



Student Handbook, Rules & Guidelines

Georgetown, Ms. 39078

8/27/2015

Real Change Is Really Hard.

"For nothing is impossible with God." (Luke 1:37)

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Introduction:

Mercy House Teen Challenge is a minimum 14 month Christian discipleship training program. Phase 2 of our program will require at least 10 months to completion.

All of our rules are guidelines for which we operate. At any time throughout your stay here it is the right for the **Program Director** or **Executive Director** to examine the situation and the student on a case by case basis to determine the consequences of any infringement(s) of the violation of the rules and/or behaviour.

Why Do We Have Rules?

It is not our desire to greet new students with a book of rules, but guidelines are a necessary part of life. The purpose of Mercy House rules are:

1. To help us learn and show courtesy toward fellow students, staff, and others with whom we come into contact.
2. To keep the Mercy House property clean.
3. To keep the program running smoothly as a whole.
4. To teach self-discipline (which is often lacking in many students who come to us).

We firmly believe that God directs Mercy House and its rules (Rom. 13:1-14). You may not agree with, or understand these rules, but learning to follow rules is necessary for success in every part of society and for the Christian life (Ps. 1:1-6).

In most cases, **if you break a rule, you will get discipline. This may happen even if you are unaware of the rule. It is your responsibility to be familiar with these rules.** Therefore, if you are unsure, ask a staff member. It is not acceptable to assume something is ok, and then claim ignorance (Pr. 3:5-6). The purpose for discipline at Mercy House is not merely to punish, but to grow and develop areas of weakness and to teach. We want to teach proper behavior and to make it known as fact that there are consequences to our actions (Gal. 6:7).

Although there are many rules in this book, unforeseen incidents and/or situations will arise. When unforeseen incidents and/or situations do arise, discipline will be handed out with new rules being added for such cases. Also, when a staff member tells you to do something, do it. Consider it a rule. You are here, in part, to practice common sense and to learn how to speak and act as a Christian man.

Our primary goal is to teach you the right way to live. It is truly not our desire to merely discipline you for wrong doing. We also wish to encourage you and challenge you to adhere to these rules and guidelines even when a staff member is not present. This will provide you with a more comfortable stay at Mercy house and give you a good start toward a successful future.

Transparency

Because we come from a pattern of life that seeks to control problems, we understand the baggage of multiple, untold secrets and stories. All of that changes, however, for those who are in Christ. Through Christ we have been made new creations. The old man is gone and the new has come (2 Cor. 5:17). Because Christ has made all things new, we must see things as He would see them and do things as He would do them. This means that we must be honest with ourselves and others. Transparency lightens our spirit and opens the door for healing. Transparency unlocks our ability to be vulnerable to the Holy Spirit, who guides us into all truth (John 16:13). To allow Mercy House to help us restore our lives, we must play our part. If we are to be the new man that Christ wants us to be, transparency is required.

Reverence and Roll Call

Because students must participate in all scheduled activities, order must be maintained. When a staff member or designated senior student exclaims, "Reverence!" all students must become silent, ceasing all activity and movement, and await instructions. **Anyone calling reverence outside of staff's permission is in violation and is an attitude of lacking self-control.** Reverence is called before every activity so that roll may be checked. Reverence also occurs spontaneously at times when unscheduled announcements must be made by the staff. If a student is not present at the time that "Reverence" is called that student is considered tardy, regardless if his name has not been called. Even if you are sick, you must attend the breakfast roll call. Roll calls are mandatory for all meal, praise and worship, classroom and chapel services and students must stand and be still and quiet until their name is called.

Permanent Schedule

SEE SEPARATE SCHEDULE

Discipline/Free Time/Privileges Guidelines

DISCIPLINE

Discipline assignments are given to individual students by staff. The purpose of these assignments is to help the student learn and grow in a specific behavioral area (Heb. 12:11). These assignments will be worked on only during free time only unless there are specially designated study halls. **Free time may not resume until discipline assignments are completed and submitted to a staff member. All free time must be completed in the class room.**

1. On Sunday, it is not required for students to work on their discipline, but students who still have discipline to be completed are still restricted from all free time privileges.
2. It is never permitted to work on discipline during journal, class, chapel, guest speaker, or learning videos. **If caught, discipline may be tripled!**
3. No working on discipline during study hall unless otherwise noted on the schedule or by permission by a staff member.

4. Students who are on discipline may not talk to each other in a discipline designated classroom. 3/
5. Students may not listen to music of any kind while working on discipline in the designated classroom.
6. While on discipline, all privileges are denied from the student – including visitation and passes. All discipline must be done and turned in 24 hours prior to any visit for passes or excursions to be granted.
7. During free time, students who are on discipline are only permitted to be in the designated discipline classroom working on discipline. Any student who does not stay in the designated discipline area may be subject to more discipline. Any student who refuses to do discipline may be subject to dismissal.
8. Discipline may be appealed to the program director, but will be doubled if lacking merit.

FREE TIME

1. **Sunday through Friday**– Free time is any time after a student has finished eating at mealtime until the next scheduled activity begins.
2. On **Saturday**, free time begins after work details are completed, along with all other scheduled activities.

