

Student Handbook 180 Ministries – Utah Women's Center Teen Challenge

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## Introduction

# Rules create a positive and safe environment...

Structure is necessary to accomplish the goals of 180 Ministries. Without rules, the environment of Teen Challenge would be like streets with no traffic laws; a place like that would be scary and dangerous. By minimizing negative input, and elements that might create temptation, rules can create a safe place to overcome addiction and face detrimental lifestyle choices.

No one can expect an effective lifestyle change to be as easy as, "Don't do drugs." The structures in place at 180 Ministries are built to help students adopt constructive behaviors that are continued after graduation from the program.

It is important for the development of self-worth that students set high personal standards. However, students are only responsible for themselves; students have no authority over other participants in the program.

Rules are important, but do not have the ability to change lives. Students must not allow the rules contained in this handbook to be the focus of their time at 180 Ministries; using these rules to shape a new lifestyle is ineffective and short-lived. 180 Ministries believes that personal transformation can only be accomplished internally, by the influence of the Holy Spirit, and through a relationship with Jesus Christ. As a student's relationship with God grows, spiritual strength in the inward woman will form a person of integrity and character, far surpassing outward conformity to written rules.

# Student Rights

- 1. You have the right to a humane and safe environment, free from abuse, neglect, and exploitation.
- 2. You will not be detained against your will.
- 3. You will be granted dignity and personal privacy.
- 4. You have the right to give informed consent to refuse treatment or medicine and be advised of the consequences of refusal.
- 5. You have the right to be informed of the treatment costs incurred and all third-party coverage, including any limitations in place for the duration of the services.
- 6. You have the right to a grievance procedure.

## **Rules of Conduct**

- 1. 1. Obedience to staff is required. Disrespect toward staff will not be tolerated.
- 2. Use of vapes, tobacco, drugs, and alcohol are prohibited in all forms. Nicotine free campus.
- 3. No street talk, slang, racist, and sexist references are to be used. This includes profanity. Talk of drugs or alcohol or glorifying speech of ungodly past lifestyles is prohibited.
- 4. A Participation in all program activities is required. Premature acquittal of a scheduled activity, or departure from the Teen Challenge building without permission, is considered equivalent to leaving the program. Schedule is subject to change.
- 5. Punctuality for all scheduled and announced activities is required, even when staff is not present.
- 6. G. Questions must be directed to the staff member on duty.
- 7. To not place one staff member in opposition to another. Do not take a question to more than one staff member in an attempt to receive a different answer.
- 8. Students must complete their own work, unless an appropriate staff member issues written permission.
- 9. 9. Flirtation, exchange of contact information or written notes with anyone outside the program is prohibited. Conversations with men are also prohibited. Casual greeting is acceptable.
- 10. 10. Scuffing, wrestling, punching, shadow boxing, or any other kind of rough physical behavior is prohibited.
- 11. 11. Stealing is prohibited. This includes taking property from fellow students without their approval; respect others' belongings.
- 12. 12. All reading material brought in from outside of Teen Challenge must be approved by the Academic Coordinated. Students may not subscribe to external literature. All audio and visual recordings (CDs, DVDs, blue-rays, etc.) brought to 180 Ministries must be approved by the Director.
- 13. 13. Students are only allowed to leave the premises when approved by staff and appropriately signed out. If a student steps foot off the property it will be considered leaving the program. 14. Students are prohibited from driving Teen Challenge vehicles without permission from the Director.
- 14. 15. Littering is prohibited. Trash is not to be left in vehicles; company vehicles are to be cleaned out within one hour of return. No food or drinks are allowed during transportation unless approved by staff.

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- 15. 16. Chewing gum is not allowed.
  - 17. When you have a need or question go to the staff on duty. Do not knock on the doors of an off duty staff unless there is an emergency.
  - 18. Students must be with approved accountability at all times while away from the center.
  - 19. When you have a need or question go to the staff on duty. Do not knock on the doors of an off duty staff unless there is an emergency.
  - 20. No self serving questions. Your question can pertain to obtaining clarity to a rule or directive.

# Leaving or Threatening to Leave Program

Do not discuss intentions to leave the program with other students. If staff is made aware of threats to leave the program, the student will be separated from the rest of the students until departure. Meals will be brought to the student.

Students still in the program are not allowed to talk to the student leaving or to take any of their belongings.

If a student then decides to stay, there will be a consequence. Their discipline will be determined by the Director. (i.e. desk, probation, work project, etc.)

