



STUDENT RULES

AND PROCEDURES

Introduction

Teen Challenge is a faith-based program. Approach your stay here with an open mind and a willing spirit. We are here to tell you that God cares about you and can help you. Without Him, we have no program; therefore, we do not really consider a man to be fully into the program until He is in Christ. This means to repent, or turn away from your past sins, and ask God to forgive you of all your sins. Once you have done that, you are a new man IN CHRIST. After that, you should ask God to help you live obediently to God's direction for your life.

Remember, if you are honest and yielded to God while you are here, He will reward you.

Statement of Purpose

The purpose of Teen Challenge is to evangelize people who have life controlling problems and to initiate the discipleship process to the point where the student can function as a Christian in society, applying spiritually motivated Biblical principles to relationships in family, local church, chosen vocation, and the community. Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

Staff May Amend

The Student Rules are adhered to and enforced by Teen Challenge staff. However, these rules do not limit the Executive Director from making general changes.

ADMISSION PROCEDURES

- Fill out application and read Student Handbook, Room Standard Checklist, and Work Therapy Program.
- Once the Induction Coordinator reviews the Student Application they will call the potential student for a phone interview. This usually happens within 72 hours after the application is received at Adult & Teen Challenge Mid-America.
- At the end of the phone interview, the Induction Coordinator will advise the potential student if they are eligible to come into the program and what date and times they may enter.
- If for some reason the potential student is not eligible to come into the program, the Induction Coordinator will advise them on why and what steps to take next (medication review, court & legal issues, waiting list, etc...).
- We require that the incoming student have at least 7 days clean from drugs and alcohol. **We are not a detox facility.** You may call our Induction Coordinator for a reference of detox facilities.
- We require that all legal matters be taken care of before entering Adult & Teen Challenge Mid-America in Cape Girardeau, Missouri.

- Written permission from probation/parole officer is acceptable.
- If there is an open court case or charges pending, written permission from the Judge is required before entering the ATCMA program stating that the case has been postponed until after the graduation of the entire 12 month program.

GENERAL RULES AND PROCEDURES FOR TEEN CHALLENGE STUDENTS

I. PRIOR TO ENTERING AND UPON ENTERING

1. You agree to complete the entire program of Teen Challenge (twelve months at Adult & Teen Challenge Mid-America in Cape Girardeau, MO) and be under the authority of the staff of ATCMA at all times.
2. You will be searched upon arrival and must surrender all personal magazines, books, CD's, audio tapes, tools, weapons, any product containing alcohol (i.e., body spray, cologne, mouthwash, hand sanitizer, etc. The only exception would be solid stick deodorant), all electronic devices (i.e., clock radios, iPods, cell phones, etc.), to the staff member conducting the search. If these items are brought into ATCMA, they must immediately be sent home with the person who brought you. If they need to be mailed, they will be shipped at your expense. Additionally, students are not to have personal vehicles on Teen Challenge property.
3. Students must show respect to all mentors, teachers, staff and students at all times and must not curse, joke or jest in a negative or vulgar way, or fight. There is a NO TOLERANCE policy for striking a staff/volunteer or student, and criminal charges will be filed in such cases.
4. Stealing may be grounds for immediate dismissal and prosecution.
5. When in need, a student should always go to his mentor FIRST. However, in case of an emergency, find the first available staff.
6. **A student may not smoke, use tobacco products, use drugs or alcohol, abuse cold medicine, use spice, or use the following types of medication: pain medication, Kratom, sleeping pills, sedatives, caffeine pills, energy drinks, or protein supplements. Also, students may not use other drugs that are narcotic type drugs while they are in the program. If a student is under a physician's care that feels the student must take narcotic type drugs, that student should seek a medical or psychiatric facility for assistance, as Teen Challenge is not a medical facility. Any and all medications, including vitamins, must be surrendered upon entry into the program. They will be registered and stored in the medication room for distribution at the scheduled times only. The Director will handle medication requiring special care (i.e. insulin, codeine, etc.).**
7. Students may not be involved in any immoral activity such as pornography, fornication, homosexual activity, or any comments that can be construed as desiring the same.
8. Students are to put outgoing mail in an unsealed envelope for screening and mailing. Staff reviews all outgoing and incoming mail. Any inappropriate mail will be destroyed.
9. Students are required to attend all Teen Challenge events and participate in all work duties and recreational programs. Every student is expected to be on time for all events. Students are to remain seated during chapel, classes, devotions, study hall, and church services unless they have staff permission to get out of their seat.

