

# Transformation Living Center

## Student Handbook

November 2016



- **Bringing men out of destructive lifestyles, through the transforming power of Jesus Christ**
- **Emphasizing Biblical discipleship**
- **A solid work ethic**
- **Skills Training**

**256942 E. County Rd. 49  
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# Transformation Living Center Student Handbook

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## Introduction and Purpose

The purpose of TLC is to reach out to, love, and disciple adult men; who use life-controlling substances, or have life-controlling problems. In order for any student to be successful in our program, he must first be willing to allow God a chance to help him, and then subsequently submit to the aid of TLC staff and TLC program structure.

An integral part of the program involves the elimination of former lifestyles. To that end, the following rules and regulations have been developed to help the student eliminate some of these former areas of temptation and difficulty. They are also designed to teach the student self-discipline, and are valuable tools for living with others in peace and harmony. This handbook was prepared for those contemplating entrance into the TLC program, and for those who wish to become students. After reading it, you will then be able to decide if you are ready to take that step.

TLC is not the right choice for everyone! Only those who are genuinely sick and tired of the way they are living, and **DETERMINED** to pursue a deep personal relationship with Jesus Christ should apply for enrollment.

TLC is a drug-free recovery program. Our method of withdrawal is “cold-turkey” without medication.

We require a pre-induction detoxification program for those with severe physical addictions.

The rules at TLC are strict, as you will see. These rules are not set to make you miserable; rather, they are designed for your protection and growth. Most students come to TLC because they have been unable to handle the pressures of living a responsible life in a sinful world. These rules are intended to provide the structure for our students to find freedom from a variety of bondages, through developing a relationship with Jesus Christ. If this is what you want, then TLC is for you!

## Program Syllabus

TLC students advance through program phases, each allowing for additional levels of responsibility and privileges. Promotion to the next level is at the discretion of the program director and not necessarily automatic.

**I. Adjustment Period:** The first two weeks in the program (the first four weeks for any returning student).

**II. Induction Phase:** (the first four months). This period includes the two week Adjustment period. During this phase the student will go to class in the morning. Here they will work on Group Studies for New Christians. After lunch the student will work until 5:00 P.M.

**III. Training Phase:** (fifth through tenth month) During this six month period of the program the student will have a scheduled work time and start on advanced discipleship studies.

**IV. Transition Phase:** (months eleven through thirteen). During this three month phase the student will take on responsibilities serving as an intern, working directly with certain aspects of the TLC program. During this time the student will have free time in the evenings if class work is completed.

**V. Re-entry:** Having successfully completed the previous phases of the program, the student then must “successfully” walk with the Lord for six months away from the TLC center or be involved in an ELP program to qualify for graduation from the program. During this time the student must maintain a good relationship with a local church. Evaluations from the pastor will be required for the student to qualify for graduation.

## **Concerning Program Phases**

1. Remember promotion is not automatic. All students will be evaluated regularly concerning their commitment, cooperation and sincerity. These evaluations will be used in determining if and when a student is promoted. The decision of the program director will be final.
2. There is only one graduation ceremony per year, it will be held in either July or August.
3. The time for a student to complete the program on campus is approximately 13 months.
4. The program is subject to revision.
5. The time a student is in the adjustment period, (first 14 days), is considered, “Dead Time,” or time not adding to the accrued 13 month program period.
6. There are special guidelines for the transition phase that are not in this handbook.
7. UNLESS MARRIED, THERE WILL NOT BE SPECIAL RELATIONSHIPS WITH MEMBERS OF THE OPPOSITE SEX. This next thirteen months will be a unique opportunity to focus on your relationship with the Lord.

**If you cannot maintain a purely casual friendship, your privilege to talk to girls WILL be taken away.**

**SPECIAL NOTE:** In accordance with John 4: 16-18 TLC does not recognize Common Law Marriage.

**TLC IS A CHRISTIAN ORGANIZATION FOUNDED UPON BIBLICAL PRINCIPLES. OUR STAFF AND STUDENTS ARE GUARANTEED AN ENVIRONMENT FREE OF EMOTIONAL, SEXUAL, AND PHYSICAL ABUSE OF ANY TYPE.**

## **PRIVILEGE LEVELS**

**Students at TLC** also obtain Privilege Levels that correspond with their program phases. These privilege levels are earned through various means, but are generally dependent upon the student’s behavior and trustworthiness. Levels will be given at the director’s discretion.