Students who quit the program will be provided with boxes/bags for packing.

All belongings must be packed. If a student walks out of the program without their belongings, they have 48 hours to claim what was left on the premises. Any personal possessions left behind will be donated. 180 Ministries will repossess any borrowed items.

When a student is prepared to leave, we will:

- Take them to the bus station or to the airport in Salt Lake (if arrangements have been made).
- Take them to a local motel if they have made arrangements and payment beforehand.

If a student leaves the program without due process, legal documents will be mailed to the student's permanent address or next of kin.

# **Student Money Policies**

- 1. Student money will be deposited and locked in a safe place. Credit/Debit Cards are allowed but student must only use the card to take money out of ATM with staff present. ATM card will remain with staff.
- 2. Students will have access to money as needed.
- 3. Students may not have money in their possession for any reason that has not been approved by staff (doctor visits, outings, etc.).

When a student is allowed access to her money, she shall return change and receipts equaling that amount that was given to her.

- 4. It is recommended that student's personal account not exceed \$30.
- 5. Checks sent to students must be made out to 180 Ministries-Teen Challenge of the RM.
- 6. Students are not allowed to lend money to each other. Written permission from both students as well as staff approval is required when a student gives money to another student.

If a student has a need that cannot be fulfilled by 180 Ministries, they are encouraged to ask God to provide.

## House Rules

- 1. All student belongings will be searched upon arrival. Teen Challenge reserves the right to search student belongings at any time.
- 1. 2. Knock before entering staff offices. Enter only with permission.
- 2. 3. Chewing gum is not allowed.
- 3. 4. Immediately report facility or property damage to the staff.
- 4. 5. Students who receive/take medication at a time other than scheduled will be written up for irresponsibility.
- 5. 7. The following places are off limits without staff permission: offices, Furnace Room, pantries, Craft closet, freezers/refrigerators, other student dressers/belongings, all storage closets, and the Boutique.
- 6. 8. Only students assigned to kitchen duty are allowed in the kitchen (while working).
- 7. 9. The kitchen and dining room are off limits during evening quiet time.
- 8. 10. Food bank and donated items are off limits: students are not to take for personal use.
- 9. 11. Each student will be assigned specific days and times to do laundry. Do laundry only on designated days and times, unless staff permits otherwise. Do not touch other student or staff laundry unless given permission by staff.
- 10. 12. No communicating in any way during quiet time. Respect those who are reading, sleeping, or praying after quiet time. Quiet time is meant for winding down from the day.
- 11. Students are not permitted outside rooms after lights-out or before 6am on mon-wed, 7am Th-Sun.
  - Do not flush anything but toilet paper down toilets. No baby wipes or tampons.
    - 12. Only staff or designated student leader shall operate TVs.
    - 13. Please respect the living conditions of the house. Any damaged property will result in discipline and/or being charged for the damaged item.

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14. If you are on "Discipline" you have 30 mins to get back to your desk when we get back from anywhere.

## TV Rules

- 1. You may watch the news everyday except Saturday at 5pm.
- 2. You may watch nature documentaries, sports, Christian movie from DVD library only, or The Chosen from 2pm-6pm on Sundays.
- 3. Students may not operate the tv. Staff operates the tv.
- 4. On movie night students will rotate being able to pick a movie. Movie must be rated PG-13 or lower. NO R rated or TV-MA rated content is allowed.

## Dorm Rules

- 1. 1. Keep noise to a minimum.
- 2. Students are not allowed on the 2<sup>nd</sup> floor unless for emergency purposes.
- 3. 3. Hall restroom is for staff, volunteers, and guests only.
- 4. 4. Room Cleaning
  - a. Rooms are to be cleaned before devotions and remain in good order for the entire day.
  - b. Rooms will be inspected.
  - c. Rooms may be shown to a visitor at any time.
- 5. 5. Lights are to be turned off when rooms are empty. Windows must be closed when heat or air is
- 6. 6.Photographs of immediate family only. Nothing hung on the walls.
- 7. Vater is allowed in rooms in lidded containers. Place something under container to avoid water marks.
- 8. 8. All students must be in bed with lights out by scheduled lights-out time.
- 9. 9.Respect your roommates. Your roommates should have respect for each other and realize sometimes people need their space. Accommodate each in allowing each other alone time in the dorm. Common decency and respect in regard to student living is expected.
- 10. NO FOOD in Dorm.
- 11. Towel must be hung in designated spot.
- 12. All students must be in bed with lights out at scheduled time.
- 13. All students items must go in the dresser. The only thing on the dresser is the shower caddy and the basket. All items on the dresser must fit in the basket or shower caddy.
- 14. You are allowed 6 hanging items in the closet.
- 15. Dirty laundry must be in designated spot.
- 16. All students items must be in the dresser or in the storage tote under their bed.
- 17.