10. During outside church services or any special events, a Teen Challenge student must have an accountability partner.
11. Students of Teen Challenge should conduct themselves as responsible Christians at all times. They should not talk about street life, drugs, or use street slang.
12. Students may not talk, chew gum, eat candy, pass notes/write letters, or sleep during chapel, class, choir, church, study hall or other Teen Challenge events.
13. Mentors will grade students in the following academic areas: spiritual growth, work conduct, and attitudes- which are all considered as progress toward completion of the program. The length of the Teen Challenge program is a minimum of twelve (12) months.
14. You will be subject to random urine screens from time to time. A staff member will watch you urinate to verify that your current urine is being submitted for testing.
15. You must leave your money in the office account that is set up for your protection. Teen Challenge is not responsible for any money taken from you while in your personal possession.
16. You must demonstrate proper conduct and obedience toward staff, regardless of whether or not you feel they show it to you or if you feel they don't deserve it. Do not disrespect or talk back to the staff. Address staff as "Sister" or "Brother," whichever is appropriate. If a staff member has earned ministerial credentials, he or she is to be addressed as "Pastor." You must respond to those in authority with a humble and teachable attitude. You are to welcome ALL correction, instruction, advice, and counsel from staff.
17. You are not to MURMUR or COMPLAIN.
18. No cursing, vulgar conversation, or excessive talk about your life prior to the program is permitted.
19. If you wish to leave the program, notify staff and follow the correct exit procedures. Students must understand that if they choose to walk off the ATCMA property and quit the program or if they are involuntarily released from the program, they must take all of their belongings with them at that time. ATCMA is not responsible for any student belongings once that student has left the property. If you choose to leave the ATCMA program at any time other than between 8:00 a.m. and 4:00 p.m. on Monday through Friday, you will not receive any money, personal I.D., financial institution cards, or any other financial belongings. These items will be considered a donation to ATCMA to use as they best determine (items with personal information on them will be shredded). If you have no money and no ride, you will be taken to a location outside the city limits of Cape Girardeau.
20. If a student leaves the ATCMA program before graduation, for any reason, his Food Stamp card will be shredded. He is responsible for requesting a replacement food stamp card on his own.

II. HOUSE RULES

1. If a student leaves a personal item lying around, at any time, it may be confiscated.
2. Students are not allowed to sit on the arms of chairs or sofas, counters or tabletops. Students are not to put their feet on coffee tables or walls.
3. Any Teen Challenge property that is damaged by a student will have to be replaced at student's expense.
4. Students are not allowed to lie around in bed during the day, unless on sick call.

5. **All Teen Challenge properties are smoke and tobacco-free (the use of tobacco is not allowed) by both students and families who may visit during pass time.**
6. Students are not allowed to roughhouse! Students should keep their hands to themselves.
7. Certain areas of the property are "off limits." See a staff member for these areas. You are not to be outside after the outside lights come on.

III. DORM RULES & QUIET TIME

1. Do not fasten anything to your bedroom walls or any of the furniture. Do not move any furniture without senior staff supervision.
2. All student fellowship should be done in the student lounge areas. Families may not visit in dorms/or dorm rooms. Students are not allowed to fellowship in other rooms. No one is allowed to enter another student's room. Students may not walk around in their underwear.
3. Students are not allowed to take food and drinks into the dorms. Food, as well as cups, plates, and utensils, should never be taken out of the cafeteria area. Gum is strictly prohibited on campus at any time. Only individually-wrapped hard candy, trail mix (in re-sealable container), any type of nuts (in re-sealable container), and M&M's (in re-sealable container) are approved to be kept in dorm rooms.
4. Students may not sell or lend anything to another student or staff. Students may not go through another student's belongings, unless a student leader is authorized by staff to do so. Such inappropriate behavior could constitute a crime, and possible charges may be brought against the offending student.
5. Students must be in their rooms and in bed for quiet time by the scheduled time. There is to be no talking during this time.
6. "Lights Out" is promptly at the scheduled time.
7. Showers and stalls are to be used only during the posted schedule times.
8. Do not leave lights on or fans running when you leave your room.
9. **A student leaving campus without permission may be dismissed.**

IV. ROOM AND SHOWER/TOILET MAINTENANCE

1. You are not permitted to be in your room from 8:00 a.m. – 5:00 p.m. The only exception is during lunch time to change for work or if you have been given a sick day.
2. Drawers must have all clothes and undergarments folded neatly. Everything on the tops of dressers must be kept neat and orderly.
3. Sinks, showers, and toilets are to be kept clean and scrubbed with cleanser. Countertops should be clean and neat.
4. Room inspections will be performed every day.
5. A student should flush the toilet each time it is used.

V. STUDENT DRESS CODE

1. Students should wear casual attire (jeans & shirt) to class, and study hall. Collared shirts are required for chapel/church. Jeans and dress pants cannot be ripped or torn. No shorts, tank tops, sandals, slides, or flip-flops are allowed in class, chapel

and study hall. Flip-flops and slippers are dorm wear only. Socks must be worn with shoes at all times. Undergarments (shorts, briefs, or undershirts) cannot be worn by themselves outside the dorm.

2. Students may wear shorts, appropriate to the occasion, during work duties, free time and recreation period only. Shorts must not be shorter than three inches above the top of the knee.
3. Students are not allowed to wear mirrored sunglasses, and may not wear any type of sunglasses indoors. Students must remove sunglasses when speaking with staff. It is advised that students not bring expensive sunglasses with them upon entry.

VI. OFFICE AREAS AND STAFF RELATIONS

1. Students may not enter the administrative office areas without prior approval from staff or the intern on duty.
2. **Students are not allowed in staff quarters for any reason.**
3. Staff members are not permitted to lend or borrow from students nor have business arrangements that might include buying, selling or renting property, cars, money, or personal items. Students should not ask staff, and staff should not ask students to enter into any type of business relationship beyond the professional relationship of student and mentor.

