

Student Handbook

Teen Challenge of Missouri Boarding Academy

PO Box 80
Greenville, Missouri 63944

We are so glad you are here! The Lord built this home just for you so you could discover His plan for your life. **Yes, the Lord knows who you are:**

Psalm 139: 16 says " Lord, you saw me before I was born and scheduled each day of my life before I began to breathe. Every day was recorded in your Book."

He knows where you have been, yet He still loves you!

He knows where you are going!:

"For I know the plans I have for you," says the Lord. "They are plans for good and not disaster, to give you a future and a hope.if you look for me in earnest, you will find me when you seek me!" Jeremiah 29:11 -13.

Not only has He prepared this home for you but He has prepared this staff as well to help and guide you in your journey. This is much more than just a job to us. All of us are here because God called us to bring light, hope and victory to your life. Because He first loved us, we can love you!

We believe in you! Your new life is going to be awesome so . . . get ready!

AWORD ON DISCIPLINE.....

We are not here to punish anyone. You are not here for punishment, but to learn discipline, self-control and self-direction. Violations of the house rules and other behavior guidelines will result in loss of privileges, loss of opportunity to participate in outing, extra work assignments and / or even loss of an off campus visit.

There are consequences to the decisions you make. You alone are responsible for your decisions. How you comply with these guidelines determines your progression on levels. Your willingness to seek God and allow Him to heal the hurts in your life and to be Lord of your life (allowing Him to be in charge of your life) will determine your spiritual

destiny. Your attitude toward discipline and your willingness to work on the areas in your life that need improvement will determine how much you will change and become the person Christ has created you to be.

ACTIVITIES / FREE TIME

Dating and Special Outings

1. No dating is allowed while living at the TCMBA. This includes no phone calls, no letters, and no visits from boys/girls at the TCMBA.
2. Special outings such as concerts, bowling, church functions, eating out, shopping, etc. will be scheduled. These are privileges that are earned with positive behavior.
3. Whether on an outing or at TCMBA, good manners are a must! Learn to act like a lady/gentleman. Your behavior at any activity is expected to be maintained at the same high standard that is expected at TCMBA.
4. Do not draw attention to yourself by running, acting out or flirtatious acts. Do not engage in conversation with the opposite gender while on an outing or at church.

Free Time

1. All letter writing will be done on free time.
2. You will not be allowed to have free time if you have homework, or have a discipline assignment (extra chores, essay or sentences).
3. You will be responsible for completing your writing assignments. The staff on duty will not continuously remind you that you have assignments to complete.

Swimming

1. Proper swimwear (knee length/one piece) must be worn.
2. Shorts used to cover swimwear may not be worn as civilian clothes at other times.
3. You may wear shorts and a T-shirt over bathing suits but they cannot be worn as a bathing suit.
4. You will wear swim shoes at all times.

Outdoor Activities

1. You are not allowed outside without staff.

2. The entire group must be accompanied by staff to participate in any outdoor activities. (volleyball, basketball, walking etc.)
3. Sunscreen rated SPF 45 or above will be worn for all outdoor activities during the summer months.

Dorm and Bathroom

General Rules

1. You will dress and undress in the bathroom. You will receive consequences if you are caught outside your bathroom not dressed properly. You will be fully dressed (including undergarments) anytime you come out of the dorm for any reason.
2. Please turn off the lights when you are not present in your dorm and bathrooms.
3. If someone goes over their allotted time to shower and dress raise your hand to notify staff on duty. Never communicate with other students.
4. Do not congregate in bathrooms or shower rooms (or the doorways of either one).
5. Do not stand at the shower room or bathroom door and talk, yell or gesture to the adjoining room. You can talk with other students in the living or dining areas during scheduled times to do so.
6. After leaving your dorm for the morning you will not be allowed back in your dorm until evening or at the discretion of the staff on duty.
7. All clothes must be folded in your wardrobes.
8. Your display shelf must be kept neat. All items are subject to staff approval. Be sure to know your privileges for your specific level concerning display items and pictures.
9. Pictures allowed in your possession will depend on your level.