PRIVILEGES

1. Students may have access to the weight room and the music room during free time **with** accountability. However, the weight room and music room are restricted for those on discipline. Any student that is lifting weights **MUST** have a spotter present. Any student that is caught lifting weight without a spotter can lose his weight room privileges and/or given written discipline.
2. All students may have access to the gymnasium during free time without accountability. However, the gymnasium is restricted for those on discipline.
3. All students may have access to the common room. However, the common room is restricted for those on discipline. All food and drinks are forbidden in the common room unless authorized by staff.
4. When on campus, Second Phase students do not need accountability anywhere; however first phase students need accountability everywhere.
5. Unless authorized by staff, all drinks must be in a covered plastic container only and the only food.

Academic Success / Growth Development

Effective April 21,2014 GSNC academic growth development will be as follows:

If you turn in your Study Guide and it is incomplete the student will

- a) Have a study guide returned with the Student Manual to be completed
- b) Will be mandated to GSNC Classroom Monday-Saturday 5:45pm-6:45pm until completed
- c) Will be under all requirements of discipline (no phone calls, no outside activities, visitations, etc.) until study guide is completed (be sure to turn into staff member)
- d) All classroom guidelines are in effect during this time

If you fail a test because of memorizing scriptures the student will

- a) Write the assigned scripture 50 times each (NIV, KJV, or NKJV versions only)
- b) Will be under all requirements of discipline (no phone calls, no outside activities, visitations, etc.)
- c) Will be mandated to GSNC classroom Monday-Saturday 5:45pm-6:45pm until completed

d) All classroom guidelines are in effect during this time

You will be given time in class & study hall to read your student manual& complete your study guide

IF AFTER YOUR SCRIPTURE WRITING IS COMPLETE IT WILL BE FACTORED INTO YOUR TEST RESULTS, AT FULL CREDIT, AND IF YOU STILL HAVE NOT RECEIVED A SCORE OF 70% OR BETTER YOU WILL BE REQUIRED TO WRITE THE STUDENT MANUAL ONE TIME AND REMAIN ON ACADEMIC GROWTH DEVELOPMENT UNTIL FINISHED. AT THAT POINT YOU WILL HAVE SUCCESSFULLY PASSED THE PARTICULAR CLASS YOU ARE WORKING ON.

Letter Writing/Phone Calls/Visitation/Excursion& Pass Guidelines

One of Mercy House's main goals is to restore families. For this reason, communication with your family is encouraged, (Job 42:16). The following individuals qualify upon consideration by the director;

- Father and Mother / Stepfather and Stepmother
- Brothers and Sisters /Stepbrothers and Stepsisters
- Grandparents
- Wife and Children
- One Girlfriend (year long relationship)
- Probation Officer
- Father-in-Law and Mother-in-Law
- Pastor
- Attorney

Letter Writing

Letter writing is permitted from the start of the program. Staff will read and inspect the incoming and outgoing mail of all students. Outgoing mail will be dropped off at Student Services in the gym foyer. In-coming mail will

be distributed at meal time.

Mailing Address for MHTC: (Student's Full Name)
Mercy House Ministries of Georgetown
P.O. Box 266
Georgetown, MS 39078

All staff will read and inspect all incoming mail by all students and any and all letters must be addressed according to approved contact list. Any mail coming into facility from those that are not on approved contact list will be returned to sender. Return address must have full name and MHTC Address on them. No mail is to be sent to or received from a Correctional facility unless it is immediate family member and on approved contact list.

Phone Calls

- 1- 5 minute Phone call is permitted after the first two weeks have been completed. At 30 days calls are limited to one 10 minute call every seven days. A staff member must be present, and during 1st Phase the speaker phone function must be activated. 2nd Phase students are not required to use the speaker phone. A maximum of five contacts may be listed on the phone call contact sheet. With each call, the phone log must be filled out with contact name, number, and time spent on phone. Students on 2nd phase and students on first phase with **3 or more children** are entitled to **2 ten minute phone** calls per week. A Phone call list will be posted each Monday. Students on the E-Team will be allowed multiple phone privileges per week still with the presence of a staff member.

If a student is on written discipline they still have their phone call privileges. However if the discipline is not complete by the date given, phone call privileges can be taken away until discipline is completed. Any changes to phone call list must be approved by staff, providing there is adequate time. Phone Line at Mercy House Teen Challenge; Student Services: (601)858-2490. **The phone call must be made on the day of the residents scheduled time and if missed – they forfeit that weeks phone call. The exception is if the individual was on a ministry trip or E-Team Rally.**

Contact with One Girlfriend

Contact with one girlfriend will be permitted only if the relationship has lasted for one year or more. When the girlfriend visits, a student's parent or staff-approved family member must be present with her and the student at all times. If the relationship exists only because the student and girlfriend have children together, the details of the contact will be determined by the director. If these visitation rules are violated, this privilege will be ended, and may only be reinstated at the director's discretion.

Visitation

Visitation may take place after 60 days in the program. A visitor request form must be filled out and submitted to staff no later than one week (7 days) prior to the visit, and it must be approved by the director. Visitors will be turned away without approval, or proper identification. Visitors should call the office to confirm that they are coming to visit. In accordance with the student's wishes, other students may only briefly be introduced to

Visitors. Visitation areas are the dining room, the gym, Phase 2 classroom, and the campus grounds. The weight room is off limits. Student rooms are off limits. (Due to contraband being brought in, we the staff at Mercy House feel it would be in the best interest of the students that everything is brought through the office to be checked. Also we ask that all bags, etc. be subject to be checked. If a student is suspected to have contraband that student will be checked and his belongings also will be checked.) There is also to be no purses or cell phones allowed nor will dresses be allowed to be worn by any visitor.