VII. CLASSROOM RULES

1. Before coming to class, a student must be properly groomed. Their clothes must be neat and pressed and their hair and body must be clean. Students should make use of the bathroom and water fountain prior to class. Please be prompt regarding school activities.
2. Students should always bring books, pencils, pens, paper, notebook, and Bible to class. Teen Challenge will provide training books and educational material. You may be charged for any materials that you use or abuse.
3. During class, students must sit up straight, keep both feet under their desk/table, and keep their shoes on at all times. Students may not sleep or eat food. When the teacher announces class is over and students are dismissed, leave quietly.
4. If a student has any questions or needs assistance, they should come back to the teacher's desk quietly. The teacher will respond as soon as possible. Do not call out or make noises to get the teacher's attention.
5. Every student is required to pass all tests. If a test is failed two times or a student falls behind in his studies, he may be placed on academic probation.
6. Students will accomplish more by staying focused. A student should keep their head up, keep eyes on their work, and not look around the room. A student should not lean on the side of the desk or sit on it.
7. Unnecessary noise is very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner.
8. Students must not talk or pass anything during class. There is to be no talking or any form of communication in class without the teacher's permission.
9. Students will not be excused from class except under extreme circumstances.
10. Under no circumstances are students allowed to leave class without first being dismissed or given permission.

11. Ask permission always.

VIII. CLASSES AND STUDY HALLS

Part A: Personal Studies for New Christians (PSNC)

1. If you finish your assigned work, inform the Classroom Supervisor and he will provide more materials for you.
2. A break in the class is provided for you approximately every forty-five minutes for you to stretch your legs, go to the bathroom, etc. If you are made late by a staff member, or given permission from a staff member to be late, either have him or her accompany you back to class, or obtain a written excuse from him.

Part B: Group Studies for New Christians (GSNC)

1. You will be tested on the materials presented in class on a weekly basis.
2. Unless you have direct permission by the Director or the Classroom Supervisor, you are to be present for all GSNC classes.

IX. CHURCH RULES AND OFF-CAMPUS MEETINGS

1. **Everyone is expected to be in church on time!** Students should make use of the bathroom facilities and water fountain prior to the start of church or attending off-campus meetings.
2. No food or beverage will be allowed in church at any time. **Students may not talk, sleep, pass notes, chew gum, and eat candy etc., during services, or classes.** Sit up and pay attention!
3. **Students may not use the piano, keyboards, drums or any sound equipment without staff permission at either on or off-campus meetings.**
4. During church services, students must not interrupt the speaker. Also, remember that this is God's house. Students should conduct themselves accordingly. At all times, a student should sit up straight and refrain from talking or whispering, or falling asleep.
5. Students should wear proper clothing to church and be completely dressed with proper attire before walking out the door. Sunday and Wednesday morning acceptable clothing: collared shirt (tucked in), black or khaki pants, and dress shoes.
6. Students should not ask for or give addresses to or from a church speaker or participants or spectators, and must not talk to members of the opposite sex or have eye contact with them.
7. In off-campus church meetings, students must sit together as a group at the direction of a staff person. Students may sit with their families only at Family Day activities that may be off-campus.
8. When the off-campus service is over, students should wait for staff to authorize departure. Students should then go promptly to the Teen Challenge van with a staff member.
9. **As students file into the church in line, they should sit down in a row, filling every seat until the row is full.** Students should not turn around and talk to anyone behind them, or put their arms on the back of the chair or pew next to them.

X. PHONE CALLS

1. Phone calls are a privilege, not a right.
2. No phone calls are allowed the first two weeks that a student is in the program. After 14 days, students are allowed to make two 10-minute calls per week at a scheduled time. Calls will be monitored.
3. Calls should be made with a staff member present.
4. Students are allowed to call only approved people on their communication list (immediate family or Pastor only). No Exceptions!

XI. VISITS

1. You must be in the program for a minimum of one month before you can receive a visit on the next scheduled visitation date. Visits are only on one Sundays a month, from 1 pm - 6 pm.
2. All visits will be monitored by staff.
3. ONLY IMMEDIATE FAMILY members are allowed to visit.
4. You must fill out a visitation form and turn it in to the Program Director by 5:00 p.m. on the Wednesday prior to your visit. Names and their relationship to you must appear on the form.
5. The only way a girlfriend may visit is if you have a child by that female, the child is present, and an approved chaperone is present.
6. Visitors must report in with a staff member before beginning the visit.
7. It is your responsibility to communicate with your female visitors about modest attire while visiting (no strapless tops, halter tops, spaghetti straps, mid-drift bearing tops, short shorts, short skirts or mid-drift bearing jeans – to name a few).
8. Please make sure that any visiting children are properly supervised by you or your visitors to prevent them from damaging or abusing ATCMA property. You will be held responsible for such damage. ATCMA assumed NO RESPONSIBILITY for the safety or well-being of your visitors while they are here.
9. Eat only in the Prayer Room or outside. Please pick up any trash or leftover food and dispose of it properly.
10. No guests are allowed in the Kitchen, your room (unless accompanied by a staff), or in any other undesignated area without staff permission. Restrict visits to the Prayer Room or outside.
11. You are not permitted to go to your visitor's vehicle.
12. You are not permitted to use a visitor's cell phone.
13. Only students who were approved visitation may be in the **Learning Center** during visitation time.
14. All packages brought to you by visitors must be given directly to a staff member. Any prohibited items will be confiscated and returned to the family member to be immediately placed back in their vehicle. No unapproved books, DVD's, CD's, magazines, or energy drinks are permitted to be brought for you.
15. Any food donation from a visitor must be for the general student population. All other food must be consumed during the visit or taking back home with your visitor.
16. If you receive extra days in the program as a discipline, you will not be allowed to

- have visits during that extra time.
17. Visitation privileges may be revoked at any time at the discretion of the Executive Director or Program Director.
 18. UNDER NO CIRCUMSTANCES may you visit with another student's visit.
 19. Visitors are not allowed to use tobacco products or drink alcoholic beverages on Teen Challenge property.
 20. Money brought to you on visits must be turned over to a staff member to be put into your account.

