

Home of Hope Student Handbook

Teen Challenge of Arizona, Inc.





General Rules

Read the Home of Hope (HOH) Student Handbook routinely throughout the time in the program and be familiar with the contents. If you have questions or need assistance, ask the staff person on duty.

Phases of the HOH Program

Time is structured very closely at the beginning of the program. It is managed heavily by the staff at first and then progressively turned over to the student to manage her own schedule. Refer to the HOH Program Phases table for the description of the phases.

- Induction
- Training Level 1
- Training Level 2
- Re-entry
- Intern, Work Status
- Restoration

A student's promotion from one phase to the next is determined by staff evaluation of the student's progress and in the completion of the Teen Challenge curriculum.

The behaviors we expect of all students include but are not limited to:

- Cooperative
- Courteous
- Truthful
- Hard working
- Helpful
- Dress modestly and appropriate to the occasion
- Honest
- Teachable



Our Expectations of You Caring for Your Child

- Children must be clean and well attended.
- Children must be under adult supervision at all times.
- Mothers will appropriately discipline their children. Staff will assist the mother with discipline as needed. Screaming, yelling or hitting a child in anger is not appropriate. The HOH is legally mandated to report all suspected child abuse incidents.
- Children are eligible for passes with approved family members upon intake. Passes are arranged through the Student Services Office.
- Children will attend their designated Sunday school or nursery class during church services.
- Children will attend the HOH Christian Child Care Center. School age children attend Cottonwood Elementary school.
- Attend your child's school events such as open house, school plays or holiday programs and teacher meetings.

Living in a Community

Living in close quarters has a set of rules to keep everyone happy and respected.

- Respect each other's property. If it does not belong to you, do not take it or break it.
- Respect each other's personal space. Respect your roommate's side of the room.
- Do not share make up or other personal items.
- Hair dyeing is only to be done in the Beauty Shop.
- Conserve water and electricity.
- Be on time.
- Keep the noise down.
- Keep your area neat and tidy.
- Clean up after yourself and your child.
- Telephone calls are scheduled and are limited to 15 minutes. Bring phone cards to cover the cost of long distance calls.



Dress Code

Your personal attire should be appropriate to the occasion. You should also dress modestly wearing clothes that are attractive to your body size yet not too tight or too revealing. Clothes send a message. Make sure you are sending the right message.

Chapel – Casual dress, skirt and blouse or casual pants and shirt

Classrooms – Casual dress, skirt and blouse or casual pants and shirt

Work Call– Work clothes appropriate to assigned work

Chores – Work clothes

Sunday Morning Church - Casual dress, skirt and blouse, dress pants

Sunday PM and Wednesday- Capri's, pants or dress

Banquet – Banquet dresses, black dress shoes, neutral colored hosiery

Ministry Team – Black dress pants or capris, HOH shirt, and a long, black, tank top undershirt

Personal Belongings

- Space is limited. Be conservative in the amount of belongings you accumulate.
- Suitcases will be checked coming in and going out and after each pass.
- Each student may bring only two suitcases or one trunk and one suitcase per child.
- No personal cars, motorcycles or bicycles.
- No pets allowed.
- Abandoned belongings will be considered a donation to the HOH.
- Items brought to students by family must be checked in with HOH staff before taken to the student's room.
- Unannounced room checks will be done periodically by staff.
- Things not to bring to the HOH: radios/stereos/TVs, tobacco in any form, AA-NA-CA literature or books, mouth wash or other hygiene products containing alcohol, markers or highlighters with offensive odors, liquid white out, inappropriate clothing, alcohol, illegal drugs or paraphernalia,



secular books or magazines, photos of boyfriends or male acquaintances, pornography of any kind, cell phones and pagers, non-Christian music

Relationships

- Be kind and courteous to others even if they do not act that way to you.
- Address others with respect.
- Violence is never tolerated and may lead to dismissal.
- Homosexual behavior is never tolerated and may lead to dismissal.
- Do not develop new relationships with men. This year is to work on your own issues.