## Food and Kitchen Rules

- 1. 1. Food complaints are not permitted.
- 2. All food must be consumed in the dining room, excepting staff-approved special occasions.
- 3. Food and kitchen items are not to leave kitchen without staff permission.
- 4. 4. Food from meals may not be saved for later.
- 5. 5. Only kitchen crew allowed in the kitchen during food prep.
- 6. Kitchen workers and cooks are not allowed any special food privileges.
- 7. Only one trip through the food line is permitted unless given permission by staff.
- 7. Head cook is responsible for overseeing all kitchen crew and checking kitchen chores. Discipline will be given to head cook for not doing so.
- 8. When students are finished eating, they must scrape plates into trashcan, rinse dishes, and put in dishwasher.
- 9. You (2) cup limit in a mug the center provides, for coffee during breakfast each day. No coffee or caffeine for those who are on a discipline. Only 2 TBSPN creamer and 2 TBSPN sugar per cup.
- 10. 10. Refrain from visiting in the kitchen. Stay on task.
- 11. 11.All food items given to students by their family, or food brought to 180 Ministries by students themselves, is to be brought to the kitchen and distributed at staff's discretion.
- 12. Head cook may be in kitchen 2 hours before dinner, 1.5 hours before lunch, and in the morning to make coffee. Assistant cook can be in kitchen 1 hour before meals.
- 13. Open kitchen is on Friday movie night- during this time students are allowed to eat in the living room and must clean up after themselves before prayer/worship.
- 14. On Saturdays students may snack in the kitchen only between 3:30pm & 4:30pm. (Limited open Kitchen)
- 15. On Sundays students may snack in the kitchen only between 2pm-5:30pm. (Limited open kitchen)

# Class, Chapel, Prayer, Devotional & Counseling Policies

- 1. Be on time, even if the teacher is not present. If the teacher is late, begin studying or reading until she arrives.
- 2. 2. Restroom breaks will be given by the academic teacher.
- 3. 3. Do not get up and leave the chapel or class without permission.
- 4. 4. Classes are not over until dismissal.
- 5. S. Morning devotion time is for personal Bible reading. You may keep a personal journal.
- 6. Class time is for reading and homework pertaining to class only. No write-offs, reading or writing letters, reading of personal material.
- 7. 7. Talking is prohibited without staff permission.
- 8. 8. Do not pass notes between other students.
- 9. 9. Desks are to be kept in order. One picture of immediate family members and one trinket is allowed on your desk.
- 10. 10. Push chairs in before leaving class. No leaning backwards in chairs.

- 11. Talking, sleeping, or eating candy is not permitted during class and chapel. One water bottle is allowed.
- 12. You will be given a scheduled time to see your mentor weekly. It is your responsibility to be there at that time.
  - 13. You must ask permission to use the prayer room. The only music allowed is praise/worship music. If you are on discipline no music is allowed.
  - 14. No getting up during devotions.
  - 15. Prayer/worship time is for individual and group prayer. This is not a time to discuss problems. You may sit, stand or kneel.

### Church Policies

- 1. Talking, reading, sleeping, and candy are not permitted during church services.
- 2. Students must stay with the group or a staff assigned accountability person.
- 3. Walking around and talking without permission is prohibited.
- 4. 4. Flirtation, exchange of contact information or written notes with anyone outside the program is prohibited. Conversations with men are also prohibited. Casual greeting is acceptable.
- 5. Use the restroom before or after church. Restroom use during services is prohibited, unless due to an emergency.
- 6. Controversial questions shall be brought respectfully to the 180 Ministries staff after church.
- 7. All literature, including magazines, and CDs, that are given to students shall be submitted to 180 Ministries staff for the use of all. Do not pick up, accept, or request any church literature. Submit all requests to 180 Ministries staff.
  - 8. Be ready to leave when staff is ready. Follow the instructions of the staff on duty.
  - 9. Do not fill out visitor card information. Prayer request is ok do not include contact information.
  - 10. Sit together where designated by the staff and stay with the group.
- 11. When relatives visit for church services you may sit with them near the group. If you are off your 30 day black out period.
- 12. Follow instructions of staff on duty.
- 13. Public sharing of testimony must be cleared by staff on duty.
- 14. You must stay with the group at all times.
- 15. No talking during church. You may write down anything that you feel God has put on your heart and share at an appropriate time.