XII. LAUNDRY

1. Students should follow the laundry schedule that is posted. Place clothing to be washed in the student's laundry basket and place in the hall. Do not leave linens on the floor. Laundry baskets should be kept neatly in the bottom of the student's closet.
2. All clothing, linens, and towels must be washed each week.

XIII. PERSONAL HYGIENE/ GROOMING

1. A student should keep themselves clean and neat at all times. They should never go to bed dirty.
2. At the scheduled time, students should shower daily and spend no more than a total of ten (10) minutes in the bathroom: four(4) minutes in the shower and five(5) minutes getting dressed.
3. Students should brush their teeth after every meal and wear deodorant. **Students must shave first thing every morning.**
4. A student should pick up after themselves (i.e. clothing, shampoo, bathroom and shower items, etc.). Do not leave hair in the shower, sink, or bathroom floor.
5. A student's hairstyle must be kept neat, clean, and trimmed. Hair must be cut above the collar and kept out of the face. A student may not wear ponytails or keep hair pulled back with anything. Exotic hairstyles of any kind are not allowed. **HAIR CUTS MAY NOT BE DONE WITHOUT STAFF PERMISSION. Any student needing a haircut should see his mentor who will make arrangements to see that he gets a haircut.**
6. Facial hair, other than a mustache, is not allowed. If a student has a mustache, it must be cut above the side of the mouth. Sideburns must be no longer than the bottom of the ear.

XIV. VAN RULES

1. No eating or drinking of any kind is allowed in the van. Any trash that accumulates in the van should be picked up daily.
2. Students are not allowed to yell out of the windows, try to communicate with, or make facial or hand gestures to other people, females, or passing vehicles.
3. If a student damages or steals a Teen Challenge vehicle, ATCMA will prosecute that student to the fullest extent of the law.

XV. MEDICATION

1. The Program Director must approve all medication, including over-the-counter meds.
2. All prescriptions and OTC meds will be dispensed from the medication counter at the posted times only.
3. No medication of any kind may be kept in your room.
4. Only one multi-vitamin may be taken.
5. Students are responsible for all personal medical bills.
6. Students must have the financial ability to maintain and refill personal prescriptions for the duration of the Adult & Teen Challenge Mid-America program. This can be done either through doctor's orders or a family member.

(PLEASE SEE LIST OF UNACCEPTABLE MEDICATIONS LIST ON FOLLOWING PAGE.)

XVI. APPOINTMENTS

1. If you need to schedule a medical, dental or vision appointment, you must submit a "Student Needs Slip" to the Program Director. Once an appointment has been made, you will be notified of the date and time.
2. While at your appointment, you are not permitted to leave the office for any reason. If you need a prescription as a result of your visit, bring it back to the center, where it will be filled as soon as possible.
3. No narcotics will be filled while at ATCMA. It is your responsibility to inform the Physician of medications which are not permitted in the ATCMA program.
4. If a severe medical need arises that would require you to seek long-term medical care or hospitalization, you will be involuntarily discharged from the ATCMA program until you are able to return. Contact with ATCMA must be made weekly during the time you are out.
5. If there is ever a need to send an additional student as an accountability partner on an appointment, the additional student must have been a ATCMA student for a minimum of three months and must be approved by the Program Director.

XVII. MAIL

1. Students are only allowed to receive what is permitted in their room. Please see pg. 17 for a list of all approved items.

2. Mailing Address:

P.O. Box 1089
Cape Girardeau, MO 63702-1089

Physical Address (for all packages)

303 MATC Lane
Cape Girardeau, MO 63701

UNACCEPTABLE MEDICATIONS

Medication Name	Prescribing Reason/Brand Name
Adderall	ADHD
Alprazolam	Anxiety – aka Xanax
Ambien	Insomnia – aka Zolpidem
Amitriptyline	Depression/Anxiety
Ativan	Depression, Anxiety
Clonazepam	Depression, Anxiety-- aka Klonopin
Cogentin	Benzo- makes one prone to heat stroke
Concerta	ADHD
Diazepam	Seizures, Anxiety -- aka Valium
Gabitril	Epilepsy, bi-polar
Geodon	Schizophrenia, Antipsychotic -- Ziprasidone
Haldol	Schizophrenia, Antipsychotic
Hydrocodone	Painkiller
Imipramine	Antidepressant – aka Tofranil
Invega	Schizophrenia
Klonopin	Depression, Anxiety
Lioresal	Antispastic agent
Lorcet	Painkiller – aka Vicodin
Lorazepam	Depression, Anxiety – aka Ativan
Methylphenidate	ADHD – aka Ritalin
Mobic	NSAID, painkiller – aka Meloxicam
Norco	Painkiller – Hydrocodone with Acetaminophen
Oxycodone	Painkiller – aka Percocet or OxyContin
Percocet	Painkiller – aka Oxycodone with Acetaminophen
Phenergan	Motion sickness, Nausea, Antihistamine
Promethazine	Motion sickness, Nausea, Antihistamine – aka Phenergan
Provigil	Narcolepsy, Sleep Disorders – aka Modafinil
Remeron	Antidepressant – aka Mirtazapine
Restoril	Insomnia, Benzo – aka Temazepam
Risperdal	Antipsychotic – aka Risperidone
Risperidone	Antipsychotic – aka Risperdal
Ritalin	ADHD – aka Methylphenidate
Robaxin	Involuntary Muscle Spasms – aka Methocarbamol
Soma	Muscle Relaxer, Painkiller – aka Carisoprodol
Suboxone	Opioid Dependency
Symbyax	Antipsychotic, Antidepressant, bipolar – aka Fluoxetine with Olanzapine
Temazepam	Insomnia – Restoril
Tizanidine	Muscle Relaxer – aka Zanaflex
Trihexylphenidyl	Parkinson's, Tremors
Valium	Anxiety, Muscle Spasms, Benzo – aka Diazepam
Vanspar	Anxiety – aka Buspirone
Vyvanse	ADHD – aka Lisdexamfetamine
Xanax	Benzo, Anxiety – aka Alprazolam
Zanaflex	Muscle Relaxer – aka Tizanidine
Ziprasidone	Schizophrenia, Antipsychotic – aka Ziprasidone
Zolpidem	Insomnia – aka Ambien
Zyban	Antidepressant, Smoking-cessation – aka Bupropion