### **D Privilege**

1. Adjustment period and “Dead time”
2. No weight room admittance.
3. No visits, mail, or phone calls (except those of a legal nature).
4. Kitchen duty all month.
5. May only carry \$5 in cash for personal use. NO cash is allowed during the adjustment period.
6. No woodworking or shop privileges.
7. No public ministry during adjustment period.
8. Students on **D** privilege for 3 months incur the possibility of suspension or dismissal.

### **C Privilege**

1. 4 visits a month. These are “In-Visits” only.
2. Must do devotions in the living room or common areas.
3. May use weight room with permission and accountability.
4. 2 outgoing calls per week (20 min. each).
5. May carry \$10 in cash for personal use.

### **B Privilege**

1. Eligible for all “C” privileges listed above.
2. Eligible for ministry on TLC ministry presentation.
3. 4 In-visits per month. (See visits for hours)
4. May carry \$15 cash for personal use.
5. May take devotions and quiet time in room.
6. 3 outgoing calls a week (20 min ea)

### **A Privilege**

1. Eligible for all “B” level privileges listed above.
2. May carry \$20 in cash for personal use.
3. May work on personal projects in shop with approval by Exec. Director, Assist. Director, & Work Coordinator
4. May take quiet time on porch.
5. May take morning devotions in approved areas.
6. 4 In-visits per month (See visits for hours)
7. 4 outgoing calls a week (20 min ea)
8. Students in the transition phase may apply for a one evening pass with his wife.

## **Regarding Privilege Levels**

1. Students move up one level at a time. Promotion and evaluation time will be around the 3<sup>rd</sup> Monday of the month.
2. Students begin at “C” level after adjustment period. After being in TLC for one full month, the student may qualify for “B” level privileges, and only at the next promotion time.
3. Demotion to a lower level may happen mid-month as required.
4. You must have a valid fishing license and be with a staff approved chaperone when fishing off property.

## **RULES AND REGULATIONS**

Everyone entering the TLC program will be subject to a complete search of person and possessions, in order to eliminate any forbidden items. We also reserve the right to check anyone’s person or possessions at any time while in the program. The student’s wallet, cards and money will be held in an account.

### **Forbidden Items**

- ◆ No letters, postcards, or pictures of or from anyone who does not meet the requirements of the “contact list”
- ◆ **No alcohol, drugs, drug paraphernalia (prescription medications must be approved).**
- ◆ No candles, or incense

- ◆ T-shirts bearing worldly sayings or advertisements inconsistent with the philosophy of TLC
- ◆ Knives or weapons of any kind.
- ◆ Non-Christian literature, including magazines and books Christian books must be approved by the Director.
- ◆ Cars, motorcycles, bicycles or skateboards
- ◆ Nothing related to the occult (witchcraft, astrology, etc.)
- ◆ Only selected Christian music will be allowed.
- ◆ **No Tobacco products of any kind.**

**Note:** Christian music media that has been approved by the director may be used. This applies to music only. CD's may not be burned copies and are to be listened to on personal media devices only!

**Warning:** It is up to the discretion of the staff to dispose of any of the above items, if they are carried into the TLC program.

## **7 Major Rules You Don't Want to Break**

1. No talking back or arguing with staff; no displays of temper or rebellion.
2. Do not talk to other students about dropping out of the program.
3. No talking about street life, the opposite sex, drugs or bragging about past lifestyles.
4. No talking to students about suicide, and no attempting suicide.
5. No leaving the property unless accompanied by staff member, or approved chaperone.
6. Students may not counsel other students.
7. No negative talking about staff or the program.