# Work Expectation Policies

- 1. When a student is designated to oversee a job, it is her responsibility to ensure that the job is completed as assigned, that all tools are collected before and after the job, and that the job site is cleaned.
- 2. Breaks are only to be taken with the permission of the staff on duty.

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- 3. Students must continue working until instructed to stop. Students are to report all completed jobs to staff on duty to receive further instructions.
- 4. Students will be evaluated on job performance. Diligence and hard work are required. Discipline will be given for poor or irresponsible work.
- 5. Only the cook and students designated by staff shall pick up or collect donated food. Do not ask for items intended for personal use.
- 6. When doing work outside, nice shirts or t-shirts can be worn. Tank tops of appropriate strap width are permitted at work and outside during sports.
- 7. Times of no talking will be given by the work project manager. Violation of this time of silent working will result in discipline.

## Car and Van Rules

- 1. NO eating or drinking in the 180 vehicles except water from your water bottle.
- 2. You must take all of your belongings with you and leave nothing in the vehicles.

# **Dress and Appearance Policies**

#### General

- 1. 1. Hair must be combed and neat.
- 2. 2. Changes in hair color require approval of Director prior to change.
- 3. Acceptable body piercing jewelry is limited to 2 modest earrings per ear (or at the discretion of the Director). There should be no new piercings or tattoos while in the program.
- 4. 4.Clothes must be neat and clean; no holes, tears, fading, stains, or missing buttons.
- 5. Inappropriate graphic t-shirts are prohibited (secular and T.V. images, rock bands, alcohol, etc.). 6. Sunglasses, hats, and caps are not to be worn inside the building.
- 6. 7. Blouse straps must be at least 1 1/2 inches wide.
- 7. 8. Panties and bras must be worn; no exposed bra straps.
- 8. 9.No hats, hoods, or bandanas are to be worn inside.
- 9. 10.No exposed cleavage.
- 10. 11.Dress should be modest and is at the discretion of the staff on duty.
- 11. 12.Leggings and jeggings may only be worn underneath a shirt or dress that covers the thigh and buttocks.
- 13. Shorts and skirts must be of appropriate length. Buttocks must be fully covered when bending over.
- 12. Remember, you are the bride of Christ; your clothing should reflect this.

## After Dinner and Recreation

- 1. Warm-ups and sweats are allowed if they are neat, modest, and untorn.
- 2. You may wear sweats outside of your room after activities of the day are complete.
- 3. Shoes, sandals, or slippers with soles are allowed.

#### Church Services

- 1. Dress clothes and appropriate shoes are required. Jeans are considered appropriate church attire.
- 2. No flip flops

## Personal Hygiene

- 1. A neat, clean appearance is required.
- 2. Shower time is limited to 10 minutes.
- 3. Nail polish and remover may be used only on hard surfaces that can be cleaned.
- 4. You must shower daily and have clean hair.
- 5. You must wear deodorant daily.
- 6. Do not leave hygiene items in the bathroom they will be disposed of.

## Intake Grace Period

A student that is withdrawing will be on a grace period that is under the discretion of the Director.

# Physical Health Policies

- 1. Students with ongoing medical needs must report them to the Director before entering the program; in this event, an effective medical plan will be implemented to meet medical requirements.
- 2. Students who develop physical problems while in the program must report them to staff immediately.
- 3. Students are always encouraged to request prayer for illness (according to James 5:14).
- 4. 4. Doctor's appointments are to be scheduled by submitting a request form.
- 5. Staff will accompany students to doctor's appointments, remaining with them throughout the entire visit.
- 6. All prescribed medication will be locked in the Med Room for appropriate distribution. It is the responsibility of the student to take prescribed medicine at designated times.
- 7. Students in need of dental work must attain funding prior to scheduling an appointment, unless in need of emergency attention.
- 8. Students who are sick need to report to staff on duty. Staff will evaluate the student's health and make a decision. If the student is too sick to participate in the daily programs, she must remain in her room for the remainder of the day. An appropriate meal will be brought by staff.
- 9. Students suffering from long-term physical ailment requiring frequent doctor visits or an extensive healing process, which interferes with the program participation are required to return home for recovery. A student may apply for reentry once her health has improved.
- 10. Teen Challenge does not discriminate against those who are HIV positive in its admission procedures. Because IV users can be infected with the HIV virus, there may be one or more students in the program who are HIV positive. The center does not require students who are HIV positive to notify other students in the program.
- 11. Any form of heartburn medication aside from TUMS must be approved by the intake coordinator.
- 12. Students shall be responsible for any medical bills incurred while in the program. Students that do not have the financial means will be taken to county medical facility.
- 13. Students who wake up not feeling well must get up and prepare for the day. If after being up for 30 minutes a student feels that she is too ill to participate in the program, she will request permission to remain in bed for the day from the staff. The staff will evaluate the students' situation and make a decision. Students who go to bed must stay in bed the entire day. Meals will be provided. Do not ask for anything in specific and Bible reading only.
- 14. Med call is 30 minutes after breakfast and 30 min after dinner. Do not ask.

