



## STUDENT RULES

## AND PROCEDURES

### **Introduction**

Adult & Teen Challenge Mid-America 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 woman to be fully into the program until she is in Christ. This means to repent, or turn away from your past, and ask God to forgive you of all your sins. Once you have done that, you are a new woman IN CHRIST. After that, you should ask God to help you live obediently to His 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 Adult & 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, the local church, your chosen vocation, and the community at large. Adult & 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 Adult & Teen Challenge Mid-America 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 Intake 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 Intake 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 any reason the potential student is not eligible to come into the program, the Intake 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 Intake Coordinator for a reference for 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 ADULT & TEEN CHALLENGE STUDENTS**

### **I. PRIOR TO ENTERING AND UPON ENTERING**

1. You agree to complete the entire program of Adult & Teen Challenge Mid-America (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. nail polish remover, 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 here. If they need to be mailed, they will be shipped at your expense. Additionally, students are not to have personal vehicles on Adult & Teen Challenge Mid-America 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 ZERO 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 nicotine 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 Adult & Teen Challenge Mid-America 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, 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. Underclassmen (students in the first 4 months) 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 Adult & Teen Challenge Mid-America 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, an Adult & Teen Challenge Mid-America student must have an accountability partner.
11. Students should always conduct themselves as responsible Christians. 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 Adult & Teen Challenge Mid-America 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 Adult & Teen Challenge Mid-America 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. Underclassmen must leave all money in the office account that is set up for your protection. Adult & Teen Challenge Mid-America is not responsible for any money taken from you while in your personal possession. Juniors and Seniors may carry up to \$20 at any time.
16. You must demonstrate proper conduct and obedience toward staff, regardless of whether you feel they show it to you or if you feel they do not 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, COMPLAIN or MOCK.
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:
  - If you choose to leave the program at any time other than between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, you will not receive any money, personal identification cards, financial institution cards, or any other financial belongings.
  - You will have these items mailed to your listed permanent residential address at your expense on the next business day. Your personal belongings in your possession (clothes, shoes, toiletries, books, etc.) that you do not take with you upon your departure will NOT be mailed to you if you do not have the finances to cover the cost of shipment.
  - If any of your possessions are left at Adult & Teen Challenge Mid-America, and your personal account is not sufficient to cover the cost of shipment, you will have thirty (30) days from the day you left to make arrangements to collect your belongings, either by sending the proper financial amount to ship them or by making arrangements to pick up the items that you left behind.
  - 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. She is responsible for requesting a replacement food stamp card on her 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 furniture or walls.
3. Any Adult & Teen Challenge Mid-America 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 Adult & Teen Challenge Mid-America properties are nicotine-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 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 in 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 bra and 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, any type of unshelled nuts, and M&Ms are approved to be kept in dorm rooms. These items must be in resealable bags.
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 lunchtime 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. Rooms are to be kept neat and clean at all times. There will be regular inspections.
5. A student should flush the toilet each time it is used.

#### V. STUDENT DRESS CODE

1. Students are not allowed to wear mirrored sunglasses and may not wear any type of sunglasses indoors or on campus. Students off-campus must remove sunglasses when speaking with staff. It is advised that students not bring expensive sunglasses with them upon entry to the program.
2. See page 12 for full dress code and appearance policy.

#### 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. Students should enter through the SRO (Student Relations Office) only.
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. 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. Adult & Teen Challenge Mid-America 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 always keep their shoes on. 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 in order to complete the program.
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. Under no circumstances are students allowed to leave class without first being dismissed or given permission.
10. Ask permission always.

## VIII. UNDERCLASSMEN STUDY HALLS & CLASSROOM PROCEDURES

### Part A: Personal Studies for New Life in Christ (PSNL)

1. If you finish your assigned work, inform the Classroom Supervisor and she 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 her accompany you back to class or obtain a written excuse from her.