Visitation may take place one weekend a month.

Students may receive visitors on that **Saturday** from 8:30 – 4:45 P.M. On Saturday, visitors may eat lunch provided by the kitchen. The student will inform the kitchen of how many guests. Visitors may bring lunch to the student from the outside. Food and drink may only be brought to the center for either the individual student or for the student body as a whole.

Sunday visitors may attend both Sunday church services. If the family wishes to attend Sunday morning church services, they need not come to the center, but should call for directions to the church that the students will be attending. Once there, the visiting family will sit with the student on the first row behind the student body. When church services have ended, the student is required to leave immediately with the student body. The visiting family may then follow the Mercy House bus back to the center to resume visitation until no later than 4:00 p.m. The student's next visit must be 30 days from the previous visit. Exceptions may be made at the director's discretion.

Visitation Rules

1. Students **may not** bring any females in the dorm rooms. This includes family members such as mothers, sisters, daughters, etc.
2. Students are not permitted to pick up any children other than their own children **EVER**.
3. Students are not permitted to sit in any vehicles on property anytime during visitation.
4. Before the student receives any personal items or gifts, these items must be brought to the office for approval. This also applies to items brought back from excursions. No movies allowed without prior approval.
5. Students may only direct approaching vehicles of visitors or guests to the Administration Office, and students are not allowed to personally approach a moving or stationary vehicle without staff approval. Only if the driver intentionally asks for guidance is a student to speak or interact with arriving visitors or guests.
6. All visitors **MUST** enter and exit through the office and sign in and out accordingly.
7. Student families may only leave once to go get food and other things needed by the student. All items that is brought to the center for students must be brought through the office for inspection.

Off-Campus Excursions

Off-campus excursions with approved family members will be permitted upon a student's sixth month. Just like visitation, off-campus excursions are from 8:30 A.M. – 4.45 P.M. Students may be picked up any time after 8:30 A.M., but must return promptly by 4.45 P.M. Excursions may take place on Saturdays, only. ****Only married couples will be allowed an extra day but need to be returned to the campus by 4.00pm on Sunday.*** Approved family members must sign the student out and sign the student back in. No trips home are allowed. Warranted or random drug, alcohol, and nicotine screenings will be administered upon return.

****** N.B. Getting married, obtaining any body piercings or tattoos is strictly prohibited on any passes or excursions.**

Passes

After a student has been in the program for 8 months, he will be allowed a 5-day pass after memorizing Romans 6, and after the 12TH month he will be allowed a 10-day pass after memorizing Romans 8. An approved family member can pick up the student on the appropriate day, and must return him by 5:00 p.m. on the sixth day during his 5-day pass, and by the same time on the eleventh day of his 10-day pass. The only consideration given for travel time is if the visit is more than a 5 hour drive and this is done at the discretion of the Executive Director, Program Director or Assistant Program Director.

Holidays

Excursions & Passes will not be allowed on Holiday Weekends, ie: Memorial Day, July 4th Independence Day, Thanksgiving etc. **NO** passes or excursions will be granted between the days of **Dec. 23 through Jan. 2**. Any passes that are given before Dec. 23, student is required to return by the required time of the 23, no later than 5:00 pm. Any one arriving after 5:00 pm must call in advance and seek approval either the director and/or the program director. Anyone who fails to do so will be given discipline.

Praise and Worship/Journal/Learning Videos/Class/Study Hall/Chapel/Guest Speaker

Guidelines (Proverbs 8:10)

1. All students must be in the classroom and seated at the appointed time. If not, they will be counted late unless in possession of a note from staff. Student must sit in assigned rows don't move chairs to the back of the room.
2. Only required curriculum, such as Bible, Group Studies, Character Qualities and scripture memorization may be studied in class or study hall. No independent reading, letter writing, or personal business is allowed. No working on discipline is allowed unless noted on schedule or approved by staff.
3. **No sleeping in class is allowed.** Abstain from reclining, laying heads on desks, or any appearance of sleep. Both feet must remain on the floor at all times, and the student must face forward.
4. No food, candy, or gum in the classroom is allowed.
5. Students may have water only if it is in a cup with a lid or a bottle with a top.
6. No wearing head coverings of any kind are allowed.
7. No body language, facial expressions, or noises of any kind is allowed.
8. Students must raise hands in GSNC, or raise flags in PSNC to ask questions or ask permission to speak.
9. Do not get out of your seat without permission.
10. Students must go to the restroom between classes and not during class.
11. Students (in possession of a doctor's note) must still get permission, but are granted permission to use the restroom.
12. Journals will be taken up at regular intervals to verify that the student is participating in daily devotion. Each daily entry must be dated.
13. **Notes are required to be taken during learning videos, class, study hall, chapel, and guest speakers. Verification of note taking will be random.**
14. Notebooks and Bibles are required to be taken to all on and off campus class and chapel services.

