



## A Message to the Students

We are pleased that you have chosen Adult & Teen Challenge to begin your recovery from addiction. Adult & Teen Challenge is one of the most successful recovery support programs in the world and we contribute our success to our foundation in faith. We believe that true change comes from what God does on the inside of us. Those living addicted lifestyles need to learn how to respond to life differently. If you are interested in faith-based recovery, Adult & Teen Challenge is the place for you. All of our classes, counsel and environment are rooted in faith in God, and values found in the Bible. We are serious about faith-based recovery because it has provided the most successful care available for overcoming addiction and beginning a new life.

**Coming into Adult & Teen Challenge can be difficult at first.** When the effects of drugs and alcohol wear off, and you find yourself away from all that's familiar, a variety of emotions can be experienced. Feelings of anger, pain, guilt, homesickness, or even feeling trapped can creep in. As badly as you know you need to begin this journey, this "internal war" can be very difficult. Experience tells us that once an individual passes through this initial struggle they will adjust to the program.

In the past, you have probably had moments where you wanted things to be different, but were unable to break the cycles of addiction. We are determined to help you get your life back. While we will help you, nobody but you can actually make this decision to change your life.

## A Message to Families

Families will need to be strong. We must shut the door on every excuse to leave the program prematurely. As brave as the student may appear, fears of facing the challenge ahead to change their life are real. A family's natural instinct is to relieve pain, but you must realize that there's no growth without it. We need families to stand strong as we help the student take a hard look at their life. Adult & Teen Challenge must have the family's support throughout the process of change. Whenever they communicate pain, encourage them to stay the course and refuse to support a departure from the program. Recovery is a family issue and touches every member of the family. We are glad that your son, father or husband is here. We are committed to doing everything possible to help your family member retain full and complete recovery, find restoration and live in forgiveness and freedom. If you have any questions about this manual, please feel free to contact our Program Manager.

Completion of the program is critical to the success of the student. Therefore, it is imperative that he is supported to this end. Family members should not allow any room for discussion of removing the student from the program before he has completed all requirements of Adult & Teen Challenge. **Upon enrolling a student in Adult & Teen Challenge, family members must agree that they will not assist the student in exiting the program before completion of the program.**

## Program Length

A student who is in need of life change does not miraculously transform overnight. Change requires a process of time, and a student must be willing to commit to whatever time is needed in order to produce change. Although many recovery programs are much shorter in length, there are no other programs that have as great a success rate as Adult & Teen Challenge. **This is due, in part, to the length of the program.** Many times, students who enter the Adult & Teen Challenge program have spent years trapped in their addictions and it requires ample time before they are truly ready to receive the proper tools to change.



- The Residential Phase is a minimum of one year in length. Depending upon circumstances, program length may be extended, but will rarely be shortened.
- A student must **complete 8 PSNL growth plans** prior to completing the the residential phase of the program.
- Students must successfully **complete each phase of the program in order to graduate.**

Adult & Teen Challenge of Northern Indiana does not accept students for less than one year. This includes check-ins that are both voluntary and court ordered. Although the court may impose less than a one-year sentence, our program has a minimum requirement of one year. If a court-ordered student still elects to enroll in the program, he must commit to the entire year, or whatever time it takes for completion of the program. Adult & Teen Challenge will not provide a successful completion letter, or graduation certificate to the courts for any time less than the prescribed time for that student.

## Program Phases and Growth Plan

Adult & Teen Challenge of Northern Indiana is a 12-month residential recovery program with an additional 6-month re-entry program designed to assist individuals with life-controlling addictions. The total is 18 months for most students. Adult & Teen Challenge has a total of five phases called Crisis, Induction, Training, Re-entry and Aftercare.

- The Crisis component of the program is the first 30 days of the program. This is a period of time **to determine if Adult & Teen Challenge is the right program for the individual.** Privileges earned when completing this phase are phone calls, visits and playing instruments. *Jasper County Recovery House only covers this phase of the program. After you have completed this phase at the JCRH you will transfer to the Elkhart campus to continue your growth in Adult & Teen Challenge.*
- The Induction Phase is the student's next three months in the program (months 2, 3, and 4). **In order to complete this phase a student must be focused on character development.** Once he has completed this phase he is eligible to earn privileges, including carrying money, having off-campus reality checks, riding home from church events with family, participation on Adult & Teen Challenge Teams and enrollment in the Barnabas Project.
- The Training Phase is months 5 to 9 of the program. This is where the student takes steps towards independency, investing in other students and character development. Students that are in the training phase of the program may ride home from church events with their family members IF, the student has submitted a request and been approved prior to the service. **In order to complete this phase a student must appear ready to face the challenges that come with the re-entry process.**
- The Re-Entry phase starts at month 9 and continues after a student transitions out of the residential part of the program. This is when the student is preparing for, and transitioning back into society. He will be learning responsibility without as much accountability. This is focused on continued Christian growth, financial responsibility and preparing living arrangements. **Students who are eligible for the Re-entry Victory House must show a desire to continue to grow in their walk with God and the intention of taking time to build a healthy foundation.**
- After Care is after Re-entry completion. It is designed with basic guidelines that must be followed. You will be required to report back to Adult & Teen Challenge on a regular basis about your progress. This will keep you connected until graduation.
- Student graduations are held once a year at our annual Adult & Teen Challenge Banquet. Students who are still sober, and practicing what they learned at Adult & Teen Challenge, will be invited to graduate.

Once you have reached the minimum time requirement for completing your phase you will undergo an evaluation that is conducted by the staff, interns and senior servants. Once the evaluation is complete, staff will come together and determine whether you meet the requirements to progress to the next phase of the program. If you do not meet the requirements of the next phase, you will undergo a second evaluation 30 days later. This means that an additional 30 days will be added to your time in the program.

During your stay you will participate in personal mentoring sessions with the staff and interns. A progress log will be filled out during each mentoring session and kept in your permanent file. When you enter the training phase you will



be enrolled in the Barnabas Project (which is a personal mentoring program with a respected Christian man from the local church). Adult & Teen Challenge desires to help you build a healthy relationship with the Holy Spirit who is our Counselor. This is what keeps the lasting change after you leave the Adult & Teen Challenge Program. During the training phase of the program, our staff want to be able to support you, but reliance on the Lord should increase for growth, insight and revelation.

