



# **STUDENT HANDBOOK**

## **FREEDOM OUTREACH TEEN CHALLENGE OF DENARE BEACH**

The Purpose of rules is to protect you and the community around you!

The Purpose of this Handbook is to help you understand your boundaries!

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# **1. General Guidelines**

## **1.1. Basic "House Rules"**

- 1.1.1.** You are subject to the laws of the province of Saskatchewan and to the Dominion of Canada. If you are fortunate enough to be sentenced to, or bailed to the program, our policy states that if you do not comply with the rules, we will notify your probation officer, or crown attorney, or police as soon as we are aware of your breach of direction from the judge.
- 1.1.2.** Possession or use of illegal drugs or alcohol will lead to dismissal.
- 1.1.3.** Cigarettes are addictive and a trigger that leads, for many, back to a life of addiction to more serious narcotics. Use of cigarettes, while being part of Teen Challenge, is considered a serious violation of the rules which may lead to dismissal from the program.
- 1.1.4.** Fighting or threatening students or staff is considered a serious violation of the rules which may lead to dismissal from the program (including horseplay, wrestling, punching, threatening in a joking fashion, or making racial comments).
- 1.1.5.** Possession of knives, matches, lighters, solvents, glue, pornography, drug paraphernalia, and playing cards is prohibited.
- 1.1.6.** Manipulating the program or staff, to impose your own will, is not tolerated.
- 1.1.7.** Unedifying conversations and bringing up your past "war" stories are not welcome.
- 1.1.8.** All type of profanity, vulgar and foul language, including racial comments, is not tolerated.
- 1.1.9.** Newspapers or any unapproved literature are not welcome at Teen Challenge.
- 1.1.10.** Watching Sports TV or movies will be provided within the allotted times in the student schedule.
- 1.1.11.** Only staff are allowed to turn on the TV.
- 1.1.12.** After completing your 1<sup>st</sup> Learning Contract, you are able to use your own personal listening device. Remember, only approved music is allowed to be listened to while a student in the Teen Challenge.
- 1.1.13.** Contents of personal listening devices (CDs) are monitored by the Student Life Manager.
- 1.1.14.** Students at Teen Challenge, cannot collect Employment Insurance, receive welfare, or hold any outside job.
- 1.1.15.** Students are not allowed to open up the outside doors to let anyone in.
- 1.1.16.** Students are to direct all deliveries to the program staff on duty.
- 1.1.17.** Any donations brought to Teen Challenge are to be directed to the program staff member on duty.
- 1.1.18.** Clothing Blessings Room: If a student requires clothing, or shoes, he needs to put in a request and then with Program Department authorizations go into the blessings room and acquire what was requested.
- 1.1.19.** Personal colognes are administered through duty staff when there are ministry outings, when the group goes to church, or when leaving on a pass.
- 1.1.20.** All mouthwashes need to be approved by the Student Life Manager.
- 1.1.21.** Toiletries are available in the Duty Office for a small cost.
- 1.1.22.** Staff and students that are on the kitchen duty have permission to enter the kitchen area and Food Blessings Room.
- 1.1.23.** Food, snacks, candy, and drinks are off limits in the dorm areas.  
Students are required to follow the daily schedule and take direction from staff.
- 1.1.24.** Students are to stay out of other students' rooms at all times.
- 1.1.25.** The purpose of the Hall Captain is to provide encouragement to the student body, daily lifestyle example, and the upholding of the student handbook.
- 1.1.26.** Hall Captains are not allowed to be in another student's room after Lights Out.
- 1.1.27.** Hall Captains may enter another student's room when that student is present in the room.
- 1.1.28.** No shoes to be worn anywhere and at all time while inside the building.
- 1.1.29.** No sleeping in the living room.
- 1.1.30.** Students are allowed to move the furniture as directed by the staff.
- 1.1.31.** Administration offices are off limits, unless you have permission from staff.
- 1.1.32.** Staff or visitor washrooms are off limits.
- 1.1.33.** No loitering in the stairwells.
- 1.1.34.** Front entry is for staff use only.
- 1.1.35.** When leaving the building you must always be accompanied by a staff member. (e.g. Recreation, Church, Work Detail)
- 1.1.36.** For loading or unloading at the front or back of the building, staff will provide you with supervision.
- 1.1.37.** Pets are not permitted in the building, unless allowed by staff.
- 1.1.38.** Any damages that are done to the Teen Challenge building or property, by a student, will be charged to that student's account.