XVII. SICK DAYS

1. You may take a “sick day” upon approval. In order to qualify for a “sick day” you must notify the staff at 1st med call of your condition. Your temperature may be taken, and a determination will be made as to whether or not you may, indeed, take a “sick day.” If you want breakfast, you should eat it at this time; you will not have breakfast brought to you.
2. If approved for “sick day” status, you are to remain in bed all day, except for occasional trips to the bathroom. If you are so sick that you cannot get up and walk to the bathroom, you will be taken to the emergency room or a doctor’s appointment at your expense. No partial “sick days” are permitted.
3. You will not be allowed regular meals. You will be served soup in your room. Allowances may be made for those who are using a sick day by reason of surgery or injury.

XV. MAIL

1. All incoming and outgoing mail will be read by the Director or designated Senior Staff.
2. Mail will be handed out by Senior Staff. Do not ask if you have received mail or packages.
3. Any parcels delivered to you will be opened by Senior Staff prior to you receiving it. Any prohibited items will be confiscated and destroyed, donated, or returned to your home at your expense within two weeks.
4. Any correspondence received that is considered suspicious of being counter-productive will be returned to the sender at your expense.
5. Money received through the mail will go directly to the designated account (i.e., personal, TC, etc.).
6. All mail being sent or received must have a complete return address.

XVI. RECREATION

1. When involved in recreation at non-ATCMA facilities, you are to stay with your group and stay within the areas designated by staff.
2. Whether you are involved in recreation at either an outside or indoor facility, please treat the property with care.
3. Ping-pong, foosball, weights, board games, etc., are *privileges*, not rights. As such, you may lose access to them if you abuse them, or if you fail to fulfill your responsibilities while here.
4. You must request approval from staff on duty before using the weight room. There must ALWAYS be at least two students in the weight room.
5. You may not have your own weights or exercise equipment.
6. If you present any health needs associated with pain, and require medical attention, you will not be permitted to use the weight room or participate in other recreational activities (basketball, volleyball, ping-pong, horse shoes, etc.) until you no longer need medical care and/or attention. You must be cleared by the Program Director to once again begin to exercise or participate in recreational activities.

IXX. DISCIPLINE POLICY

You agree to abide by the Teen Challenge rules and policies once you enter the Teen Challenge program. The Discipline Policy applies when you violate a rule or policy. When this occurs, a "Program Violation Notice" will be given. All writing assignments are to be completed in the student's room during FREE TIME.

Continued violations will require continued and deepening forms of discipline. Since no list of rules and disciplinary actions could be exhaustive, the following are examples of offences and consequences:

Minor Offenses:

1. Leaving lights on or fans running in your bedroom
2. Conversing in the bathroom or hallway
3. Late for a scheduled activity
4. Having food in your room
5. Running in the building
6. Not shaving in the morning
7. Wearing hat or sunglasses in building
8. Turning on/off the TV or radio without permission
9. Having money in your possession
10. Not being properly dressed for class, chapel, meal times, etc.

Consequences:

- Writing assignments of Character Qualities (25x, 50x, 100x, then Major Offence status)
- Writing assignments of Bible passages (verses, chapters, books, then Major Offence status)
- Loss of privileges
- Extra work duties

Major Offenses:

1. Continued disobedience to rules and policies
2. Rebellious conduct
3. Possession of tobacco, alcohol or drugs in any form
4. Talking to other students about leaving the program
5. Refusing to participate in scheduled activities without reason or permission
6. Creating strife and dissension or talking negatively about the program
7. Leaving a church building or work site without permission
8. Having meds or OTC meds in room
9. Cheating, stealing or lying
10. Calling or writing a person you met since entering the program

Consequences:

- Loss of phone and visitation privileges
- Additional time in the program
- 30 days suspension from the program
- Extra work assignments

Dismissible Offenses:

1. Threatening bodily harm
2. Violent or abusive behavior
3. Sexual misconduct, abuse or harassment
4. Deliberate destruction of facility equipment or property
5. Walking off ATCMA property
6. Use of nicotine or drugs
7. Refusal to take a urine test

Consequences:

- 30 day suspension from the program
- Dismissal from the program

Nicotine Offenses:**First Offense:**

1. You will write a three page (both sides) report on the Character Quality Self-Control.
2. You will receive only one ten minute call per week for the next four weeks of eligibility.
3. You will miss your next scheduled visit.

Second Offense:

1. You will be extended 30 days in the ATCMA program.
2. You will miss you next two scheduled visits.
3. You will receive only one ten minute call per week for the next four weeks of eligibility.
4. You must complete contract four before being transferred to the Cape.

