

# Home of Hope

Student Handbook  
Teen Challenge of Arizona, Inc.



# Home of Hope Student Handbook

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## **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**

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- 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 attend their designated Sunday school or nursery class during church services.
- Children 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.

## **Personal Hygiene**

- Each student is responsible for her own personal hygiene and for the hygiene of her children as applicable.

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- Hair is to be kept clean and neat. Students are not allowed to cut or style each other's hair, unless approved beforehand and only in the beauty shop.
- Shower daily. Use soaps, deodorant and light perfume. No heavy perfumes.
- Wear make-up and use it in moderation. Do not share make-up.

## **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 Experience– Work clothes appropriate to assigned area

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

All clothing is subject to staff approval. Students are required to adhere to the dress code at all times. Children must be appropriately dressed according to size and activity. Inappropriate clothing will be sent home or exchanged.

Examples of inappropriate clothing may be:

- Clothing that is too tight
- Low cut shirts or tops
- Skirts with hem too high or pulled up too high
- Skirts with front slits
- Shirts that fail to cover midriff when arms are raised
- Pants that are too low cut
- Thong panties
- Thong shoes are not to be worn to church
- Shear clothing
- Clothing must be worn to bed
- Strapless tops
- Sleeveless dresses or blouses less than 4 fingers wide at the shoulder
- Tank tops, spaghetti straps, unless layered
- Short shorts, tank tops, T-shirts or swimming suits are not appropriate attire except for specific activities.
- Dresses or skirts with slits above the knee



## 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 may be made 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. Bring complaints to the Dean of Women.
- 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. Boyfriend relationships are stopped upon entrance into the program. If unmarried, fathers of your children may be contacted for children related issues only. Contact with husbands who are in the TCAZ men's program is arranged through the Dean of Women's office. Unsafe husbands may be refused visitation/phone calls.

## Passes

- Training and re-entry students are eligible for passes after 5 months in the Home of Hope program
- Re-entry students may receive additional passes for re-entry activities as approved by SSO
- Passes will last from Friday at 0900 until Monday at 0900 or as approved by SSO
- The next pass will be issued no sooner than 6 weeks
- Students traveling long distances will receive two additional days for traveling.
- Pass request forms must be filled out completely and turned into the SSO at least two weeks prior to pass date

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- No personal passes will be issued in the months of November or December. Eligible students will receive a five-day Thanksgiving or Christmas pass, not both
- Passes may be denied as a disciplinary action for rule infractions
- Submit a pass request to the SSO two weeks prior to the date requested. Include the itinerary, reason for the pass and responsible family member.
- Remember the Home of Hope staff is available to students even while on pass. They can assist students with problems encountered while off campus. (Example: Fights with family, temptation to go back to past lifestyle, seeing old friends)
- During the home visit the student is expected to:
  - Take children on the pass—children are not permitted to remain at the center without their mother.
  - Follow your approved itinerary
  - Remain in the company of a responsible person
  - Attend Sunday School and Church on Sunday morning (and Sunday evening if still on pass)
  - Do not drive any type of motorized vehicle without prior approval.
  - Do not contact “old friends”
  - Do not attend activities that would violate HOH rules.
  - Be cooperative with those you are visiting.
  - The student is still under the guidelines of the program while on pass
  - The student is responsible for arranging transportation to and from the destination ( include on itinerary)
  - Be on time (within 15 minutes) when returning
  - Do not smoke, drink, or use drugs
  - No sexual contact except for married student and spouse.
  - Drug testing may occur after each pass
  - Belongings may be searched upon return.

## **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.

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Visitors may bring in lunch from an outside restaurant for the student. Family stay in the designated visiting areas.

- **Work Experience:** Home of Hope 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, life coaching, 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.

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- 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	Yes	No	No	No	No after 30 days
Carry Cash on person	No	No	\$10	Re-entry Project	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	No	As needed	As needed	After three months
Image Consultant	No	No	Yes	As needed	As needed	After three months
Independent Classroom time	No	No	Yes	Yes	Yes	Yes after 30 days
Manage schedule	No	No	Life Coach assists	Yes	Yes	After 30 days
Ministry Team	No	Yes	Yes	Yes	Discuss on interview	After 30 days
Monitor own mail	No	No	Yes	Yes	Yes	Evaluate after 90 days
Overnight passes	No	No	Yes	Yes	N/A	Evaluate after 3 months
Personal Phone calls are limited to 15 minutes.	1-2 a week after two weeks in program	1-2 per week	1-2 per week*	1-2 per week*	Unlimited	1-2/week, Evaluate after 90 days
Phone calls are monitored	Yes	Yes	No	No	No	Monitored, Evaluate after 90 days
Shopping	No	No	Approval needed	Approval needed	Yes	Evaluate after 90 days
Attends Life Coaching	Yes	Yes	Yes	Yes	As needed	Yes
Eligible for Sunday passes	No	No	Yes	Yes	N/A	Evaluate after 90 days
Train in HOH Christian Child Care	No	Yes	Yes	Yes	Discuss on interview	After 30 days
Use of Internet	No	No	No	With approval	Yes	No
WIC Folder	No	Yes	Yes	Yes	Yes	After 30 days
Work Experience	20+ hours per week with HOH	40 hours per week with HOH	40 hours per week with HOH	Re-entry Project	Discuss on interview	40 hours per week

\*Additional phone calls may be needed as a student progresses through program phases. Consult with staff. Additional phone calls will be granted according to schedule and availability.

\*\*Personal id cards: driver's license, social security cards and medical insurance cards