**Breaking One of These 7 Rules Will Result In Discipline and Could Be Grounds For Dismissal.**

## General Rules

1. No possession of “forbidden items” previously listed.
2. No profane or loose language.
3. No talking about street life, drugs, or reminiscing about past sinful pleasures.
4. No leaving the property unless accompanied by staff.
5. No back talk or arguing with staff.
6. No physical or verbal abuse of staff or fellow students.
7. No singing or playing of secular music.
8. No fighting.
9. No name calling.
10. No grumbling or complaining.
11. No stealing (taking other’s property w/o permission).
12. Do not grab, handle, or pickup children of staff or visitors without permission.
13. No contact with staff pets without permission.
14. All reading material will be checked out and approved by Director before the student may have it.
15. Do not abuse or damage TLC property.
16. Remember the “Golden Rule”.....Do unto others as you would have them do to you.
17. No horse-play.
18. You may not be on welfare other than approved snap cards while in the TLC program.
19. Students are not permitted to buy things for or from staff.
20. Alarm clocks must not be set to go off before 6:00 a.m. Loud alarms will not be permitted.
21. Students may not move furniture or other items in the building without permission from staff.
22. Be sensitive to the feelings of others and **Communicate!**
23. When listening to personal electronic devices do so with earphones only.

## Rules Governing Various Activities

**Note:** You will be expected to be on time for all activities. One good way to insure this is to be **early**. Attentiveness, cooperation, and participation will be expected at all times. You will not be allowed to leave in the middle of the activities for any reason. In case of illness, notify staff member in charge. Sloppy dress and sloppy grooming are never in order. **Musical Instruments:** students must have permission from staff member on duty. Instruments must not be played after 9:00 p.m. or before 9 a.m.

## Off Limits

The following areas are off limits without staff permission:

- ◆ Offices area and office equipment
- ◆ Staff apartments, houses, or rooms
- ◆ Television, DVD and computers
- ◆ Workshop, tools and tool area
- ◆ Vehicles
- ◆ Kitchen, (this includes the refrigerator/freezer)
- ◆ Pantry
- ◆ Clothes Closet
- ◆ Storage Areas
- ◆ Telephones
- ◆ Class room equipment
- ◆ TLC grounds: you are allowed in designated areas only (see map for reference).

## Mail, Phone Calls, Visits & Passes

All mail, phone calls, visits, passes are subject to staff approval at all times. Privileges are at the discretion of the staff. Any of these may be withheld if behavior warrants discipline. In addition, any relationship that proves detrimental to the student may be terminated by the decision of the staff.

### **Mail**

- ◆ A staff member must approve all mail coming in and out.
- ◆ All mail may be opened in by the staff in front of the student, and will be checked for anything that might affect the welfare of the student.
- ◆ A student may write or receive as many letters as desired; however the student will supply their own stamps.
- ◆ All incoming mail will be handed out by the staff.
- ◆ Students are not allowed to sign for mail or packages
- ◆ All mail in and out, **Must have a name and a return address printed in the upper left hand corner.**

*Mailing address: Transformation Living Center, 256942 E. County Rd. 49, Fairview, OK 73737*

### **Phone Calls**

The number of calls allowed is according to the following privilege levels.

#### **D: No phone calls**

**C:** Two outgoing calls a week.

**B:** Three outgoing calls per week.

**A:** Four outgoing calls per week.

All calls are limited to 20 minutes. It is your responsibility to set timer and end call on or before time. **If you stretch one you lose one!** Married students are allowed only two incoming calls per day from his wife. These two calls will count against the number of available calls the student has allowed to them. If a married student is having problems at home and needs more phone time with his wife he should notify staff and arrange to make calls in the office. This will help eliminate congestion at phone time.

**Note:** a phone call does not excuse you from where you are supposed to be. Last incoming or outgoing calls are to be made or received by 9:15 p.m. Monday—Sunday.

### **Phone Hours**

Friday 5:00pm – 7:00pm, 8:00pm – 9:00pm

Saturday 12:00 noon – 7:00pm

Sunday 2:0pm – 5:00pm

### **Photos**

All photos in your possession must be approved and initialed by the Exec. or Assist. Director.