Third Offense:

1. You will be extended 60 days in the ATCMA program.
2. You will receive only one ten minute call per week for the next four weeks of eligibility.
3. You will miss your next scheduled visit

Fourth Offense:

1. You will be involuntarily withdrawn from the ATCMA program.

Educational Disciplines:

1. If you do not complete each Contract by the stated deadline, you will be placed on Academic Discipline until you are current. Academic Discipline consists of, but is not limited to, spending all free time in the student's room working on Contract work and receiving no visitation privileges.
2. You will not move on to the next phase of the Teen Challenge program until all educational requirements are completed.
3. If you need special privileges regarding the amount of requirements you must fulfill, this will be handled on an individual basis and will be decided by the Classroom Supervisor and the Program Director.

XX. LEGAL SITUATION POLICY

A student shall receive permission from the proper authorities before entering the program.

1. A student shall inform the Director regarding probation, parole, or court requirements.
2. The staff will take any student required to report to a locally assigned Officer. Reporting is your responsibility.
3. A student is not allowed court appearance for personal matters unless subpoenaed.
4. Legal Assistance:
 - a. Legal services are not provided through Teen Challenge.
 - b. Teen Challenge is not responsible for any legal repercussions that may occur if a student is dismissed or drops out.

XXI. GRIEVANCE POLICY

Part A: Grievance against another student

1. If you have a grievance against a fellow student, read Matthew 18:15-20 and Galatians 6:1 and prayerfully consider the situation.
2. Go to the student one on one and attempt to deal with the conflict in the following manner:
 - Find a private area and both of you sit down together.
 - Pray together before discussing the situation.
 - Discuss the situation in normal conversational tones, without raising your voice.
 - Clearly explain what you are concerned about and why you are concerned about it.
 - Gain an understanding of the other person's perspective.
 - Repeat back to the other student what you believe he is saying until there is clear understanding of what each of you are trying to say.
 - Each of you ought to come to an understanding of your own wrong behavior in the situation, and in humility resolve to discontinue the behavior.
 - When each of you feels the situation is resolved, pray for one another, committing your personal weaknesses and your relationship to the Lord.

3. If the situation is not resolved by following the steps listed above, have another student who is familiar with the situation or a staff member, to act as a mediator, and again follow the points listed above.
4. If the situation remains unresolved, inform the Executive Director or other available staff. The staff members will then resolve the grievance within 48 hours. Any decision the staff makes will be final.

Part B: Confrontation Policy

The following violations are exceptions to the grievance policy and should be immediately reported to the staff on duty. If it is found that you knew of these violations and did not report them to the staff on duty, you will be considered a willing party to them and will be considered for disciplinary action.

The violations include:

- Use of any form of tobacco or alcohol
- Threatening a student or staff with bodily harm
- Violent or abusive behavior
- Willful destruction of facility equipment or property
- Physical harm inflicted on staff or student
- Sexual misconduct, abuse or harassment

Part C: Student Rights

1. You have the right to give informed consent to refuse treatment of medication and to be advised of the consequences of such a decision.
2. You have the right to know about the cost and third-party coverage of treatment, including any limitation of the duration of the services.
3. You have the right to a grievance procedure.
4. You have the right to a humane and safe environment, free from abuse, neglect and exploitation.
5. You shall not be detained against your will.
6. You shall be granted dignity and personal privacy.
7. You shall not be discriminated against based on your sexual orientation.

Part D: Student Grievance Procedure

If you feel that you have been abused or treated unjustly, including physical abuse or threats, violation of your rights, and/or inappropriate sexual behavior, you shall have the right to seek remedy for the grievance. You shall adhere to the following grievance procedure:

1. Report any grievance to any staff member after first reading Galatians 6:1 and prayerfully consider the situation.
2. Do not discuss grievances with other students unless they are personally involved in the grievance. Discussing the grievance with uninvolved students could cause dissension in the program.
3. You may submit the complaint in writing.
4. The staff member will acknowledge and document the complaint in writing and place it in your file within 24 hours (72 hours on weekends) from the incident.
5. The Executive Director will meet with the staff with whom the grievance was initially shared, the person against whom the grievances was being made, and you within 48 hours. This meeting will be documented and placed in your file.
6. The grievance will be resolved and a decision presented to you within seven days of the complaint. This, too, will be placed in your file.

A FINAL REMINDER...

Always be aware of the fact the YOU came to US for help. YOU sought US out in your time of need; therefore, you have, in effect, submitted yourself totally to this program, its personnel (faults and all), and all that this program entails. Remember that you are ALWAYS free to leave if you decide that this program is not for you.

The staff will always be available to help you in any manner for which they are able. Please take advantage of their counsel and experience.

We encourage you to be open-minded to the Christian teachings in this program, as this message of hope has changed those who came before you. **This is YOUR time – DON'T WASTE IT!**

Room Standard Checklist

1pr. Work Shoes\Boots
1pr. Tennis Shoes
1pr. Gym Shoes
2pr Dress Shoes (brown high or low top, black high or low top, dress or cowboy boots)
1pr. House Shoes\Flip-Flops
Total 6 Pairs of Shoes

No more than 3 Bath Towels
3 Wash Cloths
1 pr. Shower Shoes

All under-shirts, socks and underwear stored in assigned drawers in students dresser

5 Collared Button Down Shirts
5 Polo Shirts
4 Sweaters
2 Hoodies
4 Sweat Shirts
10 T-Shirts
5 Shorts (included gym shorts)
6 Pairs of Work Pants\Jeans
3 Pairs of Dress Pants
3 Pairs of Dress Jeans
2 Pair Sweat Pants
2 Suits
2 Coats
2 Hats\Caps

**2 lbs. of individually wrapped
hard candy, mixed nuts, trail mix,
or M&Ms only.**

No other snacks are permitted.