## Restoration Program

The Restoration Program is set up for students who have previously graduated an Adult & Teen Challenge program and have faltered when transitioning back into society. We're able to accept these students and have a modified program for them. The minimum length for the restoration program is 6 months. The duration of the individual's restoration program could be determined after participating in a 3-month evaluation. At that time, you will meet with your advisor and the Program Manager and/or Executive Director. **In our restoration program we are not looking for men who are "doing time", but for those who are willing to wait patiently for the Lord to direct their next step in life.**

## Intake Process

### Monthly Costs

It costs Adult & Teen Challenge approximately \$1500 per month per student to properly run the program. That's why we ask that you do whatever you can to help raise the \$500 monthly tuition. However, if you cannot come up with the \$500 monthly tuition, we are willing to work with you with various payment plans. Adult & Teen Challenge also asks for a \$500 non-refundable Induction Fee to cover the cost of phone interviews, processing student files, curriculum and miscellaneous costs incurred during the intake process. Induction and monthly tuition fees should be made payable by cash, cashier's check or money order to **Adult & Teen Challenge of Northern Indiana**. All other funds (i.e., student personal accounts and medical) should be made out to **Adult & Teen Challenge of Northern Indiana**. A student's personal funds will be maintained by Adult & Teen Challenge (students are not allowed to keep money on their person until they've entered the Training Phase).

**If you are entering Jasper County Recovery House for the first phase, money orders for induction fee must be made out to Jasper County Recovery House. All other funds (i.e., first month tuition, student personal accounts and medical) must also be made out to Jasper County Recovery House while your student is residing at JCRH.**

### Personal or Phone Interview

A phone interview is required with all applicants. Upon acceptance, an entry date will be set contingent on available bed space. For an interview call (574) 226-0789 and ask for the intake department.

### Physical Health

We require that blood tests for HIV, Hepatitis B and Hepatitis C must be conducted prior to acceptance to Adult & Teen Challenge of Northern Indiana. Student must have a TB test with results prior to entry into the program. Additionally, a physical must be performed prior to entrance. If you are not able to get the required blood work and physical done prior to coming into the program (which will be allowed under rare circumstances), an additional \$244 will be added to the induction fee to cover those costs.

**If you are entering Jasper County Recovery House and are not able to get the required blood work and physical done prior to coming into the program (which will be allowed under rare circumstances), an additional \$244 will be added to the induction fee to cover those costs.**



## Criminal Background Checks and Legal Information

Background checks can be run prior to acceptance into the program. Sex offenders will not be accepted into Adult & Teen Challenge of Northern Indiana or Jasper County Recovery House (this is due to the physical location of the program).

You must enter the program disclosing any information about warrants and your legal situation, including any known court dates and appointments that have been scheduled prior to your entry date. You must also bring your probation officer's name and contact information, along with your judge and lawyer's names and contact information. This information will be added to your permanent student file.

Adult & Teen Challenge will not be responsible for securing a ride for you to your court and legal appointments. You must secure a ride with an individual who is approved (of good moral character) to bring you to your legal appointments. This policy is amendable to avoid long distance driving and other opposing problems. If we are required to bring you to your appointment \$10 dollars will be charged for local appointments and \$20 for non-local appointments. If your probation requires that you take drug screens while you are in the program, Adult & Teen Challenge can provide monthly drugs screens, but it is your job to provide a fee of 5\$ per test.

## Marriage

If you are married, we require a copy of your marriage license when coming into the program. If this does not occur, we will treat the significant other as if they were a fiancé until the required information is provided.

## What should I pack and what shouldn't I pack?

Please have the following items available upon entry into Adult & Teen Challenge:

### **You Must Have (Copies will be made at induction and kept in your student file)**

1. Non-Refundable Induction Fee of \$500 (cash, cashiers check or money order)
2. Blood work (HIV, Hepatitis B and C) and TB test
3. A Physical
4. State Identification Card or Driver's License or Military ID

### **Highly Recommended:**

5. A Bible (**translation to be approved**)
6. Notebook, paper, pens and pencils
7. Postage stamps, envelopes
8. Appropriate clothing needed for church, class, work duties, and leisure. Laundry is done once per week, so no more than a week's worth of clothes should be brought.
  - a. At least 1 pair of dress pants for church and rallies
  - b. At least 1 button-down dress shirt for church and rallies
  - c. At least 3 collared shirts (Polo, golf, oxford, button-down, or rugby style shirts)
  - d. At least 1 tie
  - e. 3-4 outfits for working around the center
  - f. 3-5 pair of casual pants
  - g. T-shirts (no secular music groups, foul language, suggestive or offensive images)
9. Underwear and socks
10. Shoes (dress, work and sneakers)
11. Clothes that you will need to work outside in different climates
12. Towels, washcloths and a new, unused pillow
13. Clothes hangers
14. Medical and dental insurance information (if applicable)



15. Copy of marriage certificate (if married). This is required for visitation and off-campus reality checks with spouse.
16. Court Orders (for adjudicated students).
17. Psychological and criminal profiles must be addressed prior to entry.

### DO NOT BRING THE FOLLOWING ITEMS

Secular cd's, any musical device which contains a radio, secular literature, clock radio, tobacco products, cellular phones, pictures of adults of the opposite sex who are not immediate family members.

If you don't have a Bible, classroom supplies, church clothing, or towels, Adult & Teen Challenge will help you obtain these items.

## Communication, Visitations, and Passes

### General guidelines for Passes and Visitations

Adult & Teen Challenge maintains strict policies concerning student reality checks and visitation, mail and telephone calls. Please note that students who are on disciplinary action may have reality checks, phone calls and/or mail privileges temporarily suspended.

A list of approved family and contacts will be made upon entry into the program. Communication lists are limited to family members or pastors. All phone calls and outgoing mail will be limited to those on the approved communications list. If you desire to add someone to your approved communications list, you may submit a request to your advisor.

**Students should not be given cell phones at any time**, this includes visitations. Students are not allowed to have or use cell phones at any time. A student found with a cell phone could be dismissed and the person who allowed the student to use the cell phone could lose all visitation and communication privileges.

**Students may not have visitors at their work sites, on the Adult & Teen Challenge campus, or rendezvous at any location other than what is allowed during approved times. Failure by family members or friends to respect these policies could result in dismissal or loss of all future visitation privileges.**

**A student is not allowed to have a visitation from any person of inappropriate character or who is of questionable reputation.** All visitors coming onto the Adult & Teen Challenge property must dress appropriately and be properly covered. Family members may not smoke or use tobacco products, alcoholic beverages or drugs while on the Adult & Teen Challenge campus or around any students. The use of alcohol or drugs by a family member around students either on or off campus, will result in that family member's loss of visitation and communication privileges.

A student may not smoke, use tobacco products, use drugs or alcohol, or use the following types of medications: pain medication, sleeping pills and sedatives. Also, a student may not use other drugs that are narcotic type drugs while he is 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 is not a medical facility.

### Mail

Students must put outgoing mail in an unsealed envelope and turn it in at the reception desk for screening and mailing. Staff reviews all outgoing and incoming mail. Any inappropriate mail will be destroyed. Any letters found to have foul or vulgar language; inappropriate content or themes that are questionable in nature will be destroyed and will not be given to the student. Any package or letter that contains inappropriate or illegal contraband will be turned over to proper legal authorities. Students are responsible for their own postage.