**1.1.39.** The Basic Room Standard:

- Bed needs to be made every morning prior to morning devotions. This is what is required:
  1. Sheets tucked in;
  2. Sheet folded over the top blanket;
  3. Blanket needs to be tucked in as well;
  4. Pillow in its place.
- Shoes need to be neatly placed under the bed
- Shirts, sweaters, dress pants, jeans and jackets need to be on hangers
- Socks, underwear, and T-shirts need to be in drawers
- Towels need to be hanging in the washroom
- Desks need to be neat.
- Bedroom floor needs to be clean at all times
- In the washroom: the toilet, shower, sink, and floor need to be cleaned twice a week
- Garbage cans need to be emptied on a daily basis
- Any suitcases, or back-packs need to be kept under the bed

**1.2. Basic Relational Rules**

Living in a residential program brings great opportunities for new friendships to develop. With this said, there are guidelines on developing relationships.

- 1.2.1.** If at any time a problem arises with another student, first try to work it out. Follow Matthew 18:15-20, which give the following procedures:
- First, attempt to work it out between the two of you in private;
  - Second, if he won't listen take one or two others along so that the presence of witnesses will keep things honest, and try again;
  - Third, if he still won't listen, bring it to the Program Department along with the witness. It then becomes a matter for them to deal with.
- 1.2.2.** You are not allowed to buy or trade their belongings to other students or staff.
- 1.2.3.** You are not allowed to borrow or lend money to/from other students or staff.
- 1.2.4.** You must address each other with respect.
- 1.2.5.** You must refrain from using nicknames
- 1.2.6.** Rather than using last names, we encourage you to address each other as "brother".
- 1.2.7.** Staff are to be addressed as either brother/sister or Pastor, depending on who they are.
- 1.2.8.** If there are any conflicts between students and staff, it needs to be reported to the Counselor.
- 1.2.9.** If at any time the student feels that they are being mistreated by a staff member, or an intern, they need to write a letter of complaint to the Program Director who will then deal with the matter in a timely and appropriate fashion.
- 1.2.10.** You are prohibited from starting a new relationship with someone outside of the program.

## **2. Program Outline and Guidelines**

**2.1. Wake up**

- 2.1.1.** You are required to be out of bed five minutes after wake up call.
- 2.1.2.** You are required to shower, shave, and brush your teeth everyday.
- 2.1.3.** Your hair needs to be presentable every morning prior to devotions.
- 2.1.4.** There is a limit of 7 minutes per student in the usage of the washroom.
- 2.1.5.** You need to be ready for the day (work clothes, etc.) prior to devotions.

**2.2. Dress Code**

**2.2.1. Work Detail Dress Code**

- 2.2.1.1.** Blue jeans, sweatpants, sweater, T-shirt, etc.

**2.2.2. Class/Chapel/Sunday Evening Dress Code**

- 2.2.2.1.** Khaki trousers, clean-pressed jeans (no rips), shirt with a collar (recommended)

**2.2.3. Sunday Morning Dress Code**

- 2.2.3.1.** Dress pants, dress shirt, tie (recommended), jacket (recommended)

**2.3. Daily Devotions**

Devotions are a quiet time that you do in your small group, or personal time. During this time you are reading an assigned reading book to meditate on.

- 2.3.1.** You should be at every scheduled devotional, on time, and with a Bible/journal.

- 2.3.2. You should use the washroom before devotions.
- 2.3.3. You should remain in devotions for the duration of the scheduled time.
- 2.3.4. Devotion time is not a time to be sleeping, rather, a time to prepare yourself for the day.
- 2.3.5. Please do not be a distraction to other students during this reverent time.

#### 2.4. **Meals**

- 2.4.1. You are required to be at meals on time.
- 2.4.2. You need to be dressed appropriately at meal times.
- 2.4.3. All hats need to be removed during prayer and while sitting at the table.
- 2.4.4. After eating, please clean off your plate and place it at the kitchen counter.
- 2.4.5. If you wish to fast a meal, you should be either in the dining room, or chapel.
- 2.4.6. You need a note from your counselor to participate in a fast.
- 2.4.7. Every student will be required to be involved in the clean up after each meal. If the student's name is posted, he is required to be there. Only by written permission is the student allowed to have his spot covered by another student.