Personal Responsibility

Our hope for you during this year is to grow in the area of personal responsibility. We will assist you to keep your promises, be on time, admit when you are wrong, fix your own mistakes, take care of your assigned duties and become a productive and dependable person. Here are some behaviors we will expect from you this year:

- **Meals:** Attend all meals at the specified times. Notify a staff person if you are not well or will miss a meal because of an appointment. You may keep approved food items in your room for snacks. Do not waste food.
- **Family visit:** It is a requirement that you end relationships with any person who was a part of your addictive lifestyle. This includes all boyfriend and fiancée relationships. Visits from the positive family in your life starts after two weeks at the HOH. Sunday from 12:30 to 4:40pm is family visit day and your approved family members must call the HOH and let us know they are coming by Thursday to visit you on the following Sunday. Visitors may bring in lunch from an outside restaurant for the student. Family must stay in the designated visit areas.
- **Work Therapy:** Work therapy offers a variety of work experiences. Take advantage of the opportunity to learn something new and challenging such as computers, child care or retail.
- **Health:** Notify a staff member if you or your child is sick. Medical appointments are made through the Student Services office. Over the counter medications will be given per the manufacturer's label. Prescription medications will be given as per doctor's instructions. Sleeping pills, anti anxiety, anti depressants and narcotics are not part of the HOH program.



Narcotic exceptions are only made with staff evaluation of the student's immediate need.
(Example: tooth pain or surgery)

- Financial responsibilities: Sometimes students come into the HOH with accumulated debt. The student services office can assist to write letters to creditors and the courts, having debts deferred until a later time. Our expectation of each student is to carry their own weight financially in this program. We realize most do not have the means to pay \$1500 a month so here are a few ways to reach this financial goal:
 - Have friends and family members sponsor you monthly
 - Make craft items to sell in our Hopefully Yours Boutique
 - Participate in all fund raising events
- Time Management: You will eventually be in charge of scheduling all of your own personal responsibilities. Here are a few hints to get started:
 - Plan your schedule a week in advance. Use the weekly planner and work through your schedule with your life coach.
 - Schedule time for God, your child, your work, meals, counseling, household chores and personal time.
 - If you are sick, let your supervisor know.
 - If you have an appointment, discuss it with your supervisor in advance so your shift can be covered.
 - If you will be late, arrange for someone to pick up your child from child care.
- If you need help, ask. Home of Hope staff is committed to helping you. Tell us what you need and we will assist you to achieve your goals.
- Do your best. Change is unfamiliar and can be scary, even when it is a change for the better. Take one day at a time and give your best that day.
- Trust God: you came into this program knowing it was faith based. Sincerely get to know God and be amazed how your life will change for the better.



Home of Hope Program Phases						
Privileges	Induction (0-30 days)	Training 1 (Mos. 1-4)	Training 2 (Mos. 5-7)	Re-Entry (Mos. 8-12+)	Intern/Work Status	Restoration
Accountability partner	Yes	No	No	No	No	No after 30 days
Carry Cash on person	No	No	\$10	Yes	Yes	At 4 months
Carry personal ID	No	No	Yes	Yes	Yes	At 4 months
Cooking meals in room	No	No	No	No	Yes	No
Driving	No	No	No	Restricted	Yes	Yes after 5 months
Financial Life Coach	No	No	Yes	As needed	As needed	After three months
Image Consultant	No	No	Yes	As needed	As needed	After three months
Independent Classroom time	No	Yes	Yes	Yes	Yes	Yes after 30 days
Manage schedule	No	Life Coach assists	Yes	Yes	Yes	After 30 days
Ministry Team	No	Minimum of 1/mth	Minimum of 1/mth	Minimum of 1/mth	Discuss on interview	After 30 days
Monitor own mail	No	As needed	Yes	Yes	Yes	Evaluate after 30 days
Overnight passes	No	No	Yes	Yes	N/A	Evaluate after 3 months
Personal Phone calls are limited in number	1-2 a week after two weeks in program	1-2 per week	Scheduled Unlimited	Scheduled Unlimited	Unlimited	1-2/week, Evaluate after 30 days
Phone calls are monitored	Yes	As needed	No	No	No	Monitored, Evaluate after 30 days
Shopping	No	Staff approved	Assisted with transportation	Assisted as needed	Independent	Evaluate after 30 days
Student Schedules Counseling Time	No	Yes	Yes	Yes	N/A	Yes after 30 days
Sunday passes	No	No	With re-entry student	Yes	N/A	Evaluate after 30 days
Train in HOH Christian Child Care	No	Yes if requirements are met.	Yes if requirements are met.	Yes if requirements are met.	Discuss on interview	After 30 days if requirements are met
Use of Internet	No	No	No	With accountability	Yes	After 5 months with accountability
Work Therapy	20+ hours per week with HOH	20-40 hours per week with HOH	40 hours per week with HOH	Off site employment.	Discuss on interview	40 hours after 30 days