### Part B: Group Studies for New Life in Christ (GSNL)

1. You will be tested on the materials presented in class on a weekly basis.
2. Unless you have direct permission from the Director or the Classroom Supervisor, you are to be present for all GSNL 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. **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.
3. No food or beverage will be allowed in church at any time. **Students may not talk, sleep, pass notes, or eat candy etc., during services or classes.** Sit up and pay attention! Chewing gum is not permitted on campus.
4. **Students may not use the piano, keyboards, drums, or any sound equipment without staff permission at either on or off-campus meetings.**
5. 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, mocking, whispering, or falling asleep.
6. Students should wear proper clothing to church and be completely dressed in proper attire before walking out the door. Sunday and Wednesday morning acceptable clothing is outlined in dress code on page 12.
7. 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.
8. 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.
9. When the off-campus service is over, students should wait for staff to authorize departure. Students should then go promptly to the Adult & Teen Challenge Mid-America van with a staff member.

## 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 must 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 Sunday 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 boyfriend may visit is if you have a child by that male, the child is present, and an approved chaperone is present.
6. Visitors must report in with a staff member before beginning the visit.
7. 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.
8. Eat only in the visitation area or outside. Please pick up any trash or leftover food and dispose of it properly.
9. No guests are allowed in the kitchen, your room (unless accompanied by staff), or in any other undesignated area without staff permission. Restrict visits to the visitation area or outside.
10. You are not permitted to go to your visitor's vehicle.
11. You are not permitted to use a visitor's cell phone.
12. Only students who were approved visitation may be in the **Visitation area** during visitation time.
13. 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.
14. 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. Only approved snacks are allowed to be taken back to the student's dorm.
15. If you receive extra days in the program as a discipline, you may not be allowed to have visits during that extra time, depending on the infraction.
16. Visitation privileges may be revoked at any time at the discretion of the Executive Director or Program Director.
17. UNDER NO CIRCUMSTANCES may you visit with another student's family.
18. Visitors are not allowed to use products containing nicotine or drink alcoholic beverages on Adult & Teen Challenge Mid-America property.
19. 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 designated area assigned in their room.
2. All clothing, linens, and towels must be washed each week.

## **XIII. PERSONAL HYGIENE/ GROOMING**

1. Students should always keep themselves clean and neat. 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.
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 and clean. Hair must be kept out of the face. Exotic hairstyles of any kind are not allowed. **HAIR CUTS MAY NOT BE DONE WITHOUT STAFF PERMISSION. Any student needing a haircut should see her mentor who will make arrangements for her to get a haircut.**

## **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, males, or passing vehicles.
3. If a student damages or steals an Adult & Teen Challenge Mid-America 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.

### **The following classifications of prohibited medications include but are not limited to:**

- Barbiturates (including those combined with acetaminophen, caffeine, or aspirin: e.g., Fioricet, Fiorinal)
- Benzodiazepine's
- Medications used for the treatment of opiate dependence
- Muscle relaxants
- Narcotic pain relievers and pain relievers with potential for dependence and abuse
- Performance enhancing steroids or supplements
- Prescribed or OTC medication used specifically for weight loss
- Sleep aids
- Stimulant medications used to treat ADHD/ADD
- Smoking cessation medication
- Weight loss medication

**PLEASE SEE THE LIST OF UNACCEPTABLE MEDICATIONS ON PAGE 8**

## **XVI. APPOINTMENTS**

1. If you need to schedule a medical 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 an 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. 14 for a list of all approved items.

### **2. Mailing Address:**

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

### **Physical Address (for packages):**

2055 State Highway Y  
Jackson, MO 63755

## UNACCEPTABLE MEDICATIONS

<b>Medication Name</b>	<b>Prescribing Reason/Brand Name</b>
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 1<sup>st</sup> 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 only be allowed regular meals depending on the sickness. Otherwise, you will be served soup in your room. Allowances may be made for those who are using a sick day because of surgery or injury.