#### 2.5. **Work Detail**

- 2.5.1. There will be a sign posted up on the board by the phone room, which will have each student's designated work place.
- 2.5.2. Your work detail is assigned by the Work Supervisor.
- 2.5.3. If you are unable to work due to health reasons, a doctor's notice will be required.
- 2.5.4. While at work you need to learn a work ethic, show consideration toward others.
- 2.5.5. Students are only allowed breaks that are in place by the work location that they are at. If the student is in the Teen Challenge building, they are required to take breaks at the time set out on the schedule.
- 2.5.6. While at work, safety should be top priority. Please avoid and report any unsafe conditions to your supervisor.

#### 2.6. **Sickness**

- 2.6.1. If you are sick, you need to inform the staff member.
- 2.6.2. If you are in need of medication please communicate with the staff member.
- 2.6.3. If a staff considers you to be sick, you will need to stay in your bed for the remainder of that day. Food will be brought to your room at the scheduled meal times.

#### 2.7. **Class**

- 2.7.1. Be in class on time.
- 2.7.2. Remember to bring a Bible, a notebook, a pen, and your text book.
- 2.7.3. Please follow the appropriate dress code.
- 2.7.4. Please do not be a distraction to others during this time.
- 2.7.5. You should use the washroom before class time.
- 2.7.6. You should remain in class for the duration of the scheduled time.

#### 2.8. **Chapel**

Chapel is a time for worship and receiving the message preached. It is a time of reverence toward God, and a time of reflection.

- 2.8.1. Be in Chapel on time.
- 2.8.2. Remember to bring a Bible, a sermon notebook, and a pen.
- 2.8.3. Please follow the appropriate dress code.
- 2.8.4. Please do not be a distraction to others during this time.
- 2.8.5. You should use the washroom before chapel time.
- 2.8.6. You should remain in chapel for the duration of the scheduled time.

#### 2.9. **Church**

- 2.9.1. Please follow the appropriate dress code.
- 2.9.2. You should use the washroom before you leave Teen Challenge Building.
- 2.9.3. Remember to bring a Bible, a sermon notebook, and a pen.
- 2.9.4. All students are required to take notes in church, and will be asked to show it to the staff member once they arrive back at the Teen Challenge building for a signature.
- 2.9.5. Upon arrival at the church, students are required to go to the nearest seats available by the stage. They must sit as a group and remain in an attitude of prayer.
- 2.9.6. If you have a family member, or a friend, come to church, you are still required to sit with the rest of the group. Only with written permission from the Student Life Manager are you allowed to go and sit with your family members or friends.
- 2.9.7. We arrive at church together, and we leave church together. Please remember to stay with the group.

## **2.10. Outreach**

- 2.10.1.** Please follow the appropriate dress code.
- 2.10.2.** All regular church guidelines apply. (see above)
- 2.10.3.** When staying at the billets, please maintain a respectful conduct and attitude.
- 2.10.4.** Please participate in the activities set out by the Teen Challenge Staff member and by the local church.
- 2.10.5.** If approached by a lady, we encourage you to kindly keep the conversation short and move on.

## **2.11. Study Hall**

- 2.11.1.** Everyone needs to be on time for Study Hall.
- 2.11.2.** Classroom dress code is not required for Study Hall.
- 2.11.3.** If you are up to date with your homework and PSNC (learning contracts), you may spend some time reading your Bible and going over the memory verses that you've acquired throughout your time at Teen Challenge.
- 2.11.4.** During Study Hall you are not allowed to have drinks, snacks, or use your personal listening devices.
- 2.11.5.** You are expected to keep your desk clean.

## **2.12. Recreation**

- 2.12.1.** As part of the program, recreation time is mandatory for all students.
- 2.12.2.** Recreation Guidelines:
  - Only Sports TV on the tread-mills, or stationary bikes;
  - No talking to the girls, or anyone else that is not on the approved communication list;
  - Steam room is off limits;
  - Stay in your small group with your assigned staff members;
  - No pre-arranged visits;
- 2.12.3.** We go as a group, stay in our assigned small groups with a staff member, and leave as a group.

## **2.13. Choir/Canvassing/Stay Sharp**

- 2.13.1.** All Training Phase students are required to participate in some type of public outreach/prevention/awareness such as canvassing/choir/stay sharp presentations.
- 2.13.2.** Members need to be on time for practices and meetings.
- 2.13.3.** You should use the washroom before practices and meetings.

## **2.14. Movie Night**

- 2.14.1.** Only the movies that have been approved by the Program Department will be shown.

## **2.15. Sports Night**

- 2.15.1.** Staff on duty decides which sports are watched.

## **2.16. Free Time**

- 2.16.1.** During this time you are allowed to be in your room, where you can rest, study, etc.