Bedroom and Bathroom Chores

1. Your dorm and bathroom must be kept clean at all times. This will require a group effort with everyone doing their part to make it happen.
2. Your bed should be made tightly and neatly (sheets must be tucked in on all beds and comforters should be tucked in on bunk beds - only extra blankets will be folded neatly and placed at the foot of the bed) and all room chores completed before arriving at the breakfast table.
3. It is mandatory to have a top and bottom sheet on your bed as well as a blanket or comforter.

4. All students are required to sleep UNDER their top sheet and comforter. If you're hot you can pull the comforter and top sheet down to the foot of the bed.
5. Each assigned area will be cleaned before you arrive at the breakfast table each day
6. Keep your dorm and bathroom neat at all times! Keep your personal items put away in their proper place at all times. Do not store anything under your bed!

Personal toiletry items will be stored in a locked facility and handed out when needed.

8. Since you share your bathroom with so many other students it is important that you leave it clean and free of clutter.
 - Hang up any wash clothes and towels after use.
 - Clean your assigned area.

BEHAVIOR

General

1. Whether at TCMBA or on an outing Good manners are a must! Learn to act like a lady/gentleman. Your behavior on an activity is expected to be maintained at the same high standard that is expected at TCMBA.
2. No smoking, drugs or alcoholic beverages are allowed anywhere on the premises or off the premises. Not only is it illegal for you to have such items because you are under age, but it is also against state regulations for facilities such as ours.
3. Disrespect to staff will not be tolerated! Any disrespect to staff will result in loss of privileges and discipline will be assigned. Disrespect includes talking back, arguing, cursing at or blatant disobedience to something you were asked to do.

Conversation

1. Absolutely no talking unless staff is present and it is the designated time for talking (dining and free time).
2. No profanity is allowed at any time. Profanity includes euphemisms (substituting words). Let your conversation be uplifting at all times.
3. No secretive talking is to be done. Whispering is rude, don't do it.
4. Your voice tone must be appropriate when talking with other students or staff.
5. No off-color (dirty or inappropriate) jokes are allowed.
6. Cursing, off color jokes, sexually oriented conversation; discussion of rock music, movies, etc. is not acceptable.

7. Discussion of your past life with the other students, regarding sex, drug/alcohol use, parent conflicts, former students or staff etc. is not permitted. These matters should be covered in your individual or group sessions with a qualified person(s), not someone who is experiencing the same difficulties.
8. Gesturing is considered a form of conversation and will be treated as such.
9. No talking will be tolerated during any part of the day unless addressed by staff.
10. Appropriate conversation will be allowed in the dining hall after the meal has been served and during free time. This is a privilege that can be lost.
11. When speaking, always use please, thank you, yes ma'm, no ma'm, yes sir, and no sir.

CLOTHING

1. All clothing must be clearly marked with the resident's initials. This includes uniforms, civilian clothes, underwear, and socks.
2. You need to dress modestly at all times and appropriately for the occasion. Staff will make the final determination of what is appropriate and what is not.
3. You will be required to wear your black and white dress uniform for Sunday morning and Sunday night church services.
4. All clothing will be worn properly. Extremely large sagging, excessively tight, revealing or seductive clothing will not be allowed.
5. No T-shirts or pants will have writing, logos or pictures of any kind.
6. Uniforms will be worn to school.
7. Work jeans will be worn for evening chores.
8. You will be required to wear appropriate undergarments including underwear at all times. Thong, string, bikini, and boxer underwear will not be allowed. All underwear will be white without logos of any kind. This includes socks, underwear, bras, camisoles, and long johns. If you wear a sheer material a slip is also mandatory.
9. Exchanging clothes, shoes or any other personal items with staff or other students is strictly prohibited.
10. Bathing suits will be knee length/one piece.

11. Sleepwear should be modest pajamas. T-shirt and shorts or sweats may be worn. Sleepwear will only be worn in your bedroom. You must be completely dressed (including all under garments) to come out of your room for any reason.
12. Uniform shorts cannot be worn November through March or on days that the temperature is below 45 degrees. Shorts will not be more than 3” above the knee when sitting or standing.