## **Adjustment period**

The first two weeks of the program will be an adjustment period for all students. This is to help make your transition into the program as easy as possible, by eliminating outside distractions. During this time you will not be able to make or receive phone calls. No visits allowed during this time. You may make one 5 minute phone call within the first 24 hours, in order to take care of needed business. At the end of this adjustment period, the student will be evaluated by staff, concerning commitment, sincerity, and cooperation. At that time a decision will be made whether the student will remain in the program.

## **Visits**

- ◆ During any visit you are subject to TLC rules.
- ◆ After the Adjustment Period, you may qualify for an “In-visit”
- ◆ Visiting hours are from 1:00 p.m. to 6:00 p.m. Saturday and 2:00pm to 5:00 pm Sunday.
- ◆ You may receive: candy, cookies, ready-to-eat popcorn, nuts (without shells), and chips from visitors. Everything must be shared with the entire student body.
- ◆ All money received from visitors, must be turned in to the staff immediately to be put into your student account. Any money received will first go toward the monthly dues before being available for student personal expenses.
- ◆ A staff member must check all items given to you during a visit, as soon as you return to the center. Unapproved items will not be allowed.
- ◆ If two or more visitors come on the same day, they will count as one visit.

## **Number of Visits**

The number of visits is determined by your privilege level. See privilege levels section for details.

## **In Visits**

If your visitors would like to see the campus (including your dorm room), tours will be provided by the staff members on duty. You may visit in the Great Room, the Dining Room, and some outside areas by staff approval. You will not be allowed to leave the center on an “in-visit”.

## **Church Visits**

Your parents, spouse, and children may be allowed to go to church with you when they are visiting. You can sit with them in the same area as the rest of the students.

## **Students/Children**

After the Adjustment Period, with staff approval and eligibility, students who have children may be allowed to have a visit each week with the children. Three of these visits must be on campus and one may be off campus.

## **Out Visits/Passes**

- ◆ When eligible, you may apply to go on weekend passes with approved volunteers, staff, or family members.
- ◆ Phone calls are not to be made while away from the center; unless pre-approved by the staff. Or, are absolutely necessary. **You are still subject to all TLC rules while on a visit!**
- ◆ You must be on time. **Do not be late!**
- ◆ Remember, alcohol, drugs, questionable literature, and tobacco products are forbidden

- ◆ You may attend theaters only by the permission of your advisor (Director).
- ◆ You must stay in Fairview on your Out Visit.

## **Dorm Rooms & Rules**

### **Dorm Rooms**

- ◆ Each student will be assigned a bed, dresser and part of a closet. There will be no changes unless approved by staff.
- ◆ Because of limited space, students need to carefully select items to be brought to TLC. Accumulation of items while at TLC will be limited.
- ◆ Student's rooms are private. Students are not permitted to visit other student's rooms without the permission of the staff. This includes standing in the doorway and chatting. No part of your body may cross the threshold of the doorway.
- ◆ Everyone is expected to take care of his clothes and personal belongings, keeping everything put away.
- ◆ Leave shower and sink clean when finished.
- ◆ There will be nothing pinned, taped or tacked to the walls without staff permission. No writing on the walls or woodwork. Items must be approved and initialed by a staff member before they are displayed.
- ◆ Students must keep their area of the room neat at all times, beds made, floors clean, etc.
- ◆ Students may not use the bathroom for the first 30 minutes after lights out.

### **Dorm Rules**

Rooms must be kept looking respectable at all times. Inspections will be made without notice. Violations may result in re-assignment of quarters.

1. Turn off lights, water faucets, and fans when not in use. Conserve wherever possible.
2. Clean up after yourself when using the sink or combing your hair in the bathroom.
3. Don't use other people's belongings without permission!
4. Maximum effort must be made to get along with the other students.
5. Games must always be put away after use. It will be your responsibility to keep the whole dorm area, living room and great room neat and free from any clutter.
6. Games and music may only be played at designated times and by those who have earned the privilege.
7. You are not to add or subtract pieces of furniture and or decorations to your room, without permission from the director.
8. Remember to close your curtains prior to undressing, if in view of the window.  
No personal property is to be sold or traded.
9. If a student's snoring is bothering you, go to his doorway, call his name, and ask him to turn over. ***Do no touch the person or enter his room!***

## **Dress Appearance**

Dress code applies at all times while the student is in the program. This includes during visits, passes, etc. Modesty is a must. No tight fitting clothes will be permitted.