16. When learning videos are scheduled, students must stay in the classroom for the duration of the time allotted on the schedule. Any extra time is to be considered study hall.
17. All students are required to have a collared shirt on when in a classroom setting. This includes praise and worship and journaling. It also includes any nighttime special speakers and chapels given by staff and rule readings.
18. *If pants have belt loops then students are required to have a belt on.*
19. **Absolutely no candy in classes, chapels, study halls, etc. Violation will result in removal of candy.**

Dorm Room Guidelines (1 Cor. 14:40)

1. No items will be left out cluttering the front of dorms. Students will not leave any personal items out on the campus or in class rooms such as clothes, shoes, or books. If left out, items will be appropriated by staff member. Shoes may be placed behind the gym to dry and air out. No shoes are to be left out in front of dorm rooms are on the roof.
2. **Absolutely there is to be no food in the room whatsoever unless it is individually wrapped candy (hard) and peanuts without shell.**
3. There is a **limit of 5 pairs of shoes** in the dorm room, **plus 1 pair** of shower shoes. All shoes must be paired up neatly against the wall, in the drawers or in the shelf provided.
4. Students must keep their rooms neat and clean. Nothing but shoes and hampers are to be on the floor.
5. **Beds must be made at all times**, to staff specifications.
6. There is to be nothing between beds except for one laundry bag/basket per student.
7. Students may not leave personal belongings on beds unattended.
8. Clothes not hanging must be either in drawers, or neatly folded and placed inside of cubby-holes.
9. Do not leave any items unattended on top of bed-shelves.
10. Students may not hide belongings by covering shelves.
11. Students may not store any belongings in the AC closets.
12. There are to be nothing on the walls **except "4x6" family photos, (limit 10)**, posted with clear tape only. **1 cross per student** can also be placed in the room above the bed or over their hanging clothes.
13. There is to be nothing in the windows.
14. All folding chairs must be placed behind room door when not in use.
15. There are to be **no suitcases in dorm rooms**. All suitcases are to be labeled with students' name and placed in gym under bleachers.
16. Students may not lie down at any time between wake-up and 4:30 P.M. **Monday through Friday**. On **Saturday**, students may lay down after assigned work details are completed. On **Sunday**, students may lay down at any time when other scheduled activities do not exist.
17. Lights out at 10:00 P.M. on **Sunday through Thursday** and at 11:00 P.M. on **Friday and Saturday**. No talking is allowed after lights out;
18. There are to be no rugs greater than 2 feet by 3 feet and must be clean and orderly.
19. Room lights and all electrical **devices must be turned off in room when leaving**. Any lights left on or fans left on are subject for removal until such time disciplines can be maintained.
20. **Only 1 fan and 1 calendar is allowed per room**. Extra fans can only be approved by staff in extreme circumstances.
21. Clothes hamper is not to be overflowing. Nothing hanging over the outside of hamper.

AC/HEATER GUIDELINES

It's our responsibility to be good stewards (1 COR 4:2), not only with the money that the Lord bless us with, but also the other things the Lord blesses us with, such as air conditioning and heaters. Our main purpose is to please God and tend to the Lords business. The following rules are guidelines that can't be changed or altered without staff approval.

Regular schedule time for AC/heater to be turned on is 5:30 pm. But there are situations in which this time will vary:

Air conditions will be turned on between 4:30 – 6:30 only if temperatures during the day is 90 degrees or greater and/or at night, 80 degrees or greater.

Air conditions will not be turned on if temperatures during the day and/or night are 75 degrees or less.

Heaters will be turned according to staff discretion.

Students are not allowed to open windows. Window blinds must be down and closed. No visibility from the inside out or the outside in is permissible.

If a student is caught or is determined that he altered the AC/heater controls in any way, whether turning air conditioning on or off without permission or changing the temperatures for any reason without permission, discipline will be given.

Any student that is caught complaining because ACs has been turned off will receive discipline for complaining.

Grooming/Dress/Appearance Guidelines

1. Students will be clean shaven at all times. Moustaches are permitted, but must be trimmed at the corners of the mouth. Sideburns are permitted, but must be trimmed to the bottom of the ear.
2. Hair must be off the ear and trimmed above the collar.
3. Students are not permitted to shave their legs or arms at any time while at Mercy House.
4. Students **may not** get any piercings or tattoos, (Lev 19:28), nor dye their hair while on pass or at any other time during the program. (I Cor. 6:19 & 20);
5. Haircuts must be approved by staff and residents are not allowed to cut/shave heads completely bald. (Under Directors Discretion) Haircuts and standards must be realistic and in compliance with other rules concerning hair within this manual.
6. No haircuts are allowed unless staff is made aware. **All hair lengths must be at least ¼”.**
7. Tank tops may be worn in dorm rooms and the weight room, **only**. An over-shirt must be worn upon leaving the weight room. While on work detail or during chore assignments, tank tops may be worn only when authorized by staff and when not in view of front office.
8. Pants are to be worn to the natural waistline. Sagging pants are not permitted. **Belts must be worn if pants have belt loops.**
9. Bandanas or any gang colors or any gang signs, which includes do rags, are not permitted at Mercy House.
10. Students must be fully dressed when not in their dorm room - always wearing a shirt, pants or shorts, socks, and shoes. **The only time when socks are not necessary is when students are traveling to and from the shower room.**