## XV. MAIL

1. All incoming and outgoing underclassmen mail will be read by the Director or designated staff. Junior and Senior mail is read at the Director’s discretion.
2. Mail will be handed out by staff. Do not ask if you have received mail or packages.
3. Any parcels delivered will be opened by staff prior to the student receiving them. 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, ATC, 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 participate in recreation at either an outside or indoor facility, please treat the property with care.
3. Ping-pong, pool, 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 with a gym monitor.
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, horseshoes, etc.) until you no longer need medical care and/or attention. The Program Director must clear you to resume exercise or participate in recreational activities.

## IXX. DISCIPLINE POLICY

You agree to abide by the Adult & Teen Challenge Mid-America rules and policies once you enter the 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 classroom during FREE TIME.

**Continued violations will require continued and more extensive 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. Wearing hats or sunglasses in buildings

7. Turning on/off the TV or radio without permission
8. Having excessive money in your possession
9. Not being properly dressed for class, chapel, mealtimes, 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

**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 vitamins, meds, or OTC meds in your room
9. Cheating, stealing or lying
10. Calling or writing to 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 drugs
7. Refusal to take a urine test

**Consequences:**

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

**Nicotine Offenses:**

**Nicotine offenses will be handled on a case-by-case basis, depending on the student's disciplinary history and length of time in the program.**

**Educational Disciplines:**

1. If you do not complete an assignment 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 study hall working on assignments and receiving no visitation privileges.
2. You will not move on to the next trimester of the program until all educational requirements are completed.
3. If you need special privileges regarding the number 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 Adult & Teen Challenge.
  - b. ATCMA 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 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 she 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 nicotine, alcohol, kratom, etc.
- 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 students
- 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 grievance 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.

### **Deborah's House Dress Code and Appearance**

#### **Clothing:**

- All clothing must be modest, conservative, neat, and clean with no holes or stains.
- No tight or see through clothing is permitted.
- Bras must be worn and no part of it can be showing.
- Tank tops straps must be at least 2 inches wide, and no part of the bra or straps can be showing.
- All clothing must be modest with no part of your back, belly, breast (including cleavage), buttocks, bra, or underwear showing.
- Dresses and skirts must be knee length with any slits not going above the knee.
- Leggings/jeggings may only be worn with tops that cover the buttocks and front fully.
- No clothing may be worn that promotes secular groups or messages that are not consistent with Adult and Teen Challenge Mid America values.
- Shoes are required for all activities except sleeping and showering; shoelaces are to be tied at all times.
- Pajamas and slippers can only be worn in the dorms.

#### **Personal hygiene:**

- Shower daily.
- Perfume and scented lotions can be worn in moderation. If excess is being worn, the student may be asked to reduce or discontinue use of those products.
- No baby wipes or make-up wipes

#### **Hair:**

- Hair is to be neat, clean, and feminine.
- Hairstyles that bring undue attention to the individual are not allowed (such as shaved heads, mohawks. Etc.)
- Hair color is to be consistent with a natural hair colors. The program director must approve changes in hair color.

- Hats, scarves, bonnets, hanker chief, hoods or any other head covering are only allowed during free time or in the dorms.

**Make-up:**

- Make-up may be applied conservatively and not draw undue attention to the individual.

**Jewelry:**

- Jewelry must be conservative and not draw undue attention to the individual.
- Body piercings are not allowed except for modest earrings, one in each lobe.
- It is strongly encouraged that you do not bring expensive jewelry and other valuable items with you to the program. Adult and Teen Challenge Mid America does not except responsibility for any lost, stolen, or damaged items.