1. Hair must be combed for all meals and activities.

2. Half-shirts and fishnet shirts are not allowed.
  3. Sunglasses are not to be worn inside.
  4. Do not wear the following to classes or Chapel, (morning Chapels before work in the summer months do not apply): ragged shirts, work shirts, tank tops, dirty clothes.
  5. If you lack any needed articles of clothing or toiletries, see your counselor. TLC will strive to meet these needs as God supplies the means. Students are asked to take only what they need.
  6. Anytime students are not in their rooms with the doors closed, they must be dressed neatly with shirts tucked in, and they must have footwear.
  7. Shorts, jeans or slacks are required when you are out of your room.
  8. Shorts must be half the distance from the bottom of the buttocks to the knee or longer. No spandex tights will be allowed.
  9. Hair will be kept above the top of the ear. Haircuts will be provided when the staff deems it is necessary. If the student has money and wants to pay for his own hair cut, it may be done on an "out visit". If no "out visit" is available, he may apply to his counselor to have it cut in town.
  10. Beards will not be allowed. Sideburns must be no longer than the bottom of the ear. Mustaches must be well trimmed.
  11. Shirts are to be buttoned and the shirttails with tapered tails will be tucked in.
  12. Shirts must be worn at all times and are to be buttoned.
  13. Shoes and socks or sandals, must be worn at all times.
  14. Men must shave each morning.
  15. Head coverings are not to be worn inside.
- Note: If a staff objects to your attire you must comply without question.

## **Clothes Closet**

Any student needing items of clothing may make a request in writing. Clothing items may be limited, due to limited closet space. All donations given to TLC, will be checked through, sorted, and put away by the staff only. Clothes returned to the Clothes Closet must be checked and cleaned.

## **Schedule**

### **Wake Up**

You are responsible for setting your alarm for the required wake up time. Failure to be up on time will result in discipline.

You must shower at least once a day. This may be done in the evening or in the morning. There is a 5 minute time limit.

You must make your bed and straighten your room before breakfast. Failure to do so will cause you to miss breakfast. Special regard must be given to those still sleeping or having personal devotions. Please do not yell, sing loudly, or play instruments before 9 a.m. Please respect the schedules of the staff.

### **Devotions**

This is a time set aside for prayerful reading of God's Word. A staff member will show you what is required. Remember to bring your Bible, paper, and a pencil or pen. Dig in and get all you can from this time, and above all, remember to make your devotions personal!

### **Praise and Worship**

We pray, sing, and praise and worship the Lord, along with other rewarding activities. Enter in

and worship. The Lord is worthy of our praise, and we benefit from giving praise too.

## **Classes**

On Monday through Thursday, we have Bible classes. Each one is geared to helping you live a consistent, fulfilling life, according to God's standards. Part of the time you will be in a work-at-your-own pace classroom designed to meet individual needs. The other part is a lecture style setting. All students in the classes, regardless of how many times he has taken the class, must take all tests in the lecture class.

## **Meals**

- ◆ You will be expected at all meals
- ◆ You will come to the meals neat and fully dressed
- ◆ Good manners will be expected at all times
- ◆ Dish crews are to be first in student meal lines
- ◆ No food may be taken from the dining room or kitchen to the other areas of the house.
- ◆ It is of the utmost importance that you are on time for the meal call. Tardiness for a meal may cause you to forfeit that meal.
- ◆ If you are late for breakfast, you will not eat but you must go to the dining room and check in with the staff on duty
- ◆ There will be no grumbling about the food

## **Work Crew**

You may not continue to hold your current outside job while in TLC and its vocational program. Work at TLC is provided for you to aid in your character development. Work detail will include such tasks as: cleaning, yard work, wood-cutting, gardening, special details, material processing, and general maintenance, remodeling, welding and various other trades. **Approved safety eyewear must be worn at all times on all work projects.** Gloves, hardhats, & other safety equipment may be required on specialized jobs.