1 Library Book
1 Back Pack
2 Bibles
1 Commentary
1 Devotional
3 Journals\Notebooks
1 Personal Book (spiritual based)

**Students are not REQUIRED to
have these items. This list is simply
the maximum of each item allowed
in their room.**

No Rugs
NOTHING on Walls
Musical Instruments (under bed)
Curtains Will Hang Down at All Times

***STUDENTS ARE PERMITTED TO HAVE ONE FRAMED PICTURE OF FAMILY OR A LOVED ONE
ON THEIR NITE STAND AND ARE ALSO ALLOWED TO HAVE A PHOTO ALBUM.**

INDUCTION CENTER NEW PHONE SCHEDULE

(as of 3-25-2019)

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
A-C	D-H	I-M	N-R	S-Z

- PHONE CALLS WILL BE FROM 7:30P TO 8:30P
- WE WILL HAVE EXTRA CALLS ON SUNDAY IN THE STAFF LOBBY.

THE SCHEDULE IS AS FOLLOWS:

SUNDAY: 11:30A TO 2:30P.

- YOU MAY ONLY GET 2- 10 MINUTE PHONE CALLS PER WEEK.
- YOU ARE ONLY PROMISED 1-10 MINUTE CALL PER WEEK.

STUDENT DRESS CODE

Class Room/Free Time

Polo Shirt or T-shirt (not white and no offensive wording)

Slacks, Clean Blue Jeans (No holes), NO shorts or sweatpants/basketball pants at meal times

Belt, Socks and Shoes (Sneakers O.K.)

Mid-Week Church Services

Dress or Polo Shirts (Collared) Sleeves not rolled up

Slacks or Clean Blue Jeans (No holes)

Belt, Socks and Shoes (Sneakers O.K.)

Sunday A.M. & P.M.

Dress or Polo Shirt (Collared) Sleeves not rolled up

Casual/Dress Slacks (No Blue Jeans)

Belt, Socks, Shoes (No Sneakers)

Gym Times

Colored T-shirts – must have sleeves

Tennis Shoes

Basketball shorts are acceptable, NO cut-offs



ROOM CHECKLIST

DESK- EACH STUDENT IN THE ROOM IS RESPONSIBLE FOR THE DESK REMAINING CLUTTER-FREE AT ALL TIMES. THE FOLLOWING ARE THE ONLY ITEMS ALLOWED TO BE ON THE DESK:

- 1-BIBLE PER STUDENT
- 1-DEVOTIONAL PER STUDENT
- 1-NOTEBOOK PER STUDENT
- 1-DESK LAMP (IF YOU HAVE A READING LAMP, IT **MUST** BE BATTERY OPERATED.)
- 1-ALARM CLOCK THAT PLUGS IN (ANY OTHERS IN ROOM MUST BE BATTERY OPERATED.)
- 1-3" X 5" PHOTO IN FRAME PER STUDENT

BED- EACH STUDENT IS RESPONSIBLE FOR HIS BED EACH DAY.

- BED MUST BE PROPERLY MADE WITH FITTED SHEET, FLAT SHEET AND COMFORTER (PLEASE TUCK). NO BLANKETS ARE TO BE FOLDED AT THE END OF A STUDENTS BED AT ANY TIME.
- EACH STUDENT MAY HAVE ONE TOWEL HANGING NEATLY ON THE END OF THEIR BED OR BUNK.
- EACH STUDENT MAY HAVE ONE BACKPACK HANGING ON THE END OF THEIR BED OR BUNK.
- EACH STUDENT MAY KEEP ONE LAUNDRY BASKET UNDER THE BED OR BUNK. PLEASE KEEP BASKETS PUSHED UNDER THE BED AND OUT OF SIGHT.
- ONE MUSICAL INSTRUMENT PER STUDENT MAY BE KEPT UNDER THE BED OR BUNK IN EACH ROOM.
- THERE SHOULD BE NOTHING HANGING UNDER ANY BUNK.
- SHOES MUST BE KEPT NEATLY AT THE EDGE OF YOUR BED, HEELS OUT. REFER TO CLOTHING CHECKLIST. (7 PAIRS PER STUDENT. THIS INCLUDES SHOWER SHOES.)
- EACH BED COMES WITH, AND MUST REMAIN WITH THE "BED BUG" COVER THAT IS PROVIDED. **DO NOT REMOVE THIS COVER FOR ANY REASON!**
- NO BELTS, SHIRTS, JACKETS, ETC...MAY BE HANGING ON THE BED OR HOOKS AT ANY TIME.
- THE LADDER ON THE BUNK MUST REMAIN CLUTTER-FREE AT ALL TIMES. NO SHOES UNDER THE LADDER.

TRASH CAN- EACH ROOM HAS ONE TRASH CAN. TRASH CAN MUST BE EMPTIED BEFORE EITHER STUDENT LEAVES FOR WORK EACH DAY.

STORAGE AREAS- EACH ROOM HAS A DESIGNATED STORAGE AREA FOR EACH STUDENT.