BOYS WHAT TO BRING LIST

This list is designed to assist families in acquiring the type of clothing and supplies that is needed for your son’s enrollment. This is a start up list. Once enrolled, you will have the option of purchasing additional items. No items requiring dry cleaning.

Suggestions: Shop in the Men’s Dept. rather than the Young Men’s Dept. Wal-Mart and Target tend to be good places to find many of these items at reasonable prices.

Teen Challenge of Missouri Boarding Academy will provide: Uniform items- (4) polo shirts, (3) Khaki pants, (2) sweatshirts/fleece

1. **GENERAL** Stationary & Stamps (To Be Held By Staff)
2. **CLOTHES** **The following items are required**

The following clothing items are allowed and limited as follows:

- 2 sets of black slacks and white long sleeved dress shirts button up
- 1 pair of black dress shoes
- 2 pair of casual shoes (one must be tennis shoes for PE, the other may be leather casual shoes or boots to be worn with khaki uniforms)
- 1 pair of hiking boots
- 1 pair of swim shoes
- 1 pair of house shoes
- 2 pair of shorts (in season knee length)
- 2 pair of jeans and 2 shirts (no see through, no belly shirts, no sleeveless)
- 2 PE shirts (no writing, logos or pictures, must have sleeves)
- 2 pair of shorts for PE (no writing, logos or pictures, knee length)
- 2 pair of sweats for PE (no writing, logos or pictures)
- 7 - 14 underwear **WHITE ONLY** (must be briefs, no low cut)
- 7 socks (white or black)
- 2 Pajama's (may be t shirt and shorts or sweats)
- 1 thermal underwear
- 1 light weight jacket
- 1 heavy jacket
- 1 dress coat (optional)

SHIRTS: No tight fitting, No see-through or sleeveless. **Clothing may not have pictures, letters, symbols or numbers.**

Jeans: must be conservative and neat (not worn, faded or frayed). No holes. No baggy. 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 or purchase at least one size larger.

SHORTS: The length of shorts must be knee length. Shorts may not be tight fitting or real baggy.

NIGHTWEAR: T shirt and shorts or sweats may be used.

2 – Pajama Sets

FOOTWEAR: Shoes must modest. No backless.

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

1 – Jacket (seasonal)
1 – heavy jacket or coat
1 – Sweater (buttoned down front for church)

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 to one ring, one necklace, and one watch.

LINENS:

4 – Sets of towels (bath, hand and face) and 1 Pillow
1 – Twin sheet set and (1) egg crate mattress pad (optional)
1 – Comforter or blanket

MISCELLAENOUS: Belts are to fit neatly along the waistline, nothing hanging down

1 – Bathing suit – **knee length**
2 – **Belts** (1 – plain brown belt **required** for school uniform / 1 – plain black dress belt)
Belts are not to exceed 1 ½ inches in width. No holes, studs, designs, etc. – plain!

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 / <u>no</u> aerosol) | 1 – Soap or body wash |
| 1 – Electric Razor | 1 – Toothpaste |
| 1 – Toothbrush | |
| 1 – Hair dryer | |

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

No make up or nail polish will be allowed.

NO tattoos will be obtained while the young man is a student at Teen Challenge of Missouri Boarding Academy. This includes time on passes and visits. Failure to follow this guideline will result in loss of level and privileges as determined by the Director.

The student daily uniform consists of: Royal Blue polo shirts (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 Director by the **Parent only**, if the purpose is to restore hair to natural color. Extreme cuts or styles as determined by the Director of TCMBA 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 BOARDING ACADEMY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY

GIRLS WHAT TO BRING LIST

This list is designed to assist families in acquiring the type of clothing and supplies that is needed for your daughter's enrollment. This is a start up list. Once enrolled, you will have the option of purchasing additional items. No items requiring dry cleaning.

Suggestions: Shop in the Misses Dept. rather than the Junior Dept. Wal-Mart and Target tend to be good places to find many of these items at reasonable prices.