\*\*\* Any product containing alcohol is not permitted. This would include perfumes, colognes, hair products, and other hygiene items. If alcohol is not a main ingredient, the program director may approve certain products. Essential oils are not allowed unless approved by Program Director. \*\*\*

<p><b>Dress attire:</b> (required for Church/Chapel)</p> <p>Dresses          Skirts          Dress pants, capris, or crop pants          shirts (no t-shirts)          Dress shoes</p>	<p><b>Casual attire:</b> (required for class/study hall/meals/free time)</p> <p>Pants (jeans, slacks, capris, or crop)          Shirts          Shorts (free time only)          Leggings/jeggings (free time only)          Sweatpants (free time only)          Casual shoes</p>
<p><b>Work attire:</b> (required for work detail)</p> <p>Pants (jeans or slacks)          Shirts          Shorts (knee length, if work detail allows)          Work shoes</p>	<p><b>Shoes:</b></p> <p>Dress shoes: flats, heels (less than 2”), sandals, dressy boots          Casual shoes: tennis shoes, sandals, boots          Work shoes: tennis shoes, work boots          Slippers (dorms only)          Flip-flops (free time only)          Slides (free time only)</p>

## Room Standard Checklist

**Students are not REQUIRED to have these items (unless noted). This list is simply the maximum for each item allowed in their room.**

1pr. Work Shoes\Boots  
1pr. Tennis Shoes  
1pr. Gym Shoes  
2pr. Dress Shoes (flats, heels (less than 2"), sandals, dressy boots) (1pr. required)  
1pr. House Shoes  
1pr. Flip flops/slides  
1pr. Shower shoes  
Total 8 Pairs of Shoes

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6 Dress Shirts  
4 Pairs dress pants  
2 Dress skirts  
2 Dresses  
2 Pairs of dress Jeans  
6 Pairs of jeans/work pants  
6 Pairs of shorts or capris  
4 Sweaters  
2 Hoodies  
4 Sweatshirts  
10 T-Shirts  
2 Pairs Sweatpants or leggings  
2 Coats  
2 Hats/bonnets/head covering  
5 Bras  
8 Panties (no thongs)  
10 socks or hosiery  
4 Camisoles  
2 nightgowns or sleep sets  
1 robe

**2 lbs. of individually  
wrapped hard candy,  
mixed nuts, trail mix, or  
M&Ms only and must be in  
a resealable bag**

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3 Bath Towels  
3 Wash Cloths

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

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\*Students are permitted to have one framed picture of family or loved one on their nightstand and are also allowed to have a photo album. No rugs allowed, NOTHING allowed on the walls, one musical instrument may be stored under the bed, and curtains must always hang down.

## 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 the room must be battery operated)
- 1-3”X5” photo in frame per student

**Bed-** Each student is responsible for her 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 the student’s 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 the bed, heels out. Refer to clothing checklist. (8 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 always remain clutter-free. No shoes under the ladder.

**Trash can-** Each room has one trash can. Trash must be emptied daily.

**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 all hygiene 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 clothes. This will be split into three equal sections and must always be kept this way. Staff must be able to see which items belong to which students. (Please see approved clothing list.)

**\* On Monday night, during room cleaning, each student will be permitted to exchange clothing with items that they have in storage. \***

**Cubby space-** The area above the students’ hanging clothing is referred to as the cubby space. Each Cubby space may contain:

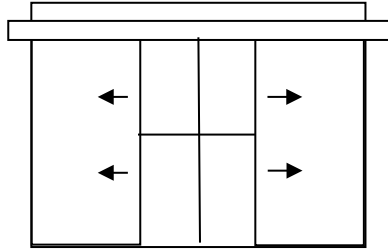
- 1 shoe box (contents of your choice. Must completely close.)
- 3 rolls of toilet paper at one time.
- Laundry detergent
- Dryer sheets
- 2 hats

(Please note that no cloth items, such as towels, clothes, etc..., snacks or condiments, like hot sauce, or hygiene items are to be in this space at any time.)

**Window-** The window area is to always be kept completely clear. 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 be opened from the middle only. This is to keep the appearance of each

room looking uniform from the street (see diagram below).



- 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 you are 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.**

#### **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!**