DRESSER- THE DRESSER IS FOR CLOTHING ONLY. EACH STUDENT IS ALLOWED 3 DRAWERS TO KEEP CLOTHES NEATLY ORGANIZED IN.

- THERE ARE TO BE NO BOOKS, LETTERS, CANDY, SNACKS, ETC... IN ANY DRAWER FOR ANY REASON OR AT ANY TIME.

BOX- EACH STUDENT HAS A BOX ON TOP OF HIS DRESSER. THIS BOX IS TO BE USED FOR ANY AND ALL HYGEINE ITEMS AS WELL AS SNACKS FROM THE APPROVED LIST. PLEASE KEEP THIS BOX NEATLY ORGANIZED.

CLOTHING RACK- THERE IS A DESIGNATED AREA FOR EACH STUDENT TO HANG THEIR CLOTHING. THIS WILL BE SPLIT INTO THREE EQUAL SECTIONS AND MUST BE KEPT THIS WAY AT ALL TIMES. STAFF MUST BE ABLE TO SEE WHICH ITEMS BELONG TO WHICH STUDENT. (PLEASE SEE APPROVED CLOTHING LIST).

***ON THE LAST MONDAY NIGHT, OF EACH MONTH, DURING ROOM CLEANING, EACH STUDENT WILL BE PERMITTED TO EXCHANGE CLOTHING. (YOU MUST "EXCHANGE"!)**

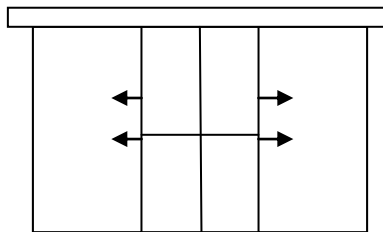
CUBBY SPACE- THE AREA ABOVE THE STUDENTS' HANGING CLOTHING IS REFERRED TO AS THE CUBBY SPACE. EACH CUBBY MAY CONTAIN:

- 1 SHOE BOX (CONTENTS OF YOUR CHOOSING. MUST COMPLETELY CLOSE.)
- 3 ROLLS OF TOILET PAPER AT ONE TIME.
- LAUNDRY DETERGENT
- DRYER SHEETS
- 2 HATS

(PLEASE NOTE THAT NO CLOTH ITEM, SUCH AS A TOWEL, SHIRT, PANTS, ETC..., SNACKS OR CONDIMENTS, LIKE HOT SAUCE, OR HYGEINE ITEMS ARE TO BE IN THIS SPACE AT ANY TIME.)

WINDOW- THE WINDOW AREA IS TO BE KEPT COMPLETELY CLEAR AT ALL TIMES. THIS INCLUDES EVENING TIMES WHEN GETTING READY AND GOING TO BED.

- NO WATER BOTTLES, EAR PLUGS, ALARMS, NOISE MACHINES, ETC... ARE TO BE PLACED IN THE WINDOW AREA.
- THE CURTAINS IN EACH WINDOW ARE TO OPEN FROM THE MIDDLE ONLY. THIS IS TO KEEP THE APPEARANCE OF EACH ROOM LOOKING UNIFORM FROM THE STREET. (SEE DIAGRAM)



- NO CURTAIN IS TO BE TUCKED UNDER THE ROD, TIED UP, OR HAVE RUBBER BANDS PLACED AROUND THEM FOR ANY REASON.
- WINDOWS MUST REMAIN CLOSED UNLESS GIVEN PERMISSION TO OPEN THEM.

PLEASE NOTE: ANY UNOCCUPIED SPACES IN A ROOM ARE TO REMAIN CLEAR OF CLUTTER BELONGING TO OTHER OCCUPANTS OF THE ROOM. ALSO NOTE THAT EACH AND ALL OF THESE RULES ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF THE EXECUTIVE DIRECTOR.

Adult & Teen Challenge Mid-America

STUDENT HANDBOOK AGREEMENT

I UNDERSTAND that the staff of Adult & Teen Challenge Mid-America must see that I am applying myself in class, chapel, study hall, work force, and in my relationship with Christ, and failure to do so may result in disciplinary action up to and including dismissal from the program. Staff must see continued progress and growth in these areas.

I UNDERSTAND that the Student Handbook is intended to be a basic guideline for how I should conduct myself and does not cover all possible scenarios. I am, therefore, expected to maintain a willing and teachable disposition at all times.

I UNDERSTAND that by signing this agreement:

1. I place myself under the authority of the staff of Adult & Teen Challenge Mid-America.
2. I do hereby acknowledge that I understand the rules and guidelines in the Student Handbook.
3. I understand that I may receive disciplinary action, up to and including dismissal from the program, for not following the rules and guidelines of the Student Handbook of Adult & Teen Challenge Mid-America.
4. I do hereby acknowledge and understand that if I choose to walk off the ATCMA property and quit the program or if I am involuntarily released from the program, I must take all of my belongings with me at that time. I understand that ATCMA is not responsible for my items once I leave.
5. I do hereby acknowledge and understand that if I choose to leave the ATCMA program before graduation, for any reason, my Food Stamp card will be shredded and I will be responsible for requesting a replacement card on my own.
6. I do hereby acknowledge and understand that if I choose to leave the program, and I have the required \$50 travel money, I will be taken to the Sikeston, Missouri bus station. Alternately, if I choose to leave the program, and do not have travel money, I will be taken to a location outside the city limits of Cape Girardeau, Missouri.

Student's Printed Name

Student's Signature

___/___/___
Date

Staff Witness

___/___/___
Date