Mail should be addressed to the student as follows:

**Adult & Teen Challenge**  
**Attn: (Student's name)**  
**P.O. Box 4603**  
**Elkhart, IN 46514**

**Jasper County Recovery House**  
**Attn: (Students Name)**  
**P.O. Box 318**  
**Rensselaer IN, 47978**

## Student Funds

Student funds, whether tuition or personal account money, should be sent to the proper PO Box. Please make ALL checks out to Adult & Teen Challenge of Northern Indiana for the Elkhart Campus and **Jasper County Recovery House for Rensselaer Campus**. You may specify which account you would like the funds to be applied to by writing that information in the memo of the check.

Example:

Memo Student Name Personal Account  
Memo Student Name Tuition

**All checks received that are not specified to an account will automatically be applied to student tuition.**

All first and second phase student accounts will be locked securely in a designated area and will be given for use when necessary (store, reality checks, special events, etc....). Personal account money will NOT be released to a student if he decides to leave the program prematurely.

## Telephone Calls

Telephone calls are a privilege and may be restricted as a part of disciplinary action. If a student makes phone calls at any time or at any place without permission, he has committed an infraction that can be grounds for disciplinary action or dismissal.

Students may not receive incoming phone calls other than from those who are on the approved contact list, medical facilities and legal representatives. The incoming phone call will be given to the student upon staff discretion.

A student is eligible to place outgoing phone calls after he has been in the program for 30 days and has completed the first phase successfully, providing he is not under disciplinary action. All phone calls are monitored. Each student has assigned days to place his phone calls. All student phone calls will be made after 5:30 p.m. If a student needs to make a call during the day or at any other time apart from his assigned time, that phone call must first be approved by administration.

A student may have phone visits with the following persons: his wife and/or children, parents, grandparents, siblings. An approved pastoral leader and any other person within the family structure who has been pre-approved. Phone calls are 10 minutes in length, made to one person twice a week.

There is a strict procedure to add a person on the communications list. You must submit a request with the information of the individual that you desire to have added to the communications list. The request will be reviewed and discussed, and if that person is approved, you will be given permission to add that person to the approved contact list.

## Student Visitations

Visitations will be held on Sundays from 2PM to 5PM. Students with last names A-M will have visits on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month and students with last names N-Z will have visitations on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month. Students who have children and/or are married are able to have visitations with their spouse or children every





Sunday from 2PM to 5PM. For months that have a fifth Sunday, we will reserve the fifth Sunday for Family Days at Adult & Teen Challenge of Northern Indiana. Occasionally visitations will be cancelled or modified due to scheduling.

Students are eligible for visits after they have been in the program for 30 days and have completed the first phase successfully. Only those contacts approved on a student's communication list will be allowed to visit with them on their visitation and/or passes unless special permission is given by the Program Manager. When arriving, visitors and family members should check in at the front desk first before a staff or intern will go and tell the student. If there are items that visitors are bringing, it must be brought in by the guest to the reception desk for approval. Students are not allowed to carry in items from the car without staff permission.

For the safety and well-being of everyone during visits, Adult & Teen Challenge of Northern Indiana requires that all family members remain in the cafeteria, picnic area or gym during visitations. All other facilities and property are strictly off-limits. The guest restroom is located in the cafeteria. You are not allowed to use any gym equipment during visitations. There must not be more than 6 visitors per student during the visitation hours.

During visitation, to ensure that children do not get separated from their families, children of all ages must be supervised and be escorted at all times by an adult family member. Family members will not be allowed to wander away from the designated areas for safety reasons. **Adult & Teen Challenge will not be responsible for any incident that may occur with an unescorted child of any age.**

Family members may not smoke or use tobacco products while on the Adult & Teen Challenge campus. Please keep all items of an addictive nature locked in your vehicle. Failure to adhere to these guidelines, may result in a loss of visiting and communication privileges. **The staff on duty must approve everything given to students. This includes money, food etc.** All families will be required to **STRICTLY** adhere to these rules. Failure to follow these rules may result in visitation restrictions or other loss of privileges for individuals who do not follow these policies.

### Clothing Restrictions for Visitations

Adult & Teen Challenge is a ministry, and its campus, students and staff should be treated with the highest level of respect. Therefore, all persons coming on to the Adult & Teen Challenge campus must be properly clothed at all times. The pastoral leaders of Adult & Teen Challenge expect family members, friends and guests to strictly adhere to these clothing policies. Failure to heed these rules will result in a staff member requesting that you dress appropriately for the campus, or to respectfully leave the campus if requested.

Female family members, friends and guests should NEVER come onto the campus wearing inappropriate clothing. Female family members should also wear appropriate undergarments. Examples (not all inclusive) in inappropriate clothing are:

- See-through garments
- Tight fitting garments or garments that are revealing
- Shorts shorter than fingertip length when arms are against your side.
- Skirts or dresses shorter than 2" above the knee
- Shirts or blouses which reveal the navel or midriff
- Garments that allow undergarments to be seen
- Garments with inappropriate themes or words

Male family members, friends and guests should also be aware of their dress code. Examples (not all inclusive) in inappropriate clothing are:

- Tank tops
- Fishnet shirts
- T-shirts with inappropriate themes or shirts which advertise alcohol, cigarettes, bars or nudity
- Any pants style that reveals undergarments
- Jewelry with symbols of the occult or horoscopes.



## Student Reality Checks

The Reality Check structure has been carefully planned and designed to best benefit the program and to ensure smooth operation. Families and friends should not make special requests for Reality Checks or change the schedule. Following is the Adult & Teen Challenge Reality Check Schedule.

- Students will have 48–72-hour corporate Reality Checks for certain approved holidays or seasons. Possible Reality Checks include: **Mid-Winter Break, Easter, Memorial Day, Independence Day, Labor Day, Fall Break and Thanksgiving.** The student must complete the induction phase (first 4 months) of the program before they are eligible. **There is a mandatory, annual reality check at the end of each year.** Students will not be accepted into the program in the month of December for this reason.
- **Emergency Reality Checks** - Special reality checks (including weddings) beyond the regular reality check schedule are allowed on case-by-case bases. Emergency reality checks for death or sickness are allowed for family members only and are not granted for friends. Emergency reality checks will be approved for the length that the staff deem necessary.

There is a strict procedure when applying for a Reality Check that must be followed. All requests must be turned in 1 week prior to the date requested. All requests will be approved by the Program Manager.

Any Reality Check given to a student on probation is approved only under the conditions specified by the court and/or the student's probation or parole officer. Students are not allowed to take a Reality Check and commit any action or violate any clause specified by the court or the probation and parole office.

Parents - The consumption or possession of alcohol, either before picking up the student, during the Reality Check, or returning the student to campus, is strictly prohibited. Family members must be free of any type of intoxicants during the student's Reality Check. The use of alcohol or drugs by a family member while a student is on Reality Check with them will result in that family member's loss of visitation and communication privileges. Remember, Reality Checks are a privilege and may be taken away for any reason. Reality Checks are earned.

