in the office for any reason unless on a work detail with staff supervision.

### **STUDY HALL / HOMEWORK**

1. Each night you will have one hour of study hall.
2. Homework will be done when all expected work was not completed that day.
3. Homework and Disciplines will be completed in the following order: complete all homework and then you may work on disciplines. If these are completed, you may read your Bible or a an approved Christian book.

4. There is to be absolutely no talking during study hall.
5. No school work will leave the school at any time for any reason.
6. There is absolutely no free time if you have homework or writing disciplines.

## **VAN**

1. Everyone will be required to sit in their assigned seat **properly** (legs on the floor, bottom in the seat, arms and hands inside, and body facing in the proper direction) and wear a seat belt as it was designed to be worn. (That means the shoulder strap is over the shoulder not under the arm)
2. Only after the van is stopped will you remove your seat belt and begin to exit the van.
3. You will not be out of your seat for any reason while the van is moving.
4. You will not be allowed to crawl over the seats or have your feet anywhere but on the floor.
5. No horseplay in the van or other vehicles. You will remain in your seat belt at all times.
6. When the van is stopped for refueling or for any other reason, you will remain in your seat belt until you arrive at your destination.
7. For safety purposes, there is absolutely no talking allowed on the van. Music will be at the discretion of the driver. Please don't ask the driver to turn it on.

## **VISITATION**

### **General Rules**

1. All passes must be coordinated with the program director at least one week in advance and all final confirmations and preparations must be made by the Thursday before the pass. Please remember to make tentative plans when scheduling passes. Things can happen quickly, such as an unexpected discipline. TCMBA will make every effort to notify parents as soon as possible if something does change affecting a pass.
2. **Passes are privileges and are dependent upon your behavior.**
3. In the event a student is on discipline, he will only be eligible for an on campus pass and will not be allowed to leave the facility.
4. During any pass or holiday break you must have 24 hour, adult (21 years or older) supervision. You will be expected to abide by TCMBA regulations while on pass.
5. All passes are restricted to immediate family or legal guardians.
6. Only parents or legal guardians will be allowed to sign a resident out for a pass. (no friends/girlfriends etc.)
7. **All homework, writing disciplines and scripture memorization for level advancements must be completed before a resident can leave on pass.**

8. students are not allowed to go on pass together or meet another resident while on pass.
9. **When leaving for passes students are not allowed to take uniforms, school curriculum or TCMB property with them. Uniforms may be worn on day passes for students without civilian clothes privileges.**
10. **When leaving for or returning from passes you will not be allowed to wear prohibited items such as make up, fingernail polish or inappropriate clothing.**
11. **You are not allowed to drastically change your hairstyle or dye your hair while on pass.**
12. **You are not allowed to acquire a tatoo while on pass.**

### **PASS SCHEDULE**

1<sup>st</sup> Pass – Saturday: Four hours on campus / Family visits student on Campus

Sunday: AM Sunday church service/lunch @center (ends 4:30 pm)

4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> Month Pass – Saturday: Eight hours off campus

Sunday: AM Sunday service/off campus with family  
(ends @ 4:30 pm)

12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> month – Weekend Pass / Transition Home Begins

Leave Thursday and return on Tuesday

**ALL PASSES, AS WELL AS PASS TIME, ARE CONTINGENT ON THE STUDENT’S CONTINUAL  
PROGRESS IN THE PROGRAM.**

***Not adhering to the rules of visitation may result in loss of future passes.***

#### **Day Passes**

1. Day passes (both on and off campus) will be from 9:00 am to 7:00 pm on Saturdays.

#### **Overnight/Weekend Passes**

1. students may leave after 3:30 pm on Friday and must return before 5:00 pm on Sunday.

#### **Holiday and Scheduled Breaks**

No scheduled breaks for holidays.

### **LEVELS AND ADVANCEMENT**

The level system is designed to represent the amount of trust and responsibility given to you while you live at the TCMB. You need to understand YOUR BEHAVIOR is what helps staff to determine when you should progress from one level to another.

The following are general guidelines. Special cases may need to be considered and evaluated by the Staff on Duty.

#### ***ENTRY LEVEL***

You must be with a staff member at all times. It is **your** responsibility to stay with the staff.