## **General Guidelines Pertaining to Work**

- ◆ Work hard and do a good job
- ◆ Do not use tools without permission
- ◆ If you finish your assigned task, see your crew leader for a new assignment
- ◆ Return all tools, cleaning supplies, and utensils to their proper place when finished.
- ◆ Keep a positive attitude
- ◆ Each student will serve on the kitchen crew

## **Free Time**

- ◆ Put this time to good use (Writing letters, build friendships, Bible studies, etc.)
- ◆ Only those who have been given that privilege may operate TV and stereo equipment
- ◆ Any request by a student to construct anything for personal use, recreational use, or as a gift, must be submitted to their advisor (Director).
- ◆ Games may not be played in the dining area while people are eating.

## **TV and DVD**

If available these will be operated by staff and those with permission only. Generally speaking, the programming will be Christian, sports, selected movies, or documentary in nature.

## **Prayer and Fasting**

If you plan on fasting you must contact the cook one day in advance.

## **Recreation / Exercise**

All healthy students are required to participate in group athletic activities. You are encouraged to take part in as much as you are physically able. This is a chance to have fun, get exercise, and develop good attitudes.

Free time starts at 12:00 p.m. on Saturday & Sunday. During this time you may lift weights, play ball, horseshoes, or approved activities.

## **Quiet Time / Lights Out**

All activities will cease at 9:30 p.m. On all nights except Friday. You are responsible for taking care of all your needed business in the 30 minutes prior to quiet time.

At 9:30 p.m. you must be dressed for bed and begin your "Quiet Time." "Quiet Time" is set aside in the day to cultivate your relationship with God.

The only activities allowed during this time are reading the Bible and praying.

Sleeping, letter writing, reading of books and devotionals, eating or drinking beverages, listening to music or communicating with other students is prohibited.

Friday nights are free nights. There is no "Quiet Time" required on these nights. You may feel free to participate in these activities if you like but are not required to do so. Lights out on Friday evenings is midnight.

## **Shopping Needs**

If you need any non-food items from the store, and you have money in your account, these purchases will be made at the staff's convenience. All "needs" will be provided by TLC. If you need something, just ask a staff member for it. They will help if the item is available.

**Food:** Remember, the only food items allowed to be received by mail or from visits will be - - candy, cookies, ready to eat popcorn, nuts without shells, and chips. All items will become community property to be distributed to all students by the cook.

No food or drink items of any sort are allowed in the student rooms

## **Laundry**

Each room will be assigned one day per week to have laundry done.

You are responsible for washing your laundry.

The laundry room opens at 8:00 a.m. and closes at 9:00 p.m. See bulletin board to know your assigned laundry day.

Students are allowed 3 loads per week plus an extra load once a month for bedding.

## **TLC Ministry Presentations**

This is an opportunity for students to accompany staff members on a TLC ministry trip. The staff will pick these students. When you go on a TLC ministry presentation, it may be your responsibility to plan a 3-5 minute testimony. If you need help in preparing one, see a staff member.

- ◆ You will enter, sit and leave with the TLC group. When leaving go directly to TLC van.
- ◆ Do not wander from the group. Get to where you are going and stay.
- ◆ You will not leave the building unless a staff member accompanies you
- ◆ The restroom must be used prior to service or presentation. Go in pairs for accountability.
- ◆ No leaving the services for any reason.
- ◆ Friendliness and good manners will be expected at all times.
- ◆ Avoid communication with members of the opposite sex. End conversations quickly and be on your way.
- ◆ During transportation or riding in a vehicle, waving at those outside is not permitted.
- ◆ No books, other than Bible and Sunday School materials may be taken into services.
- ◆ No gum chewing in church.
- ◆ No electronic devices.
- ◆ If you are giving a testimony do not go over your allotted 5 minutes.
- ◆ Do exactly what the staff member in charge tells you.
- ◆ Do not exchange names, addresses, etc.
- ◆ Do not visit about employment, refer individuals to staff members.
- ◆ Do not make phone calls at any time.
- ◆ You are subject to TLC rules when you are doing these services.
- ◆ If you are attending a meal, use good manners. Don't "pig out". The meals may not be what you are accustomed to, or as large as you may like. Be gracious, don't embarrass your host!