## Special Rules for Non-Marriage Relationships

The following policies are designed exclusively for couples who have children together and have had a serious on-going relationship, or who are officially engaged with a ring.

A student is prohibited from communicating with his fiancé during the first 4 months upon entry into Adult & Teen Challenge. After the 30-day crisis phase and 90-day induction period is over, you may apply for fiancée communication privileges. **These rules are not open for negotiation or manipulation in any way.** If an Adult & Teen Challenge student and his significant other are granted permission to communicate, it will be by mail and if approved, visits on visit day. If any of the following rules are broken, privileges will be suspended immediately for the remainder of the time the student is in the Adult & Teen Challenge program. One telephone call per week is allowed between the Adult & Teen Challenge student and his fiancé. The only communication between the Adult & Teen Challenge student and his fiancé should be mail, phone, and approved visits. Further failure to follow policies and procedures will result in the student's dismissal.

All communications between the Adult & Teen Challenge student and his fiancé must be godly, moral and content must be appropriate in subject matter. Conversations must not contain sexual innuendos or profanity. Any message that the fiancé may deliver, either by written or verbal means should be of a positive nature that is helpful, uplifting and healthy. Please be aware that Adult & Teen Challenge staff screens all mail. Any letter that is deemed inappropriate will be returned with a warning. If the warning is not heeded, all privileges will be suspended for the remainder of the student's enrollment at Adult & Teen Challenge.

Each significant other must apply for visitation and writing privileges personally to the Program Manager. At his own discretion, the Program Manager will approve, or deny each application on a case-by-case basis. The Program





Manager will inform the applicant with his decision concerning the application. If an applicant is denied, the Program Manager may give directions or specific requirements for the fiancé to meet within a certain time frame for possible future approval. If the fiancé's application is approved, writing privileges could begin providing the student isn't on discipline. Following are some things that we look for when approving a significant other.

- The fiancé must attend church weekly and become involved in the church she chooses to attend.
- The fiancé must be of good moral character, should not smoke, drink alcohol or use drugs.
- The fiancé must agree to surround herself with individuals of good character and place herself in locations of good reputation.
- The fiancé must be open to the new change found in the student's life and be open to following them in their walk with Christ.

**Other than an initial greeting, which may include a hug, there should be no physical contact between the fiancé and the Adult & Teen Challenge student. This rule must be followed to the letter.**

**THE ADULT & TEEN CHALLENGE STUDENT IS NOT GIVEN ANY OFF CAMPUS PASSES WITH HIS FIANCE AT ANY TIME WHILE HE IS IN THE PROGRAM. A VIOLATION OF THIS RULE WILL NOT BE TOLERATED AND FURTHER VISITS AND COMMUNICATIONS WILL BE SUSPENDED FOR THE BALANCE OF TIME THAT THE STUDENT IS REMAINING IN THE PROGRAM. FURTHER RULE VIOLATIONS WILL RESULT IN THE STUDENT BEING DISMISSED.**

**If the fiancé or the student breaks any of these rules, all visitation and writing privileges will end, and may NOT be restored.** Further communication will not be allowed until the student completes the program.

## Adult & Teen Challenge Schedule

Adult & Teen Challenge of Northern Indiana & JCRH keeps a strict and balanced schedule. We believe that the students that come into the program are here for a specific purpose, and our schedule reflects that purpose. We believe in a balance of classes and education, as well as work and opportunities to put to use what you learn in the classroom.

When you read this schedule, this is a general schedule of the daily activities at Adult & Teen Challenge of Northern Indiana. The schedule is subject to change at any time during your stay.

### Weekday Schedule

- 6:00AM – Wakeup
- 6:05AM – Custodial Clean-Up
- 6:30AM – Breakfast
- 6:50AM – Morning Devotions
- 7:30AM – Group Prayer
- 7:50AM – Leave for Work Duties
- 8:00AM – 1:00PM - Work Duties
- 1:00PM – Lunch
- 1:45PM – 5:00PM – Class
- 2:00PM – 10:00PM – On Friday only, drive to Friday Night Chapel (JCRH)
- 5:00PM – Dinner
- 5:45PM Discipline/Restriction
- 7:00PM – Night Event (This could be church, prayer time or basketball. This changes from day to day and could change from week to week)
- 9:45PM – Proverbs Devotional in your pod
- 10:00PM – Lights Out
- 11:00PM – Lights Out on Friday



## Weekend Schedule

### Saturday

- 8:00AM - Wake up
- 8:15AM - Breakfast
- 8:30AM-Devotions
- 3:00PM - 11PM - Free Time or Discipline/Restriction
- 5:00PM - Dinner
- 11:00PM - Lights Out

### Sunday

- Varies - Wake up
- 9:00AM - 12:00PM - Sunday morning church service. (This can change based on where we attend.)
- 1:00PM - Lunch
- 2:00PM - 5:00PM - Visitation or Free Time
- 6:00PM - Dinner
- 7:00PM - Sunday Night Church (JCRH)
- 9:45PM - Pod Prayer Time
- 10:00PM - Lights Out

## Medical

The Adult & Teen Challenge Program does not accept students who take addictive medications that are narcotic type medications. Such medications include, but are not limited to, painkillers, muscle relaxers, sleeping pills, benzodiazepines, sedatives and tramadol. If a student is prescribed an unacceptable medication while he is in the program and chooses to take the medication, then he will be required to leave the program.

Persons who take psychoactive medications will be considered for entry into the program, but are not guaranteed entry into the program. Each person will be considered individually for entry. Adult & Teen Challenge, however, is NOT a medical facility, and is not allowed by law to make medical assessments.

Because the Adult & Teen Challenge is NOT a medical facility, it is not a place for a student to detox from medications or intoxicants of any type. Before entering the program, every Adult & Teen Challenge student should be completely detoxed from all intoxicating substances. Adult & Teen Challenge will not be responsible if a student fails to act responsibly and detoxify himself before entering the program. If you have a condition such as diabetes, asthma, epilepsy etc., you are responsible to take your medicine at the med call times. If you have an episode between med calls, medicine will be given to you to help your condition. However, discipline may be administered if you have been negligent to take your medication responsibly. This is to cultivate an attitude of consistency with your medical needs, as there may be no one to make you take your medicine outside of the program. Any student who is either entering the program, or who is currently in the program who has been prescribed any other medication, should take the medication exactly as ordered by the ordering physician. There will be no alterations to the prescribed dosage or schedule without the permission of their physician. Failure to do so could result in that student's dismissal from the program. Again, Adult & Teen Challenge is not a medical facility.

If there is a medical or dental emergency, please locate the nearest staff and inform them of the situation. In the case of a medical emergency, the student will be taken to the nearest emergency room. The student will be allowed to have two post emergency visits and remain at the center. Any further medical attention will require a medical leave.