Teen Challenge of Missouri Boarding Academy will provide: Uniform items- (4) polo shirts, (3) Khaki pants, (2) sweatshirts/fleece

3. **GENERAL** Stationary & Stamps (To Be Held By Staff)

4. **CLOTHES** The following items are required

The following clothing items are allowed and limited as follows:

- 2 sets of black skirts and white long sleeved or $\frac{3}{4}$ length dress tops button up
- 2 pair of black dress shoes
- 2 pair of casual shoes (one must be tennis shoes for PE, the other may be leather casual shoes or boots to be worn with khaki uniforms)
- 1 pair of hiking boots
- 1 pair of swim shoes
- 1 pair of house shoes
- 2 pair of shorts (in season no shorter than 3 inches above the knee)
- 2 pair of jeans and 2 tops (no see through, no belly shirts, no sleeveless)
- 2 PE shirts (no writing, logos or pictures, must have sleeves)
- 2 pair of shorts for PE (no writing, logos or pictures, knee length)
- 2 pair of sweats for PE (no writing, logos or pictures)
- 7 - 14 underwear **WHITE ONLY** (must be briefs, no low cut, no thongs, no bikini)
- 1 or 2 slips
- 5 pair panty hose
- 7 socks (white or black)
- 2 Pajama's (may be t shirt and shorts or sweats)
- 1 thermal underwear
- 1 light weight jacket
- 1 heavy jacket
- 1 dress coat (optional)

SHIRTS: No tight fitting, No see-through or sleeveless, no spaghetti straps, no halters, no tank tops, no crop tops. **Clothing may not have pictures, letters, symbols or numbers.**

Jeans: must be conservative and neat (not worn, faded or frayed). **No hip huggers. No holes. No baggy. 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 or purchase at least one size larger.**

SHORTS: The length of shorts must be no more than 3 inches above the knee. Shorts may not be tight fitting or real baggy.

NIGHTWEAR: T shirt and shorts or sweats may be used.

2 – Pajama Sets

FOOTWEAR: Shoes must modest. No backless, no toeless.

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

1 – Jacket (seasonal)

1 – heavy jacket or coat

1– Sweater (buttoned down front for church)

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. No body rings and no dangling ear rings of any kind.

Note: Limited to one ring, one necklace, one set of stud ear rings and one watch.

LINENS:

4 – Sets of towels (bath, hand and face) and 1 Pillow

1 – Twin sheet set and (1) egg crate mattress pad (optional)

1 – Comforter or blanket

MISCELLAENOUS: Belts are to fit neatly along the waistline, nothing hanging down

1 – Bathing suit – **one piece, modest**

1 – plain brown belt **required** for school uniform

Belts are not to exceed 1 ½ inches in width. No holes, studs, designs, etc. – plain!

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 – Hairspray (pump / no aerosol)

1 – Electric Razor

1 – curling iron

1 – Toothbrush

1 – Hair dryer

1 – Mousse or gel

1 – Soap or body wash

1 – Toothpaste

1 – flat iron

1 – package hair tie backs

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

Make up – Foundation, blush, lip coloring, eye shadow, and eye liner will be allowed. This will be used with modesty. Abuse of this privilege will result in losing it.

NO tattoos will be obtained while the young lady is a student at Teen Challenge of Missouri Boarding Academy. This includes time on passes and visits. Failure to follow this guideline will result in loss of level and privileges as determined by the Director.

The student daily uniform consists of: Royal Blue polo shirts (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 determined by the Director 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 BOARDING ACADEMY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY

DIET/FOOD

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

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 you abuse any privilege you will lose it.

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 of the staff, you will redo them until they are acceptable to the staff. 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 48 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.

TCMBA CHORES AND KITCHEN DUTIES

1. All TCMBA 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 to the satisfaction of the staff, you will be given a do-over and you will continue to do the chore until it is done to the satisfaction of the staff.
4. Make sure you know what your duties are and how to perform them.