## **Church and Outside Activities**

Same rules apply as above under "TLC Ministry Presentations".

## **Student Accounts**

You are to turn in all monies, check book, and credit cards upon entrance to the program. Money will be kept in an account for you. Money will be deducted from your account when you purchase items. If you need additional non-food items, a staff member will take the needed money from your account in order to make the purchases. Your advisor (Director) supervises all spending.

## **Prescriptions**

Staff will distribute all medications, prescriptions, vitamins, etc. If you need medication, you are responsible for asking a staff member for that medication at the appropriate time. All medication which is taken orally, must be taken in front of a staff member.

## **Medical Needs**

**We pray for the sick.** If you need a doctor, inform a staff member, who will make the necessary arrangements. **The student will pay their own medical bills!** We are not able to provide medical or dental care. Unless extremely sick, you will be expected to get up, take a shower and get ready for the day. If you are still too sick to take part in the day's activities, you

will then return to bed upon staff approval. If you are sick, you will remain in your room the rest of the day, except to use the restroom. Meals consisting of broth and crackers will be brought to your room. There will be no visiting with other students.

## **Advising**

If you have a problem, please feel free to talk to a staff member. If he can't talk right then, please be understanding and find another staff member, or set up another time. At times, staff members will seek you out in order to speak with you about a situation. Please try to be open at these times and allow God to minister to you. Each student will be assigned an advisor (Director) and he will meet with you as often as necessary for your personal and spiritual growth. Staff will counsel you in spiritual issues that address life. If more professional help is required see Mental Health below.

**Note:** students may not counsel other students!

## **Mental Health**

If it becomes apparent that you are in need of professional counseling, you will be referred to a local facility, at your own expense.

## **Discipline & Conflict**

Try to remember that the rules are here for your benefit. When you break these rules, problem areas of your life are brought to the surface. In order to grow from these incidents, discipline will be given when deemed necessary by staff. It is important to understand that there is a difference between discipline and punishment.

\* Punishment is to inflict a penalty for an offense relative to the wrong committed.

\* Discipline is to train in correction directed toward mature Christian living.

At TLC we are in the discipline business and not the punishment business so it is important that you remember that discipline is not punishment to make you miserable, rather, it is a means by which you can overcome problem areas and grow in your Christian life (see Hebrews 12:5-11). If break the rules, you may be assigned: extra work, loss of privileges, probation, etc. Your attitude toward the discipline will make it positive or negative.

## **Dealing with Conflict**

In dealing with conflict with another student, your pattern for action can be found in Matthew 18:15-17. Verse 15 states the first step (Go to the brother alone. Talk to him personally to settle the matter). Verse 16 reveals step two (take 1 or 2 others; these must be staff members in your case).

Please remember that your attitude makes all the difference. If you have a question about the reason for a rule, politely ask the staff to explain. If you are still not satisfied, the best response is to simply accept it. In the case that you have a serious problem with a staff member, or a house policy; and you have made several unsuccessful attempts to resolve it, you should then see the Director, or staff member in charge.

## **Grievances**

Any grievances you have with TLC staff, policies, or procedures can be brought to the attention of the Executive Director by following the procedure below:

1. Submit a written statement to your Advisor describing the grievance. The complaint can be given to any staff member, but your advisor should be your 1st choice.
2. This statement will be reviewed at the next staff meeting to determine what action needs to be taken.
3. You will be advised of the staff's decision. If not satisfied, you may request an audience with the Director, in order to discuss your grievance further. If indeed you are still not satisfied, you can go to the governing board.
4. If you have trouble reading or writing, ask the Education Director for assistance in filing your complaint.
5. The grievance will be resolved within 7 days, after all measures have been taken.