In the case of a medical leave Adult & Teen Challenge will set up strict guidelines that must be followed. If guidelines are followed time will not be added to the program, but time spent outside the program will not be counted towards time in the program. You will be required to check in everyday by phone and some scheduled appearances at the Adult & Teen Challenge center. You will be required to have an "accountability partner" that we can communicate



with while you are on medical leave (Mother, Father, Brother, Mentor, Wife etc....). You will be required to do assigned Adult & Teen Challenge curriculum and attend 2 church services a week while you are out of the program. A set goal for return will be scheduled before leaving for medical. Adult & Teen Challenge reserves the right to amend these requirements at any time.

**All non-emergency medical or dental issues should be dealt with prior to entry or upon completion of the program.** Adult & Teen Challenge is not responsible to make non-emergency appointments for medical issues. Adult & Teen Challenge will help facilitate routine doctor visits that are required for prescription refills.

Emergency | ə'mɜrjənsē |  
a serious, unexpected, and often dangerous situation requiring immediate action

Adult & Teen Challenge will not be responsible for securing a ride for you to your medical appointments. You must secure a ride with an individual who is approved (of good moral character) to bring you to your medical appointments. This policy is amendable to avoid long distance driving and other opposing problems. If we are required to bring you to your appointment, \$10 dollars will be charged to cover gas for local appointments and \$20 for non-local appointments.

If a student goes to a medical appointment with an approved ride other than staff, they must go straight to the appointment and then promptly return to the center. The student may not stop for a sit-down meal, personal business or shopping without prior consent from a staff member.

## Work Therapy Program

While a student is enrolled at ATCNI or JCRH, he is required to work in one of the “work details” assigned by Adult & Teen Challenge. **The Work Therapy Program, which requires manual labor, is designed to teach responsibility, ethics and relational dynamics as related to the work environment. Although this proves to be difficult at times, it provides much needed discipline in a student’s life.** This component is an integral part of the program; it helps the student to achieve identity, self-esteem and self-confidence for the future. Students do not work for personal wages, but to help fund the remaining balance for their tuition.

Our W.T.P. is designed to develop and promote understanding for job success through supervised part-time work. It will teach our students how to be responsible, productive and develop personal dignity about work. Our W.T.P. is designed for students with life-controlling problems. Concerned staff that is acquainted with the students needs coordinates the work. In the W.T.P., the worksite effectively becomes the classroom. The Adult & Teen Challenge W.T.P. is a vital part of the overall program, ministry and educational process at Adult & Teen Challenge.

There are a variety of different assignments that a student may be required to do. Refusal to cooperate with the demands of the W.T.P. will be met with discipline or dismissal. The work therapy program is mandatory, not optional. **Adult & Teen Challenge students will not be paid for any services rendered while in this program and are forbidden to take pay from any facility that offers without permission from the Work Coordinator.**

## Physical Development Requirements

While enrolled at Adult & Teen Challenge you will be asked to participate in weekly scheduled physical activities. These activities could vary from, but not limited to, basketball, volleyball, softball, jogging, weight room or cardio activities. If you have any medical conditions that prevent you from participating in the program activities this information will remain confidential, but other arrangements will be made.



## Adult & Teen Challenge Values

The Adult & Teen Challenge Campus Values are in place to help create a healthy atmosphere and to develop long-term character in the students.

1. Integrity – firm adherence to a moral code, being committed and undivided
2. Honesty – fairness or straightforwardness of conduct
3. Kindness – a sympathetic, patient and helpful nature
4. Consideration – showing proper regard for the thoughts and feelings of others
5. Sobriety – marked by self-control, moderation or seriousness
6. Diligence – steady, earnest or energetic effort
7. Humility – not being proud or arrogant
8. Responsibility – able to answer for your conduct or obligations
9. Respect – showing proper honor or esteem
10. Morality – developing convictions about right and wrong
11. Gratitude – appreciative of benefits received
12. Accountability – liable or answerable for your actions
13. Teachable – able to be taught, positioned to learn
14. Cleanliness – habit of being neat and orderly
15. Discretion – showing discernment and the ability to make good decisions

## Campus Rules and Guidelines – Practical Ways to Express the Adult & Teen Challenge Values

Campus Rules and Guidelines are monitored by staff, interns, and senior students. However, these guidelines do not limit staff or interns in certain circumstances from making exceptions and/or the Executive Director from making general changes. Adult & Teen Challenge relies on the character and experience of the staff and interns to discipline and teach students how to live for Jesus Christ.

### General

1. There is a NO TOLERANCE POLICY for possession of drugs on Adult & Teen Challenge property. Students will be dismissed immediately for possession or use of drugs in the program. Adult & Teen Challenge is a non-smoking facility. Smoking on or near our campus is prohibited, this includes guests. Also, no tobacco of any kind (smokeless, dip, chew, etc.). Nicotine gum is not allowed and will be considered the same as tobacco. You are not permitted to gamble because it's a highly addictive behavior.
2. Profanity, foul language, talk about street life, drugs, alcohol or use street slang coarse or ethnic jokes, nicknames, racial remarks, or any obnoxious behavior that creates unnecessary disturbances in the center, are all prohibited.
3. Students must show respect to all teachers, staff and students at all times, and must not curse, fight, joke or jest in a negative or vulgar way. There is a NO TOLERANCE POLICY for striking a staff or student, and criminal charges will be filed in such cases. There is absolutely NO HORSEPLAY.
4. A student must not try to manipulate staff. You must not try and play one staff against another.
5. Students should be on time for chapel, classes, meals and work duties.
6. Leaving campus at any time without permission is grounds for dismissal. You may go outside only when accompanied by a staff or senior servant. Do not go beyond the set boundaries. If you do not understand them, please ask a staff prior to trying to go anywhere. Students are not allowed outside after dark unless you have special permission from the staff on duty.
7. Board/card games are allowed during free time only (Weekdays 5:00PM until leave time for the night event and when you get back until 9:45PM. Saturdays after work duties and Sundays after church). If you use games put them away when you are finished.