11. All students are to be fully dressed by the time roll is called for Journal. This includes but is not limited to: Jeans, slacks, khakis, shorts, and collared shirts. If a student wears a pull-over sweater, he could be subject to be check for collared shirt.
12. All clothing is to be neat and tidy, not worn or threadbare. Any clothes with holes, including jeans, will not be permitted, and sleeveless shirts will only be allowed during work details as long as student is out of view of the office. No sleeveless shirts to be worn at the carwash. The staff may request any clothing not to be worn, and the garment may be subject to confiscation and/or sent home at the student's expense.
13. No hats or head coverings of any kind are permitted in-doors. Hats must be worn **straight forward** on the head at all times.
14. Students are required to shower **daily**. Shower time is from 4:30 P.M. until lights out, **and is not to exceed 5 minutes in length. ABSOLUTELY NO SHOWERS AFTER FIRST ROLL CALL OF THE DAY.**
15. Sleep-pants and sleepwear will only be allowed after prayer time and during breakfast, providing no visitors are present on campus.
16. All students are required to have a collared shirt on when in a classroom setting. This includes praise and worship and journaling. It also includes any nighttime special speakers and chapels given by staff and rule readings.
17. **Sunglasses are Not** allowed to be worn on campus. Exceptions include travelling on fundraisers or on work detail that students are working in direct sunlight.

Dining Hall Guidelines

1. New students for the first three days and dish crew are to be first in the serving line.
2. **Cook must be responsible for ensuring that food tray/plate is set-aside for designated staff on property that eats meals with students. If Staff is not present to eat – their plate is to be placed in the fridgerator covered.**
3. The dining area is restricted to students until 15 minutes before mealtimes.
4. Personal containers such as bottles, jugs, glasses, go-cups, etc. are not permitted in the dining area. Students are required to use the cups provided through the kitchen.
5. Students are allowed only one trip to the serving window.
6. Students are not permitted to stick their heads through the window of the serving line.
7. Students will be served condiments at the serving line window by the kitchen crew. Kitchen crew will choose which condiments will be served with each meal. Students may not request additional condiments.
8. Students must eat what they are served. If a student would like a smaller portion of food, he must either inform the server at the window. No food will be wasted.
9. Due to sickness, students are not allowed to share their food with another student. **NO EXCEPTIONS**
10. After eating, students must clear their tray into the trash can, and then return it to the window.
11. No drinks or food may be brought down from the kitchen. This includes drink mixes, sodas, tea, milk, coffee, cakes, cookies, etc.
12. Monday through Saturday, at breakfast, each student is allowed one cup of coffee only. One student may not give his cup of coffee to another student.
13. Each student must be mindful and not leave a mess behind at the table.
14. No food or drink is to be taken from the kitchen unless approved by staff.

Work Detail and Chore Guidelines

1. Students will perform listed daily duties at the specified times.
2. It is the student's responsibility to check the cork board at Student Services for work assignments.
3. At the scheduled times students must be waiting and ready to depart for chores and off-campus work assignments on the walkway between the gymnasium and the Administration Office.
4. Students must always have accountability at all times while on work detail, including cleaning crew.
5. Students must follow all directions given by staff or staff appointed senior students.
6. Any student who signs out a tool from the Mercy House tool room will be held responsible for returning that tool immediately after the student is finished using the assigned tool.
7. Any students who signs out any kind of key will be held responsible for returning that key.
8. On work detail or chore assignments, sleeveless shirts are allowed only when authorized by staff and when not in view of front office.
9. Students doing on campus chores may not enter their dorm rooms without permission.
10. Students must maintain a polite, eager, and helpful attitude to our sponsors and the general public.
11. Students may not be idle after completing a chore or work assignment but must report to staff on duty for further instruction.
12. Break time is between 2:45 and 3pm.
13. No one is allowed in the tool room except the one or ones that are assigned to the tool room. Anyone else must get approval from staff.
14. **ALL STUDENTS LEAVING THE FACILITY MUST TAKE A RIGHT TURN OUT OF THE DRIVEWAY, THEN TAKE ANOTHER RIGHT. NO EXCEPTIONS!**
15. **SPEED LIMIT OF 25 mph IS TO BE OBSERVED WHILE DRIVING IN TOWN.**
16. **Work Stations:** - Students MUST remain in all designated areas during work detail. Anyone caught wondering around or leaving their station without permission by the supervisor or work coordinator will be given discipline.

Church Guidelines (Lev. 19:30)

1. All shirts must be tucked in before boarding buses.
2. No candy or nuts will be eaten on the way to or from or while at church.
3. Students must walk from the bus to the church building as a group in a single file line (no more than arms-length apart from each other).
4. The restroom at church may be used only if the church is more than 45 minutes away from campus. Staff will direct students as a group to the restrooms upon arrival. Afterwards students must stay in a group and enter the sanctuary together.
5. No flyers, pamphlets, or literature of any kind may be taken without consent from staff.
6. Students must enter the sanctuary as a group, and sit as a group, filling every pew, starting from the front without skipping any seats, as directed by staff on duty.
7. There will be no talking. Students must read their Bibles until church service starts.
8. Students may not walk around freely and have fellowship at will. Students are to politely avoid casual contact with church goers. Students may not solicit handshakes. Students may not leave their seats unless it is to participate in altar call.
9. Students may not lay hands on females in prayer. They may not hug any non-family members of the opposite sex, whatsoever. To avoid the appearance of lust or disrespect, there will be no looking at any

non-family members of the opposite sex longer than 3 seconds.