# Student Legal Event Policies

## **Legal Obligations**

- 1. Students with legal obligations are required to receive permission from the proper authorities before entering the program.
- 2. Students must inform the Director of any probation, parole, or court requirements.
- 3. A student who is required to make court appearances shall complete the Personal Studies for New Christians Project 303, entitled "Go See the Judge."
- 4. 4. Students are not allowed court appearances for personal matters unless subpoenaed.

### Legal Assistance

- 1. 1. Legal services are not provided through Teen Challenge.
- 2. When necessary, the Director will assist students in procuring legal aid. 180 Ministries may refuse to aid the student in obtaining legal assistance when, in the judgment of the Director, the provision of legal assistance will have an adverse effect on the program.
- 3. 2. All legal assistance costs will be borne by the student.
- 3. Teen Challenge is not responsible for legal repercussions that may occur if a student is dismissed or drops out of the program.

# Student Privileges by Month(\*Upon approval of director based on progress of student)

Month 1: New Arrivals - Students are on a 30 blackout period. Family may not sit in attendance at church and no phone calls, unless it is previously arranged with the director with minor children.

### Month 2-4:

One 30 minute phone call a week. - approved immediate family

Letter writing approved family member and pastor.

6 visits bi-weekly \*\*must complete 14 Induction group studies to move to the next level

#### Month 5 & 6:

One 30 minute phone call a week. - approved immediate family

Letter writing approved family member and pastor.

4 visits bi-weekly

1 day pass per month with approved accountability (a pass replaces a visit)

#### Month 7 & 8:

One 30 minute phone call a week. - approved immediate family

Letter writing approved family member and pastor.

4 visits bi-weekly

2 weekend passes with approved accountability (a pass replaces a visit)

### Month 9 & 10:

Two 30 minute phone calls a week - as approved

Letter writing as approved

4 visits (bi weekly)

2 weekend passes with approved accountability

#### Months 11 & 12:

Two 30 minute phone calls

Letter writing as approved

One 7 day pass with approved accountability

2 Individual day passes on the weekend @ free time (this pass is to be taken alone for 1-3 hours)

# Student Privileges by Item

#### Mail

- 1. In months 2-9, students are permitted to write and receive letters from immediate family and mentor approved individuals. This recipient list is expanded in month 9.
- 2. All incoming and outgoing mail and packages are subject to be checked by staff.
- 3. Mail will be distributed by staff at a designated day and time. Do not ask for mail.

#### **Phone Calls**

- 1. Student must submit a request form for their weekly call.
- 2. Once call is approved. Student must keep track of when their call is and ask staff for their call with their approved form. Phone calls can be scheduled daily after dinner but before prayer and worship OR Sunday during visitation time.
- 3. Calls will be timed. If the student is not compliant, the student could lose their next call or receive discipline.
- 4. If an outgoing call is unanswered, the student may call another approved number or keep trying for 5 minutes.

### **Visits**

- 1. Students must submit a Visit Request Form.
- 2. All visits must be approved by the mentor and Director and take place on Sundays between
- 3. Family members are not allowed in the dorm area without on duty staff approval.

### **Day and Weekend Passes**

- 1. Students must submit a Pass Request Form. Include requested pass location.
- 2. All passes must be approved by their mentor and Director at least 3 days in advance.
- 3. Departure must be approved with staff on duty. Guest transporting student must check in with staff and check student out.
- 4. Program rules continue to apply while student is away from 180 Ministries.
- 5. Students must remain with their approved accountability.
- 6. Students must attend regular Sunday services and submit service bulletin and sermon notes.
- 7. Contact with anyone associated with student's former lifestyle is prohibited.
- 8. Students must be cooperative with approved host.
- 9. Students are responsible to arrange transportation to and from their pass destination.
- 10. Students must return to 180 Ministries on time. If complications inhibit your timely return, call the center.
- 11. Report to staff upon return before returning to dorm. All bags must be inspected and a drug test may be administered upon arrival.
- 12. A written account of pass events must be recorded on the back of the Pass Request Form and returned to staff.