Length is two (2) weeks. There will be no phone calls or visits for the two weeks. At the successful end of the two weeks, the student will progress to Orientation Level

On entry level the student will be allowed to have the following

- Personal products: 1 each of shampoo, conditioner, body wash, bar soap, deodorant, lotion, cologne, 1 hair dryer. One chap stick.
- Jewelry only one watch.
- Only 2 pictures of parents/family are allowed.
- Mail may be sent to parents/pastors.

The Entry Level student will be given three (3) days of grace to learn his routine, unless behavior warrants otherwise.

### ***ORIENTATION LEVEL***

Minimum length is four (4) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs. You must be with a staff member at all times. It is your responsibility to stay with the staff.

While on this level, you will be allowed:

- To receive and send mail to parents(guardian), pastors and grandparents.
- Be allowed to receive phone calls from parents at scheduled times each week (see call schedule).
- According to behavior and length of time at TCMBA, the student may be eligible for one (1) on campus day pass.
- Allowed 5 pictures of family.
- All other restrictions apply on the entry level.

The next four (4) levels are dependent on your obedience to the rules. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff evaluation and approval.

The student will be required to recite the Bible memory work before advancing to the next level.

**Scripture memorization is Ephesians 4:17 - 5:21.** Level change will be made upon the completion of the memorization.

Maximum number of disciplines each week - 8

Maximum number of Re-do's each week – 10

The student must write an essay on why they feel they should move up and an essay on why they might not get to move up. The staff will evaluate each student's advancement.

The student will be required to finish her first PSNC contract before advancement to Level One.

### ***LEVEL 1***

Minimum length is eight (8) weeks.

The privileges are as follows:

- Must sit with staff at church.
- May be eligible to attend service trips but cannot participate with the ministry team.
- Allowed to receive phone calls from parents and / or immediate family on phone list at scheduled times.
- Will be allowed to receive and send mail to parents and immediate family on mail list,
- Will be allowed 1 watch, 1 necklace and one ring.
- Allowed to have 10 pictures of parents and immediate family that have been approved.

- Eligible for 1 off campus day pass every 30 days.
- All other restrictions on the entry level apply.

**Scripture memorization is James 1 & 2.** Level advancement can only be made when the scriptures have been quoted.

You will also be assigned to read "She Said Yes" and write a one page (front and back) book report.

Maximum number of disciplines each week - 6

Maximum number of Re-do's each week – 8

Advancement to the next level will be determined by the behavior of the student based on the discipline logs.

Before advancing to Level Two, the student will have completed at least 3 PSNC contracts.

### ***LEVEL 2***

Minimum length is sixteen (16) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff approval.

Privileges to include:

- You may attend social activities with a staff member present.
- May attend service trips and participate with the ministry team. (if you are not on discipline)
- Allowed one weekend pass every thirty days.
- Allowed 15 pictures of family.

**Scripture memorization is Proverbs 3 & 4.** Level advancement can only be made when the scriptures have been quoted.

You will also be assigned to read "In His Steps" and "No Wonder They Call Him Savior" and write a one page (front and back) book report on each.

Maximum number of disciplines each week - 4

Maximum number of Re-do's each week – 6

Before advancing to Level Three, the student must have completed at least 6 PSNC Contracts.

### ***LEVEL 3***

Minimum length is twelve (16) weeks.

In addition to all privileges stated in previous levels, the student may:

- Wear civilian clothes on Wednesdays and Fridays if doing well in school.
- Allowed to have written communication with one (1) male friend that has been approved by staff and parents/guardians.
- Allowed one day pass and one weekend pass every 30 days.
- Allowed to have 20 pictures of family and approved friend.
- Allowed to have 3 each of necklaces rings (wear only one of each at a time)
- Allowed to wear civies on Friday (pending school approval).

**Scripture memorization is 1 Corinthians 13 & 15.** Level advancement can only be made when the scriptures have been quoted.

You will read two books, one will be assigned and one of your choice from an approved list. You will be required to write a one page (front and back) book report over each book.

Maximum number of disciplines each week - 2

Maximum number of Re-do's each week - 4

Before advancing to Level Four, students must have completed at least 9 GSNC contracts.

#### ***LEVEL 4***

Minimum length is sixteen (16) weeks. Advancement to the next level will be determined by the behavior of the student based on the discipline logs and staff evaluation and approval.

In addition to privileges listed in previous levels, the student may:

- Allowed 2 day passes and 1 weekend pass every 30 days.
- May also receive calls from one (1) male friend; the same friend approved for written communication on level three (3).
- Allowed 25 pictures of family and approved friend.
- Wear civilian clothes on Wednesdays and Fridays if doing well in school.