## **Termination**

If a student leaves the program prematurely, either by dismissal, or of his own choice, the following things should be remembered:

- ◆ Turn in class notebooks, towels/washcloths, library books, extra TLC clothing, and any other items belonging to TLC.
- ◆ Take all personal effects with you. TLC will not be responsible for anything left behind.
- ◆ A staff member must help you pack, and accompany you to the vehicle.
- ◆ A one month waiting period will go into effect before you will be considered eligible for re-admission. Re-admission to the program is not guaranteed.
- ◆ If you are readmitted, you will start completely over in the program without credit for previous time, or course work. Upon reentry to TLC, the mandatory "adjustment period" will be 4 weeks in duration, rather than 2 weeks.
- ◆ Students who leave TLC before completing the program will not be allowed to attend any TLC functions or mingle with TLC residents at public functions.
- ◆ In the event resident is removed from program or leaves program and has no permanent location with family other place to reside they will be transported to a shelter or bus the station in OKC.

## **Student Rights**

Students shall have the following rights:

1. The right to give informed consent, or to refuse treatment or medication, and to be advised of the consequences of such a decision. He also has the right to know about the cost and third party coverage of treatment; including any limitations on the duration of services.
2. The right to grievance procedure.
3. The right to a humane and safe environment, free from abuse, neglect, and exploitation.
4. The right to dignity and personal property.
5. The right to receive a complete explanation of student rights, in clear understandable terms.

## TLC's HIV Policy

TLC accepts students from varied backgrounds and walks of life. Because of their former lifestyles, some students may have contracted communicable viruses, including HIV. Both educational and hygienic policies are in place to insure a safe environment.

## Confidentiality

Without your signed consent, it will not be acknowledged to persons outside TLC that you are, or are not, enrolled. TLC has a policy of confidentiality for all students. Conversation with staff, meetings, correspondence, and other internal transactions are confidential.

Knowledge concerning students, or circumstances as a result of a relationship, are considered confidential, and will not be disclosed to persons or family members outside the ministry, without the student's signed consent.

**TLC has a Legal Requirement to report all instances or confessions of child abuse, or suspected child abuse, to the proper local authorities. The instance will be written down and given to the director, and he will act within the bounds of state laws, which make it mandatory to report the alleged abuse. The staff member, to whom the report was given, must submit the WRITTEN report to the director within 24 hours.**

In a life threatening situation, we will only release pertinent medical information to those medical personnel responsible for your safety. In this event, we will inform you ASAP.

Information may be provided to law enforcement agencies, if it directly relates to a student's threat, and or/commission of a crime on the ministry's premises, or against the staff.

By order of a court of competent jurisdiction, some information may be released without the student's consent.

## Legal Assistance

- ◆ TLC does not provide legal assistance for students.
- ◆ Any student requiring legal aid will be referred to local agencies.
- ◆ All expenses by a student enrolled at TLC, will be the responsibility of that individual student.
- ◆ Attempts to resolve legal issues before entry, are required of all applicants.
- ◆ Should legal issues arise after entry, which the staff deems disruptive to a student's development, they may require a student to withdraw until the matter is settled.

## **Contact Information**

Executive Director: Pastor Ricky Chance 580-227-5008 (cell)  
Work Group Coordinator: Mark Byfield 580-227-6059 (cell)  
Director of Education: Randy Parker 580-231-2194 (cell)

## **Suggested Items You Need To Bring**

### **Shirts**

- 2 Dress shirts
- 2 Collared shirts
- 2 Work pants
- 2 Shorts

### **Shoes**

- Dress shoes
- Work shoes
- Tennis shoes
- Sandals
- Shower shoes

### **Pants**

- 2 Dress pants or Khaki Pants
- 2 Work shirts
- 6 T-shirts
- 2 Jeans (work & casual) No holes

### **Other**

- Belts (work & dress)
- Socks (work & dress)
- underwear
- Jacket & coat
- twin size sheets
- blanket
- 3 bath towels
- pillow
- toiletries
- laundry basket
- necktie

**Please reference “TLC items to bring for intake” which is a separate form with greater detail!**