## **2.17. Group Studies For New Christians (GSNC)**

***Here are some of the lecture class courses in this Curriculum that you will be studying:***

- **A Quick Look at the Bible**  
A general introduction to the Bible.
- **Attitudes**  
What are attitudes? How do we develop new attitudes? What is the right attitude to have when being criticized or corrected?
- **Temptation**  
What is temptation? How can we prepare for temptation?
- **Successful Christian Living**  
What does God say about how you can be a successful?
- **Growing Through Failure**  
What causes failure? Steps to recovery from failure. The role of forgiveness and restitution in recovery.
- **Obedience to God**  
Why should you obey God? What are God's greatest laws? What are the results of obeying and disobeying God?
- **Obedience to Man**  
Why should you obey your leaders? Introduces guidelines on obeying your leader with love.

- **Anger and Personal Rights**  
Discusses why we get angry and how we express our anger. What are some practical ways to deal with your anger?
- **Love and Accepting Myself**  
What is love? What does the Bible say about love? What does it mean to accept yourself? What are the steps to developing a positive self image?
- **Personal Relationships with Others**  
Discusses how to be a good friend and how to develop different kinds of friendships.

*This is some of the material studied throughout Induction Phase.  
This material is studied at 1100 centres in over 90 countries.*

**2.17.1.** All projects, memory verses, and tests must be completed by the time set out by the teacher. If extra time is needed to complete the material, it must be brought to the teacher in written form, three days prior to the due date.

**2.18. Personal Studies For New Christians (PSNC)**

***This part of the program is where your counselor has you working on personal issues in your life.***

- 2.18.1.** When the material is assigned, you are then required to hand it in by the date set up by the PSNC Teacher.
- 2.18.2.** There is a minimum of five contracts that must be completed before the student is eligible to graduate from the Teen Challenge program.
- 2.18.3.** When the student has completed one of the contracts, he must advise his PSNC Teacher and counselor in order to move on to the next contract.

**2.19. Counseling Sessions**

- 2.19.1.** Every student will be provided with a minimum of one session per week to meet with an assigned Pastor from Teen Challenge. This is a time of pastoral care in which the PSNC contracts will be incorporated into the spiritual development of the student.
- 2.19.2.** It will be the Pastor that the student meets with that will open up the student's mail, read it, and hand-in to the student only if he finds it appropriate for the student's present circumstances.

**2.20. Communication List, Phone Privileges, and Mail**

- 2.20.1.** You will be allowed up to four people on your communication list for the first six months of the program. These people will have to be pre-approved by the Pastor that the student meets with on a weekly basis.
- 2.20.2.** It will be only with the people on that communication list that the student will have permission to go on passes with, receive visits from, receive/send mail to, or make phone calls to. The only people that the student is allowed to contact outside of this communication list are: pastor of his local church, lawyer, P.O., or other types of social services.
- 2.20.3.** You will be allowed to use a regular phone time after being in the program for two weeks.
- 2.20.4.** You will be allowed two 15 minute phone calls per week.
- 2.20.5.** Any outgoing mail has to be brought to the student's Pastor/Counselor during their counseling sessions before being sealed and mailed out.

**2.21. Passes and Visits**

- 2.21.1.** Passes:
  - You may apply for a pass after the second month of the program is completed;
  - You will need to fill out a pass request the Sunday prior to the date of the event;
  - While on a pass, you are expected to follow the same rules of Teen Challenge, even though they are outside of the Teen Challenge premises.
  - You are subject to being drug tested when returned from your pass;
  - You are only allowed to go on a pass with someone that is on your contact list;
  - Here is your guide for pass eligibility:

Month	Possible Pass Hrs	Month	Possible Pass Hrs
1	0	7	24
2	0	8	36
3	6	9	36
4	12	10	48
5	12	11	72
6	24	12	72

#### 2.21.2. Visits:

- After being in the program for two weeks you may apply for a visit;
- You may apply for two visits a month;
- All visit requests must be handed in the Sunday before the visit;
- Visits will be held on Sundays from 1pm-5pm;
- The staff on duty will assign a location for the visitation;
- Staff will attend any tours that are outside of the assigned location for the visitation;
- Any items (including money) that are brought in by the visitors **must be handed in directly to a staff member** before the student takes possession of it;
- Pastors, lawyers, and Probation Officers can visit the student outside of visiting hours.

#### 2.22. **Student Requests & Appointments**

2.22.1. All student requests must be handed in the Sunday before;

2.22.2. You should plan to do your shopping or any other appointments (hair-cuts) during your passes.

#### 2.23. **Finances**

All student funds will be kept in the student safe, and can be accessed upon request and approval by the Student Life Manager. Student Bank is handed out every Friday. Please have your request handed in the Sunday prior.