Scripture memorization is Hebrews 12 and one chapter selected by staff based on the needs of the student. Level advancement can only be made when the scriptures have been quoted.

You will also be required to read two books of your choice from an approved list and write a one page (front and back) on each book.

Maximum number of disciplines each week - 1

Maximum number of Re-do's each week - 2

Disciplines should not be occurring at this level. If discipline problems arise, a student may be required to repeat level three (3).

No student will advance to Transition Phase until 12 PSNC contracts are completed.

#### ***TRANSITION PHASE***

Eligibility Requirements:

- Successful completion of the first five (5) levels.
- Exhibit visible evidence of spiritual maturity.
- Receive high marks from staff on a staff evaluation of progress.
- The staff evaluation will cover the following areas:
  1. Interaction with peers and staff.
  2. How well you take responsibility.
  3. Attitudes
  4. Work Ethic
  5. Values
  6. Leadership

### **Responsibilities:**

- To follow all TCMBA rules.
- To be an example in conversation and conduct to other students.
- To take on new responsibilities while still maintaining present responsibilities and duties.
- Will keep their room clean and ready for inspection at all times.
- Be up and eat meals at scheduled times.
- Attend school regularly.
- Will lead devotions a minimum of 2 times per month.

### **Privileges:**

- Have a later curfew: Sunday to Thursday 10:00 P.M. Friday and Saturday 12:00 P.M.
- May wear clothes other than uniform **after school**. TCMBA uniform must be worn to school.
- Chores will include being cook's helper, laundry and Dorm chores. Chores may be modified according to students work schedule.
- Will not be required to do regular meal chores.
- Allowed 2 day passes and 1 weekend pass every 30 days.

## **Teen Challenge of Missouri Boarding Academy**

### **Rules of the Classroom**

#### GENERAL RULES

1. Absolutely no talking. Flags will be answered.
2. No passing notes of any kind.
3. Students may not bring anything with them into the classroom.
4. All supplies will be provided.
5. Continue to work on your goals until you are told to stop by teacher or staff. Stay focused and keep busy. Don't daydream etc.
6. Ask permission before you work ahead.
7. Remember to be respectful at all times to peers and staff.
8. Ink will not be used.
9. Ask (raise flag) the teacher or staff if you need help – not your fellow Students
10. Remain in your seat at all times – unless staff gives permission to get up.
11. Going to the restroom is allowed only at scheduled "Bathroom break" times.
12. Raise your flag, to get permission, to get out of your seat for any reason.
13. Do not lean back in your chairs – this breaks them down.
14. Do not sit on your cubical or the tables.
15. Complete all School/homework assigned.
16. Sign up for any test you will be taking the next school day.
17. Remain focused.
18. Do not make excessive noise such as banging chairs, singing, humming, dropping your pencils or popping your joints.
19. Only use your assigned computer.
20. Additional time for school work will be done in the evening during study hall.
21. When sitting in your cubical you are to face forward at all times with your feet on the floor. Do not sit side ways leaning on your cubical.
22. Always keep your desk area clean and neat. Throwing away your trash can be done at bathroom break times.

23. Please remain quietly in your seats with no disruptions when other staff or visitors come in to the building.
24. Cheating will not be tolerated. Discipline will be received.
25. Most class work will be done on the computer, however when done on paper, please be neat and write legibly. .
26. **When the teacher or staff is helping another student – do not stand or sit idle wasting valuable time until he/she is done – use your time wisely working on other subjects with your flag raised.**
27. Mind your own business. Do not butt in when someone is having an issue.
28. When you ask permission to do something make sure **THAT is the ONLY THING you do.**
29. Restroom time is not a time for primping, or redoing your hair.
30. Shoes must stay on during school.

**The daily routine in the school will follow but will not be limited to the the Alpha Omega guidelines. Each student will complete work that has been individually assigned.**

This rule book is merely a guideline. There may be occasions where something has been overlooked and some policy needs to be modified. If at any time staff or management see a potential problem with a rule or a situation not covered in these policies, TCMBAp reserves the right to make necessary changes at any time. TCMBA will make every effort to make the change available to the parent as soon as possible. Just as every boy is different, our approach sometimes has to be different to be able to meet each individual boys need. If you have questions or concerns at any time, please don't hesitate to call us. Our main goal is to provide a safe environment that is conducive to helping each young man receive the healing and make the positive changes he needs in order to return home and be a productive and whole person in his family and community.