10. At the end of the service, students must remain seated until staff gives further instructions.
11. If the student body is away from campus for more than three hours total, students may have an additional bathroom break after church service. Students must line up to one side of the hallway as directed by staff. Students must go the restroom in individual pairs, as to not over crowd restroom, so that other church-goers may have their turn.
- 12. Students must walk back from the church building as a group in a single file.**
13. Students may not sit with their families at church, unless it is their visitation weekend.
14. Bibles must be brought to church, and notes are required to be taken during all church services.
15. Absolutely no candy in vans, bus's and other vehicles. There is to be no candy at all in church services – and anyone found doing so will have privileges taken away;
16. There are no saving seats in vans prior to roll-call for departure.
17. All sermon notes need to be turned in to staff on duty. Staff to deliver to Academic Co-ord. mailbox.

Church Dress Code

1. When attending church services, clothing should not be wrinkled.
2. On Sunday morning, students must wear a collared, button down shirt that is tucked in, a neck tie, and slacks with dark dress shoes.
3. On Sunday evenings, students must wear a collared, "polo style" shirt, tucked in, and slacks.
4. On Wednesday evenings, students must wear a collared, "polo style" shirt, tucked in, and nice jeans.
5. Students must always wear a belt.

Kitchen/Dish Crew and Chapel Set-up Guidelines (Luke 16:2)

1. Staff-appointed crew chief only is allowed to authorize entry into kitchen area.
2. Kitchen crew is responsible for washing all dishes used in food preparation before serving time.
3. After serving, the kitchen crew is only responsible for putting food away, and delegating responsibility to dish crew.
4. Food may **not** be consumed in the kitchen at any time. This includes the dish crew. Cooks may only taste for flavor. Only water may be drunk while in the kitchen. No exceptions.
5. Kitchen crew must come into the dining area for roll call and saying of grace.
6. Kitchen breakfast crew must be in the kitchen no later than 4:40 A.M. to prepare the meal.
7. Kitchen crew must be excused from other scheduled activities one hour before lunch time and two and a half hours before dinner time, unless otherwise directed by staff.
8. Second helpings are not to be served. Leftovers will be served on Sunday nights.
9. Meals will be prepared on time unless otherwise directed by staff.
10. **Kitchen crew must return kitchen keys immediately after mealtime clean-up.**
11. Kitchen crew will be held responsible for any incomplete tasks;
12. The kitchen/dish crew is also responsible for setting up of chapel and must set up according to 4 rows of 8 and 2 rows of 5.

Dish Crew Guidelines

1. Cooks are to determine the duty each member of the dish crew will perform.
2. Dish crew will be allotted 20 minutes to eat their meals before they must begin cleanup.

3. Dish crew is not responsible for washing dishes used in food preparation, except for prep dishes that have been re-purposed for serving.
4. All members of the dish crew must stay until the entire cleanup chore is complete and approved.
5. Dish crew must follow instructions given by the kitchen crew.
6. It is your responsibility to find a replacement for your dish duty if you will not be at the center at any time for any reason. NO EXCUSES!
7. Dish crew is responsible to keep stairs to dining area swept and mopped.

Accountability

Holding your brother accountable is necessary so that we can emphasize to one another our mutual expectations, and to support each other in our mutual desire, as brothers, to raise our standards of behavior. For this reason the students at Mercy House are required to keep each other mindful of the rules in the spirit of **Matt. 18:15-17**. If a brother does not understand a rule, come to him one-on-one with gentle correction and encouragement. If the problem persists, take another brother who has knowledge of the issue with you as a witness. Still, if the brother does not understand the importance of complying with the rules of Mercy House, take the matter to a staff member (**Ecc. 4:9-10**).

Conduct Guidelines

1. Students must hold fellow students accountable for their actions.
2. The possession or use of any drugs or alcohol at any time will result in immediate dismissal from the Mercy House program.
3. Students may not smoke or possess tobacco of any kind at any time at Mercy House.
4. Any act of physical violence committed will result in immediate dismissal from the Mercy House program, and criminal charges will be brought against the student.
5. Any defacement or destruction of Mercy House property by a student will result in immediate dismissal. Damages will also be charged to the student.
6. Students may not verbally threaten or physically abuse any staff members or any other students at any time. Students must submit to the staff's authority.
7. Students may not talk of street life, drugging and drinking, or reminisce about past sinful behaviors.
8. It is forbidden for a student to mock or call another student names.
9. No cursing, profanity, off-color language, or body gestures are permitted.
10. Horse play is not permitted at Mercy House.
11. Any sexual relationships or promiscuous behavior will result in immediate dismissal from the program.
12. Students may not chew or possess gum. Chewable or soft candy is not permitted at Mercy House.
13. Secular music, instrumental or vocal, may not be performed at Mercy House.
14. Students will perform daily duties at specified times.
15. For all scheduled activities students must be on time for roll call.
16. Students must participate in all scheduled activities, such as class, prayer before meals, chapel, church, work, or any mandatory choir practices, etc.
17. Students do not work on Sunday, except for kitchen and dish crew.