5. Don't help another student or ask anyone else to help you with your chores.
6. A staff member may ask you to perform special chores from time to time. Don't grumble. It will 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/her chores or chores will be reassigned.

INTERACTION

Interaction with peers

1. TREAT OTHERS THE WAY YOU WANT TO BE TREATED!!!!!!
2. Be polite at all times!
3. Don't be a know-it-all.
4. Don't interrupt when someone is talking.
5. Say "please" and "thank you".
6. No teasing or pestering.
7. 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 piercing will be allowed for boys. One pair of ear rings will be allowed for girls.

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/she 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 student has contraband that would be harmful to the student 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 student.
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 you in your Personal Student Account.

You are not allowed to give things to other students (like jewelry, clothing etc.). Anything donated to TCMBA goes to the office 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 or approved by 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

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 inside 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.

SCHEDULE

Time	Monday - Friday	Time	Saturday	Time	Sunday
7:00am	Wakeup	7:30am	Wakeup	7:30am	Wakeup
7:30-8:15am	Breakfast & cleanup	7:45-8:45am	Breakfast & Cleanup	7:45-8:15am	Breakfast & Cleanup
8:15-8:30am	Personal cleanup	8:45-10:00am	Personal Cleanup & Devotions	8:15-9:15am	Dress for Church
8:30-9:00am	Devotions	10:00-10:45am	PSNC	9:15-10:15am	Sunday School
9:10-9:55am	Class	10:45-10:50am	Break	10:30-12:00pm	Church
9:55-10:00am	Break	10:50-11:35am	GSNC	12:15-1:15pm	Lunch
10:45-10:55am	Class	11:35-12:00pm	Free time	1:15-4:15pm	Activities
10:45-10:50am	Break	12:00-1:00pm	Lunch & Cleanup	4:15-5:30pm	Quiet Time
10:50-11:35am	Class	1:00-5:00pm	Activities	5:30-6:30pm	Supper
11:40-12:30pm	Lunch & Cleanup	5:00-5:30pm	Clean-up	6:30-7:00pm	Prepare for Church
12:35-1:20pm	Class	5:30-6:30pm	Supper	7:00-9:00pm	Church
1:20-1:30pm	Break	6:30-9:00pm	Fun Night	9:00-9:45pm	Quite Time
1:30-2:15pm	Class	9:00-9:45pm	Quiet Time	9:45-10:00pm	Prepare for Bed
2:30-3:10pm	PE	9:45-10:00pm	Prepare for bed	10:00pm	Lights Out
3:20-5:00pm	Chores	10:00pm	Lights Out		
5:15-6:15pm	Supper & Cleanup				
6:15-7:00pm	Free time				
7:00-8:00pm	GSNC				

8:10-9:00pm	Chapel				
9:00-9:45pm	Quiet Time				
9:45-10:00pm	Prepare for Bed				
10:00pm	Lights Out				

SPECIFIC TCMBA 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 lady/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 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.

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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** (feet 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 TCMBA 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 tattoo while on pass.**

PASS SCHEDULE

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

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

4th, 6th, 8th Month Pass – Saturday: Eight hours off campus

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

12th, 13th, 14th 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 TCMBA. 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.

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).
- Be allowed to receive phone calls from parents at scheduled times each week (see call schedule).
- 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 his/her first PSNC contract before advancement to Level One.

LEVEL 1

Minimum length is eight (8) weeks.

The privileges are as follows:

- 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 planned activities with a staff member present.
- Allowed one weekend pass every other month.
- 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 Fridays if doing well in school.
- Allowed one day pass and one weekend pass every other month.
- 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)

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 other month.
- May receive phone calls from parents, grandparents, aunts, uncles, pastor, youth pastor
- 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 Den of Students 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:

- May wear clothes other than school uniform.
- 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 other month.

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 Alpha Omega guidelines. Each student will complete work that has been individually assigned.

This rulebook 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, TCMBA 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 student is different; our approach sometimes has to be different to be able to meet each individual student's 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 person receive the healing and make the positive changes he/she needs in order to return home and be a productive and whole person in his/her family and community.

Revised November 26, 2007