8. You are required to clean up after yourself. If you open it, close it. If you turn it on, turn it off. If you unlock it, lock it. If you break it, tell a staff person. If you borrow it, return it. If you use it, take care of it. If you make a mess, clean it up. If you move something, put it back. Do not leave personal items lying around at any time.
9. Chewing gum and sunflower seeds are strictly prohibited on campus at any time.
10. If you get up before wakeup, be quiet. Don't talk to other students in the hallways. Keep noise to a minimum. You are allowed to quietly be in the Grand Hall.
11. You shall not help yourself to items donated to the program without staff approval. Doing so is considered theft of Adult & Teen Challenge property.
12. There is a zero-tolerance policy for destruction to Adult & Teen Challenge property. Destructive behavior to the building, belongings and property of Adult & Teen Challenge property could result in immediate dismissal. If a student steals or damages Adult & Teen Challenge property, Adult & Teen Challenge will take proper legal actions.
13. Students are not allowed to get new tattoos, tattoo touch-ups or new piercings while they are in the program. This includes any major changes to one's appearance or livelihood.
14. No loaning other students money. If you get them something you bought it for them (ATCNI). You are not allowed to carry money in the first and second phase of the program.
15. Students aren't allowed to sleep in the Grand Hall at ANY TIME. Your bed is provided to you for sleeping.
16. Silent reflection times (AKA talk fasts) are only allowed at the direction of an advisory staff member. Silent reflection is a time to keep silent in order to process what is going on in your heart and mind. Students carrying out silent reflections shouldn't speak to other students and vice versa. Staff and interns can be addressed as needed. Silent reflection time should be taken seriously and not turned into a joke.

### Television

1. The television is only to be used for sporting events. All other television use is prohibited. Women's sports with tight fitting clothing are prohibited.
2. Television may be viewed on Saturdays after work crews are over, and Sundays after morning church.
3. One movie is allowed on Saturday night. Each and every movie must be staff reviewed on Plugged In before watching. All movies shouldn't exceed a PG-13 rating unless approved by the Program Manager.

### Music

1. Secular music is prohibited in any form (listened to or played on an instrument, sung, whistled, etc.)
2. You must not play any Adult & Teen Challenge instrument without staff permission.
3. Students are only allowed to have one guitar per student in the center. There shouldn't be any amps, effect pedals, etc.

### Judah Guidelines (Our Therapy Dog)

1. You must treat Judah with respect. If you see him do something that he should not do, "No Judah" is the proper command for correction. You should NEVER spank, swat or hit Judah for any reason.
2. Senior servants are responsible to take care of Judah. They will be required to follow the schedule set up for walking him, taking him outside and feeding him.
3. Judah should be locked in the Grand Hall anytime that we leave the building as a group.
4. You may take Judah for a walk or outside during non-scheduled breaks, but you must seek permission from the lead staff on duty. If he handles business, please inform a senior student so that information can be recorded on the whiteboard.

### Gym and Weight Equipment (ATCNI only)

1. The gym and weight equipment will be available to use during scheduled times. The schedule is Tuesday from 6PM to 8PM, Thursday from 6PM to 9PM, Saturday after work duties until 9PM and Sunday 6PM to 9PM.
2. You must clean up the gym and weight equipment after you are finished using it.
3. You must not take any gym equipment outside of the gym.



4. Visitors are allowed to use the gym, but may not use the equipment.

### Personal Hygiene and Grooming

1. A student should keep himself clean and neat at all times. He should never go to bed dirty.
2. At the scheduled time, students should shower daily and spend no more than a total of fifteen (15) minutes in the bathroom and approximately five (5) minutes is the maximum allotted time for a shower.
3. Student must brush their teeth, wear deodorant and shower EVERY DAY. Students should shave everyday if needed.
4. A student should pick up after himself (i.e., clothing, shampoo, bathroom and shower items, etc. otherwise it may get thrown away). Do not leave hair in the shower, sink or bathroom floor.
5. A student's hairstyle must be kept neat, clean and trimmed. Staff will use discretion and may ask you to cut or trim your hair.
6. Students may cut their own hair, but under no circumstances is a student allowed to cut another student's hair unless pre-approved by staff. Saturday is the only designated day for haircuts. Students aren't allowed to braid other student's hair at any time.

### Dorms and Rooms

1. A bottle of water is permissible in dorm rooms. Do not fill your bottle with a non-water drink from the dining hall and carry it to your room.
2. You are responsible for the cleanliness of your room or area. Clothes are to be hung neatly on hangers. Your bed must be made every day before devotions. There shouldn't be anything on top of your wardrobes or cabinets at any time. You must keep your clothes and undergarments folded neatly. There shouldn't be anything stored under or around your mattresses in the bunks.
3. Students aren't allowed to go through another student's belongings. You aren't allowed to be in other student's dorms. Respect the personal space of others.
4. Students shouldn't stand, or walk around the dorm in boxer shorts or underwear. You must wear a shirt at all times when out of your room. Footwear is required for all common living areas.
5. You may not hang or tack anything to the walls or bunks. Nothing may be hung in your dorms. Keep pictures in your drawers.
6. Laundry hampers must be put under your wardrobes or the foot of your bed (ATCNI). Laundry hampers must remain in the bathroom at all times (JCRH).
7. Lights are to be turned off when a student is not present in the dorm room.
8. Windows may be opened with the permission of the staff on duty only by senior servants. Senior servants are responsible for the control of the windows. Windows must be shut when the group leaves the building, the weather permits it (rain, hot or cold temperatures) and the time of lights out. Dorm room doors must be closed when a window is open. Bathrooms windows should never be opened for any reason.
9. You may have powdered drinks (examples but not limited to; protein, hot chocolate, decaffeinated tea, Propel, Kool Aid) and individually wrapped hard candy (examples but not limited to; Jolly Ranchers, Life Savers). Instant coffee and energy powdered drinks aren't allowed in Adult & Teen Challenge. Drinks in the dorm must be in powder form, you may not make the drink and have it in your dorms. Drinks must be consumed in the Grand Hall or cafeteria (ATCNI) and main level (JCRH).
10. Fans are allowed, but cannot exceed 11 inches in diameter. One fan per student is allowed. Fans shouldn't be attached to anything in the room. All fans shouldn't be left out during the day.

### Morning Devotions

1. Devotions are a time set apart in "devotion" to the Lord. You should use this time in a manner consistent with honoring Him.
2. No sleeping, eating or talking during devotions.
3. Devotions must be done in the cafeteria (ATCNI) and dining area (JCRH) area. The Grand Hall will not be used for devotional time.



4. You are expected to be either praying, reading the Bible or a devotional. You are not allowed to do homework during this time. Other books, including commentaries and concordances are not allowed during devotions.
5. You should use the bathroom before devotions.
6. If your morning work duty causes you to miss the normal devotion time, you are required to be in the cafeteria from 1215pm-1245pm to make up for it.

### Group Devotions and Lights Out

1. Quiet time starts at 9PM or after the nightly event Sunday through Friday and 10PM on Saturdays. All students must remain in the Grand Hall (ATCNI) and upstairs (JCRH) during this time. Quiet time is a time to wind down and get ready for bed. Preparation for bed should be completed before group devotions. There will be no showers or hygienic needs done after lights out. Only bathroom use.
2. Conversations should cease in all public areas and everyone should be in their dorm at 9:45PM. This is when group devotions start.
3. At the appointed time of lights out, all students must be in their beds. There is no talking permitted after lights out. You may read a book or work on homework silently. But it is encouraged that you go to sleep. Rest is important.