18. Any student who signs out any kind of key from the office will be held responsible for returning that key.
19. Students may not be idle after completing a chore or work assignment, but must report to staff on duty for further instruction.
20. Students must refer to any or all persons by putting the title, "Brother" or "Sister" before their given name, no exceptions.
21. Students should report all complaints regarding statements or actions of staff members or interns to the program director or executive director and not to other students in the program.
22. If a staff member tells you one thing, do not run to another staff trying to find one who will tell you what you want to hear. **(NO STAFF SHOPPING!)**
23. There is to be nobody in the gym, playing the piano are making any loud noise before 8 am.

Boundaries (Matt 7:14)

1. Anytime off campus, if an individual student has a need to separate from the group, that student must receive permission from a staff member and have another student hold him accountable. For places on campus that do not require accountability see the PRIVILEGES section on page 6.
2. Students may not leave the premises without a staff member.
3. Students must be in authorized areas at all times, which are in direct eye-sight of the back office door. If a student does not know whether an area is restricted, it is the student's responsibility to ask staff.
4. Students may only direct approaching vehicles of visitors or guests to the Administration office and are not allowed to personally intercept an approaching vehicle. Only if intentionally asked for guidance is a student to speak or interact with arriving visitors or guests.
5. If students wish to communicate with staff in the Administration Office, they must first find staff on duty outside. From there, staff will call over to the Administration Office with the reason for the request. If the request is considered valid, the student will be invited to come over to the Administration Office for a conference on the matter.
6. Students may not enter any restricted area without first knocking and receiving authorization for entry. This even includes situations when doors are opened.
7. Students may not stand in the dorm doorway or enter into a dorm room other than their own.
8. Students may not knock on a staff member's room door, unless there is an absolute emergency.
9. Students are restricted from using the restrooms in the gym foyer.
10. The dugout behind the gym is restricted - unless otherwise indicated by staff.
11. Except during meal times, the kitchen and dining room are off limits (unless students are assigned to kitchen crew, dish duty, or special work details).
12. The only time students are allowed in the garden is for assigned work detail - no exceptions.
13. It is not permitted to loiter in the breezeways around the Administration Office as well as the backdoor of the Administration Office or in front of the main building or in areas marked off by red paint.
14. Any student who is sick must report to staff before or at breakfast roll call. Students will be excused from daily activities only at a staff members discretion. In this case bed rest will be warranted. The student will be restricted to his bed for the duration of the day, and all meals will be brought to him in the form of broth or soup. If the nature of the illness requires medical attention, Mercy House will not be responsible for the payment of any psychiatric, dental, or medical expenses incurred.
15. You are warranted 3 sick days in a 12 month period. If you go over 3 days sick every day after that will be taken from you excursion or pass days.
16. After lights out, students may only be found in the gym foyer for the purpose of getting water.

Wood Shop

No one is allowed in the wood shop unless assigned by the work coordinator. Any student who is not assigned to the wood shop must have a written permission slip by a staff member in order to enter, and must report directly to the assigned shop leader, or will be subject to strict discipline. **Anyone entering the wood shop must wear safety glasses and ear plugs - NO EXCEPTIONS!!**

Possessions and Contraband (Matt 6:19-21)

1. Mercy does not allow any mood altering medications of any kind on the property. This includes Benadryl, narcotics, psychotropics, sleep-aids, etc.
2. Students may not possess any personal radios, televisions, cassette tape/CD players, or media players of any kind. Students may not possess cell phones or electronic devices of any kind. If electronic devices are used, they must be approved by the director and/or the intake director.
3. Students may not possess any non-Christian books or music. Only staff approved movies are permitted.
4. Sunglasses are not permitted at all at Mercy House.
5. No student may use any other student's property without consent.
6. Random drug tests will be conducted. If you fail a test a \$10.00 fee will be assessed to your account.
- 7.

Laundry/Blessing Room/Hygiene Products (Matt 6:28-30)

Laundry Service

Students' clothes will be laundered once weekly by a student assigned to that chore by staff. Each dorm room will be assigned a day of the week (posted outside the laundry room). Laundry must be dropped off on the tables outside the laundry room in the gym foyer **by 6:45 A.M.** on the assigned day. Students must pick their clothes up that evening. If students wish to have their whites bleached, they must label their clothes and combine them ***into one load per dorm room***. All clothes except for underwear should be neatly folded and put in the basket it came out of. Laundry room will be opened after med call in the mornings. All washing is to be finished by 4:30 pm. Student on duty is to follow proper work detail checklist regarding area requirements.

Blessing Room

Any student who lacks towels, bedding, clothes, or shoes can fill out a request form for the needed items, have it signed by staff, and then take it to the blessing room. If students do not have a blessing room request form, the blessing room attendants are not allowed to provide the needed items. The blessing room will be open from **12:30 – 1:00 and 5:30 - 6 P.M., Monday through Saturday.**

Hygiene Products

Any student who lacks dental care or shaving and hygiene products may request those items in person at Student Services during hygiene/med call. Toilet paper may be picked up at Student Services only on Tuesday morning at med call. One roll of toilet paper is permitted per student, per week. If a student fails to pick up his toilet paper at the appointed time and still tries to claim it, discipline will be issued.

Personal Money/Medicine/Physical Exam

Personal Money (1 Tim 6:7) Students at Mercy House may not possess money, in any form, on their person. **All** money must be administered through Mercy House.