# **Discipline Policy**

Students agree to abide by the Teen Challenge Rules and Policies when they enter the Teen Challenge program. Discipline policies apply to those students who violate the Rules and Policies. Program rule violations will result in a write-up. A staff member may give a violation notice after thoughtful consideration of the situation. When a notice is issued, the staff will:

- 1. Make sure that both parties sign the notice. Submit to Assistant Director and inform mentor of the write up.
- 2. An appropriate disciplinary action will be given, along with scriptural teaching.

Continued violation of the Teen Challenge Rules and Policies or general policy violations that may require dismissal will be reported to the Director by staff. The Disciplinarian and director will decide appropriate discipline. The discipline shall be administered in a just and equitable manner. Disciplinary action may include:

- 1. Loss of privileges (see Student Privileges).
- 2. A "pause" may be issued. During a pause, students may not progress through the program.
- 3. Designated "word fast" period.
- 4. Work detail may be assigned during free time. A student may not have free time until the assigned work detail is completed satisfactorily and approved by designated staff.
- 5. Special assignments may be delegated by staff and shall be completed during a student's free time. A student may not have free time until the assignment has been completed satisfactorily and approved by designated staff.
- 6. Write offs which include the character quality and verse for the lesson being taught.
- 7. Unsatisfactory completion of class assignments or failure to complete required curriculum within the allotted time may result in educational restrictions. A student under academic restriction is subject to loss of student privileges until the required curriculum has been completed and instructor-approved.
- 8. Student dismissal may result from any of the following actions.
  - a. Continued disobedience of rules and policies.
  - b. No sign of positive change or personal growth.
  - c. Rebellious conduct.
  - d. Unteachable attitude toward staff/program.
  - e. Possession or use of tobacco, alcohol, or drugs in any form.
  - f. Discussion of program withdrawal with other students about leaving the program.
  - g. Refusal to participate in program activities.
  - h. Starting or spreading dissention within the program.
  - i. Sexual relations with other students, staff, or unapproved individuals.
- 9. Immediate student dismissal may result from any of the following program violations.

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- a. Threats of bodily harm.
- b. Physical violence.
- c. Abusive behavior.
- d. Sexual misconduct, abuse, or harassment.
- e. Deliberate destruction of facility equipment/property.
- 10. Discipline will not involve any of the following actions.
  - a. Harsh, cruel, or excessive discipline.
  - b. Any act or threat of physical punishment.
  - c. A student shall not be detained against her will.

# **Student Grievance Policy**

- 1. If a student has a grievance with another student, they must first read Matthew 18:15-20 and Galatians 6:1, and prayerfully consider the situation.
- 2. Students must speak with the other student alone, carefully following the instructions for dealing with conflict below.
  - a. Find a private area to talk.
  - b. Pray together first.
  - c. Discuss the situation in a conversational tone. Don't raise your voice.
  - d. Explain your problem/concern clearly.
  - e. Listen and understand the other student's perspective.
  - f. Repeat back what you believe the other person is saying to you until both parties have an accurate understanding what the other is trying to say.
  - g. Both students should recognize their own responsibility in the matter, act in accordance.
  - h. When both individuals feel that the situation is resolved, they should pray for one another, committing personal weaknesses and peer relationships to the Lord.
- 3. If the situation is not resolved by following the steps detailed above, a mediator should become involved.
- 4. If the situation remains unresolved, the Director must be informed. The Director will meet with the two students and their mentors to resolve the grievance.

### **Confrontation Policy**

The Student Grievance Policy should be used to confront fellow students in violation of a termination policy.

Below is a list of exceptions to the Student Grievance Policy; these violations must be reported immediately to the staff on duty. If it is discovered that another student was aware of one of the following and did not report the fellow student in violation, they will be considered an accomplice and will be evaluated for disciplinary action.

- 1. Use of any form of tobacco.
- 2. Use of any form of alcohol or drugs.
- 3. Physical threats.
- 4. Physical violence.
- 5. Abusive behavior.
- 6. Sexual misconduct, abuse, or harassment.
- 7. Willful destruction of facility equipment or property.