### Prayer Room and Prayer Garden

1. The Prayer Room is a room set aside for personal prayer and reflection. It should not be used for group prayer (unless the prayer team is scheduled to pray). Please be mindful of people in the prayer room when praying out loud.
2. Please take all personal belongings out of the prayer room when you leave the prayer room or garden.
3. The Prayer Garden is also a solitary place for personal prayer and reflection. Do not hang out in pairs or groups in the Prayer Garden. There should be no conversations except between the individual and Jesus.
4. Group Prayer in either the prayer garden, or prayer room, is acceptable if it is led by an intern or staff or during scheduled prayer team prayer times.

### Chapel and Classroom

1. Come prepared for class. Students should always bring books, pencils, pens, paper, notebooks and a Bible to class. Adult & Teen Challenge may provide some training books and educational material. You should use the bathroom before you come to class.
2. No food or drinks are allowed in the chapel or classroom for any reason. Water and hard candy are the only items allowed in the classroom.
3. No rowdy disturbances in the classroom at any time. Do not turn around or make noises to gain the attention of a staff member. Putting your flag on the top of your desk is the appropriate method of being helped by staff. Unnecessary noises are very distracting. Students should be very respectful to other students. Enter and exit the classroom in an orderly and quiet manner.
4. Before coming to class, a student must be properly groomed. His clothes must be neat, and his hair and body must be clean.
5. Students will accomplish more by staying focused. A student should keep his head up, keep his eyes on his work and not look around the room. Hoods aren't allowed. Do not lay your head down at any time during class. If you are sleepy, you may stand up. Do not fall asleep. ALWAYS work on material pertaining to the class. Do not write discipline or letters home during class.
6. Students must keep their work area neat and clean at all times.
7. Every student is required to pass all tests. If a test is failed, this could result in the loss of free time or phone calls until the test has been successfully passed.
8. You are not allowed to go onto the stage in the chapel. Please stay off the raised platform.
9. Students are required to sit in the first three to five rows for chapel services. If your family comes you may sit further back.



10. After chapel fellowship time between family and students will end at 10:30PM. It is your responsibility to ensure your family leaves by that time.
11. Families are only allowed to attend Friday chapel after you pass the Crisis phase.

## Kitchen

1. It is required that students stay out of the kitchen and not enter it.
2. Food, as well as cups, plates, and utensils, should never be taken out of the cafeteria or dining room. All food served must be eaten in the designated cafeteria area, never in the classroom or dorm (unless on sickbed).
3. Before each meal, students must line up outside the kitchen before the meal is served. Scripture quotation and a prayer will be said before the serving of any food. Students are to remain reverent during line up and prayer time for meals.
4. Mealtimes are appointed. Every student must be present or accounted for at meal line ups before the meal will be served. You may not skip meal line up for any reason.
5. No complaining about meals. Be thankful for the food God has provided.
6. You should never argue with the kitchen crew about ANYTHING. If you have a problem, go to staff. Do not harass or argue over anything with the kitchen crew. Do not ask the kitchen crew what they are making for dinner.
7. We will have a store with select items available for purchase using a punch card. A punch card may be purchased for \$10 by filling out a request form and turning into our Kitchen Manager.
8. If you have a desire to fast from food for more than 24 hours, you must submit a request form to the Community Development Coordinator. He will meet with you to discuss fasting in greater detail. Extended fasting shouldn't begin until you have this meeting and receive approval.

## Office and Staff Areas, Staff and Volunteer Relations

1. Students may not enter the intern rooms, main office, staff quarters or any staff office without prior approval from a staff on duty. You should not be in the staff quarters unattended.
2. You must not congregate or hang out in the entry way, foyer or front desk area (ATCNI).
3. Staff members are not permitted to lend or borrow from students, 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 staff.
4. No student shall exchange personal information which includes email address, mailing address and phone numbers to **ANY** volunteer or church member without staff permission.

## Dress Code

1. Church attire, and Friday night chapel attire, consists of a collared shirt (polo or button up) and appropriate jeans. Monday chapel attire is casual, unless we have a guest speaker then Friday Night Chapel attire is required. Rally Attire consists of a dress shirt with a tie, dress slacks and dress shoes. If you do not have adequate clothing, shoes or a belt, talk to your staff. (ATCNI) We have a Blessing Closet and has clothing for students. Hats aren't allowed inside church buildings or at chapels.
2. Students must keep their clothes clean and looking appropriate.
3. No clothing showing drug emblems, gang life, skulls, secular music, women, or offensive language shall be worn on campus at any time. Any clothing deemed inappropriate by staff will be discarded.
4. All students must wear shoes, pants and a shirt outside of your dorm room.
5. Students must shave when needed. Staff has the right to tell students to "clean it up". This also includes length or style of hair.



## Church and Outside Meetings

1. Students will sit together as a group with a staff person. Make sure you are sitting in front of staff. You may sit with family at church with staff approval. You cannot sit with family during rally services.
2. Use discretion when talking to members of the opposite sex. This should be very limited contact.
3. When the service is over stay in your seat until staff dismisses you.
4. Do not use the church's musical instruments.
5. Bring your Bible to every service.
6. Before signing up for any church related activities, or to receive church mailings, first consult staff.
7. Students should remain under staff supervision at all times.
8. Students must use the bathroom while accompanied by a senior servant or staff. You may not use the bathroom during service. Always get staff approval before using the bathroom.
9. You must dress according to the dress code.

## Work Experience Rules

1. Do not take anything from the work crew sites back to the center without staff permission. This is grounds for dismissal from the program.
2. Limit your conversations with members of the opposite sex if working in the community.
3. It is required that you do all the work assigned to your specific job. Failure to do so can result in disciplinary action.

## Vehicle Rules

1. No eating or drinking of any kind is allowed in the van.
2. Any trash that accumulates should be picked up. If you see trash in a vehicle, pick it up whether it is yours or not.
3. Students are not allowed to yell out of the windows, communicate with, make facial expressions or hand gestures to, other people, females or passing vehicles.
4. Windows must be closed when exiting a vehicle. Please check windows before you leave the vehicle.

## Med Call

1. Medications will be distributed at the appropriate times only. Med calls will happen at 7:30AM, 2:30PM and 9:15PM on Weekdays (10:15PM on Friday). After devotions, 3:30PM and 10:15PM on Saturdays. After breakfast, 2:00PM and 9:15PM on Sundays.
2. Medications will be handled by staff and interns only.
3. All medications will be taken in presence of staff. No meds will be saved for later.
4. Medication will be given according to the recommended dosage on the label. No alterations will be made to prescriptions or over the counter medication.
5. Students are responsible to keep track of their medication quantities. A request form should be submitted to your advisor a week in advance in order to get a refill in time. Advisors will assist in medication refills as needed.