1. If any students at Mercy House receive any kind of income, such as Social Security, Unemployment, Disability, etc., that student will be given the opportunity to make a monthly donation to Mercy House Ministries. If there is any remaining income, those funds will be placed on the student's ledger or in that student's own personal bank account. Our curriculum fee is \$700 and must be paid in full first.
2. Students may not solicit or accept personal donations from individuals encountered while attending church services or anywhere in the community. These individuals must be encouraged to make a voluntary donation to Mercy House Ministries, as a whole.
3. Any student needing anything must turn in a request by the 1st of the month. These items will be bought (providing the student has the money on his books) and delivered to the student by the 7th of the month.
4. It is not allowed for students to buy personal items for other students unless approved by the Director.
5. If the \$700 Curriculum Fee was not paid in part or full because of arrangements made by the Program Director, any money mailed to the students will be applied 50% towards the curriculum fee and 50% towards their personal account.

Medicine

***** A negative TB Test is required before acceptance into our facility!!!**

1. The following items will be kept in Student Services and distributed at med call: any and all prescriptions; cold, flu, cough, and allergy remedies; any pain relievers such as aspirin, Tylenol, ibuprofen, naproxen, etc.; anything in an aerosol can; as well as Pepcid and Tagamet, and any laxatives.
2. The following items may be kept in the student's dorm room: vitamins, salves, ointments, cough drops, Tums or Roloids, alcohol-free mouth wash, powders, creams, and bandages.
3. Students must make requests to staff for prescription refills one week in advance.
4. Students themselves are responsible for keeping track of how many doses they have remaining.

Physical Exam

Upon induction, Mercy House, will schedule only one initial physical exam at a Comprehensive Health Clinic and will provide transportation if available at that time. An HIV test and Hep-C test is also required. All Dr. visits are to be approved by the Director or Executive Director. Any and all other medical/dental and transportation needs must be provided by the student's own resources. A \$10:00 transportation fee will assessed for Copiah and a \$20.00 fee for all other locations. This includes medication refills, follow-up medical appointments, and any other procedures needed, if possible.

Dentist and Doctor's appointments will only be made when there is an emergency situation. Most if not all dental work should be and can be arranged on either excursion or approved pass. This is in effect for those that having support and family's members that provides account monies.

Student Rights

You do not waive your rights as a citizen when you enter Teen Challenge. The right to confidentiality is recognized by our facilities and no part of this chapter is intended to neither contravene nor violate applicable federal, state and local statutes or ordinances pertaining to a person's civil and human rights. Where a conflict exists between adopted student rights, policy procedures, and standards and applicable federal, state and local statutes or ordinances, statutes or ordinances shall prevail.

You have the right to a safe environment in which to grow and mature in Christ when you enter Teen Challenge. You may file a grievance if you feel that your rights have been violated by being subjected to inappropriate behavior such as physical, verbal or sexual abused by another student, staff or volunteer. Such complaints and grievances shall be filed by using the following procedures.

Write out your grievance or complaint on paper within 24 hours of the incident indicating all the circumstances relevant to the complaint. (Students who cannot read or write are entitled to have an individual assist them in the process.) Hand the complaint to the staff in charge where they will put it in Executive Director, the Associate Director or designee for review. You will be able to meet with the Director or designee at some point in the investigative process to discuss the details of the complaint or grievance. This investigative process shall take place within 24 hours on week days and within 72 hours on weekends. Any action required on the complaint or grievance will be addressed within seven days of staff notification.

Resident Counseling

In compliance with National Accreditation Standards counseling or spiritual guidance assessments for any one or more residents shall and will be done at least a (1) one time a month basis and shall do so in accordance with confidentiality laws and standards.

DEPARTURE REQUIREMENTS

If at any time it is your decision to leave our facility in Georgetown, our policy is first to call your emergency contact or family member or both to inform them of your decision. If a family member or guardian cannot pick you up within 3 hours, a Mercy House Staff member will transport you to the Jackson Bus Terminal. **NO EXCEPTIONS OR VARIATIONS OF DESTINATION!!!**

If you leave the property at any time ***without consent of a staff member*** you will automatically be **DISCHARGED** from the program. You will also forfeit any money on your account along with any possessions you have at this facility. This option to leave this facility is inappropriate behavior and will not be tolerated and any possessions left will be considered a donation made to the ministry.

If you leave prior to graduation, any incentive money made while at Mercy House will also be forfeited.

Mercy House Teen Challenge - Georgetown, MS

STUDENT ACKNOWLEDGEMENT OF PROGRAM RULES

ACCEPTANCE AND AGREEMENT

STATEMENT – All Teen Challenge rules and guidelines are subject to deletion, suspension, modification or addition at any given time by approval of the Director or Director’s Assistant. These rules are set down as guidelines and are not a contract for graduation or continuation in the program. Graduation or dismissal from Teen Challenge is completely at the discretion of the Center, in conjunction with our purposes and goals.

WHEREAS – The signature below designates the student chooses to enter the Teen Challenge program and Teen Challenge has expressed a willingness to accept the student to assist in overcoming his or her life-controlling issues and to receive Christian discipleship through enrollment in it’s program.

NOW THEREFORE IT IS AGREED – By and between Teen Challenge and myself, in consideration of the potential help offered to me by the Program, that I acknowledge having read, understand and agree to the program rules and the above statements as a condition of my stay at Teen Challenge.

PLEASE PUT SIGNED COPY IN APPLICATION (ADMISSION) PACKAGE

Student Signature

Date

Staff Signature

Date