2.23.1. You may request to receive a weekly allowance as long as the funds are in your accounts;

2.23.2. Students in Induction Phase will only be allowed to receive \$5 per week, while Students in Training Phase will be allowed to receive \$10 per week.

2.23.3. If you require more than the weekly allowance in order to purchase some necessities, you must put in a request the Sunday prior in order to plan a time to go shopping.

2.23.4. At all times that money is withdrawn (above the allowance), students are required to return the change and provide receipts for all expenses.

2.23.5. If you leave the program, and have funds in your account, they will be frozen for 30 days and then sent to your forwarding address. The reason for this rule, is so that if you have a bad day and decide to leave, you won't have the opportunity to spend that money on drugs.

#### 2.24. **Student Storage**

2.24.1. If students are suspended, dismissed, or have dropped out of the program we will keep their belongings stored up to 7 days, after which, it becomes Teen Challenge property.

2.24.2. If the request is not made, and the student leaves, the property automatically goes to the student blessings room for other students' needs.

#### 2.25. **Laundry**

2.25.1. Students will have a list posted up on the board by the Duty Office stating the day in which their room has laundry day;

2.25.2. You are able to take down two loads of clothing once every week. Bed sheets need to be washed once a week, and blankets once a month. When it's time to wash the blankets, you will be able to take down three loads, one of them being for the blankets.

2.25.3. There will be a designated person to do laundry. There is no personal time for doing laundry in the evening or weekends.

## 3. **Disciplinary Policies**

### 3.1. **Disciplinary Procedures**

- **Group 1 Offences** - Offenses that are breaches against the rule in which verbal warning, a rebuke, or scripture memorization is sufficient. All staff deal with these types of offenses immediately.
- **Group 2 Offences** - Offenses that require some form of minor discipline instead of simply placing the student on Full-Discipline. Students can receive loss of some privileges up to 2 weeks, during which time they'll be doing either extra chores or extra written assignments.
- **Group 3 Offence** - Offenses that extend to one month of full discipline. Once this stage is reached, the student should be seriously looking into changing certain behaviours. Immediate attention will be given to this student by the Program Department in helping him learn how to overcome some of his root issues that cause certain lifestyle choices.



- Full discipline is restriction from all privileges as listed below. The Program Director handles these types of offenses.

**Full Discipline includes:**

- Restoration plan (studies, reading, etc)
  - No phone or mail use (except emergencies or legal matters)
  - No visits, passes or going outside
  - No Recreation
  - No seconds at meals, desserts, snacks, pop or candy.
  - No use of TC bank, table games, or TV
  - Required to spend all free time in Study Hall doing the extra assignments given
  - Assigned extra chore related work
- **Group 4 Offences** - 4 offenses are offenses that require immediate dismissal. Unfortunately, when a student reaches this point, they have demonstrated an unwillingness to submit to the rules and learn from what is taught in this discipleship program.

**3.2. Dismissals**

- 3.2.1.** When a student has demonstrated an unwillingness to submit to the rules and learn from what is taught in this discipleship program, a dismissal will be issued. During this 60 day dismissal from the program, the student is required to call the Intake Manager every Monday in order to keep a bed available for his return. Yet, this doesn't assure that he will be allowed back into Teen Challenge. It will, however, cause the Program Department to reevaluate the request to reenter the program.

**3.3. Suspensions**

- 3.3.1.** Every month there are student evaluations completed by the Program Department, which allow the student to know of some issues that might need to be looked into for further personal development. These evaluations are graded, and anything above 75% is considered acceptable.
- 3.3.2.** If throughout the program, a student gets a monthly evaluation of 75% or lower, he will be placed back into probation. If at any other time throughout the program, the student again scores a 75% or lower, he will be held back a month. If these results repeat themselves again throughout the program, that student will be suspended from the program for 30 days.
- 3.3.3.** During those 30 days, the student is still considered as enrolled in Teen Challenge and is still required to follow the general ethical code of the program, but just not in our residence. He must contact our Program Department every Monday, during those 30 days, in order to return into the Teen Challenge residence.

**3.4. Dropping Out**

- 3.4.1.** If a student decides to leave the program out of his own accord, he will not be allowed back into the program until 90 days later. During those 90 days, if the applicant reports every Monday, his application file will be kept open. If three Mondays in a row are missed, the file will be closed.