## Illness and Bed Rest

1. Students may not stay in bed and miss scheduled activities unless they are sick. Illnesses such as vomiting, severe diarrhea and fever (taken with a thermometer), are the only acceptable reasons for missing planned activities. Sick bed must be approved by staff only.
2. If a student is ill when he awakes in the morning, he must immediately inform a **Lead** staff who will determine if indeed the illness requires a day off. If you don't know who the lead staff is at that time, it is your responsibility to gather that information. If it is determined that a student is ill and must remain in bed, he is not allowed to participate in any activities whatsoever the entire day, and is required to remain in bed all day.
3. If a student is ill and in bed, he is not allowed to eat in the kitchen, but must take his meal at bedside. A soup will be served during mealtimes all day to help speed recovery.



## Discipline

Corporal discipline shall be prohibited. Physical restraint may be used by local authorities or staff if a student becomes out of control and the staff feel that they or other students may be in harm. Failure to express Adult & Teen Challenge Values and comply with any of the campus rules can result in a write-up. Authority is given to staff, interns, senior students and kitchen workers to make a formal write-up if there is an infraction of the values, rules and policies. The Adult & Teen Challenge staff will decide the action taken from the written infraction. Time in the program, number of prior offenses, amongst other things will be the basis of the action given to you for your disobedient act. After the discipline is determined, the write up is handed to the student with direction of where and when the discipline needs to be completed. Discipline must be turned in to the student advisor for review. Adult & Teen Challenge is a program of strong work ethic and strict discipline. We understand that both of these things can be hard at times, but know that they help make men strong and build character. Disciplines may include writing projects, the loss of privileges, extra work duties, loss of reality checks and visitation privileges, added time to the program, other disciplinary action as seen needed or dismissal.

## Standard Loss of Privileges

If you are on discipline, you may not participate in these activities. Restriction does not qualify as discipline.

- Loss of game privileges during free time (i.e., cards, pool, ping pong, board games, sports, etc....)
- Loss of phone calls and visits (unless specified)
- No playing instruments.
- Loss of any and all television or movie privileges.

## Discipline Schedule (ATCNI)

- Monday: (mandatory) 5:45pm to 6:45pm (optional) after chapel until 9PM
- Tuesday: (mandatory) 5:45pm to 7:45pm (optional) after event or study hall until 9PM
- Wednesday: (mandatory) 5:45 to 8:30pm (optional) after event or Man Church until 9PM
- Thursday: (mandatory) 5:30pm to 8:30pm (optional) after until 9PM
- Friday: (mandatory) 5:45pm to 6:45pm (optional) after Friday Night Chapel until 10PM
- Saturday: (mandatory) 3:30pm to 8:30pm
- Sunday: (mandatory) NO DISCIPLINE: (REST)

## NEVER do discipline during/while:

- **ANY** class or devotions (including recreation and work classes)
- After lights out
- While in a vehicle (of any form)
- While eating
- Before 5:45pm (unless authorized by staff for **that specific day**)

## Discipline Time Guidelines

- Student must be working on discipline while in discipline (no PSNL or other class work unless specified)
- Students must be seated and quietly working in discipline. They must not talk to others.
- Student will have to get permission in order to leave discipline for any reason.
- Discipline remains until every requirement is finished. The staff who assigned the discipline will also be the one who approves when it is completed.
- No wearing headphones or listening to music in any form while working on discipline

**Any violation of these guidelines is cause for confiscation of completed discipline and you will be required to start over and failure to comply with disciplinary procedures will result in dismissal!**





## Student Grievance Procedure

As a student you have a right to file a student grievance against any staff or volunteer who violates your safety or wellbeing. To ensure the safety of the students and staff, there is a proper procedure that must be followed in order to fill out a student grievance.

1. Request a grievance from the Executive Director or Program Manager.
2. Fill out the grievance thoroughly and accurately and turn it in to the same staff that you requested the grievance from.
3. You will hear a response from the Executive Director within 24 hours (72 hours on weekends) from the time the grievance was turned in.
4. An action plan will be created within 7 days from your meeting with the Executive Director.
5. Your grievance and the action taken will be put in your student permanent file.

## Dismissal

Infractions of any Adult & Teen Challenge rules or policies may result in a student being dismissed from the program. Acceptance back into the program will be considered based upon attitude and available bed space. The Executive Director will authorize all dismissals. If the Executive Director is unavailable, contact the Program Manager for approval of dismissal.

A student who damages any Adult & Teen Challenge property, who engages in fighting, physical struggling, or sexual misconduct will face grounds for immediate dismissal and possible criminal charges.

If a student is dismissed or has chosen to leave the program on his own, Adult & Teen Challenge holds no obligation for his transportation or return home except, we will drop him off at the local Greyhound bus stop in Elkhart IN (2820 Cassopolis St Elkhart, IN 46514) or the Loves Travel Stop (11207 W IN-10 DeMotte, IN 46310). A student will ONLY be given a phone call to contact family to inform them of their decision to leave upon staff approval. A staff member may contact family prior to student phone call. The student phone call will be handled on speakerphone in a staff office if it is allowed.

**If a student leaves the program, is dismissed, or if he walks off the property (which will result in his dismissal), he should carry all of his belongings with him at the time of departure. Adult & Teen Challenge is NOT responsible for, nor will replace, any missing or damaged items belonging to the student if he does not carry his things with him at departure. All items will become the property of Adult & Teen Challenge IMMEDIATELY after departure and will most likely be dropped off at Good Will.**

After his dismissal or exit from the program, that student is no longer allowed on Adult & Teen Challenge property without approval. If a student returns to any building, including the Administration Building without an appointment, he will be considered trespassing. The local police department will remove the student refusing to leave the premises when dismissed.

If a student leaves the program, he will not be eligible to re-enter the program for a minimum of one month, and possibly longer at the discretion of the Executive Director. Some students may not be allowed to re-enter Adult & Teen Challenge of Northern Indiana at all after leaving. Upon discharge from Adult & Teen Challenge of Northern Indiana, the student will receive a follow up phone call 2 weeks after discharge from the program. A second phone call will be made 30 days after dismissal or discharge from the program to verify the condition of the student.



## Signature of Student Handbook Agreement

**I AGREE TO ABIDE BY THE RULES AND POLICIES OF ADULT AND TEEN CHALLENGE OF NORTHERN INDIANA AND ITS STAFF. I HAVE READ THE STUDENT HANDBOOK AND MY SIGNATURE INDICATES THAT I UNDERSTAND EACH RULE AND HAVE ASKED QUESTIONS ABOUT ANYTHING I DO NOT UNDERSTAND.**

**MY SIGNATURE FURTHER REPRESENTS MY COMMITMENT WITHOUT RESERVATION TO ABIDE BY THESE RULES, AND TO CONDUCT MYSELF ACCORDING TO THE PROGRAM RULES AND POLICIES AND PROCEDURES INCLUDING ALL FUTURE HANDBOOK REVISIONS.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_