



# Adult & Teen Challenge of St. Louis

## STUDENT HANDBOOK (Men's Program)

(Revised Edition January 2018)

## I. What Is Adult & Teen Challenge? (Purpose and Philosophy)

Adult & Teen Challenge International of St. Louis (ATCSL) is a residential Christian discipleship program designed to help men overcome life-controlling problems such as alcoholism or drug addiction. This program helps men learn how to function as productive members of society by applying spiritually motivated Biblical principles to relationships in the family, local church, chosen vocation, and community. The program philosophy is simple yet effective—no tricks or gimmicks—just Christ. By developing Christlikeness, individuals are able to become mentally sound, emotionally balanced, socially adjusted, physically healthy, and spiritually alive. ATCSL is a fourteen-month residential program. ATCSL is an induction center at which students participate in discipleship training for at least four months. After meeting induction program requirements, the remaining ten months will be completed at Adult & Teen Challenge International Mid-America Training Center in Cape Girardeau, Missouri.

## II. Admission Requirements

- A. Applicants must be at least 18 years old. Prospective applicants older than 40 should call *before* submitting an application.
- B. Applicants and students must be willing to complete the entire program consisting of at least fourteen months. In certain limited cases, ATCSL may consider allowing a program participant the option of only completing the first four months of the program depending on the student's family responsibilities or other extenuating circumstances. Applicants referred by court will be expected to complete the entire 14-month program.
- C. Applicants and students must be familiar with the rules, policies, and schedule of ATCSL and be willing to abide by them. Applicants are required to read this entire Student Handbook at least twice before the pre-admission interview with the Admissions Supervisor.
- D. Approved applicants must demonstrate adequate emotional and mental stability to participate cooperatively in a group living situation.
- E. The following fees will be required of all applicants and/or students.
  1. All applicants must voluntarily complete an application including a **non-refundable** \$100.00 application fee and a pre-admission interview with the admission supervisor.
  2. All applicants using any prescribed psychiatric medication(s) must undergo a consultation before their admission application can be approved. The applicant must be willing to pay an additional **non-refundable** \$150.00 fee for this consultation prior to admission into ATCSL. Contact Steven May via email at [nevetsyam66@gmail.com](mailto:nevetsyam66@gmail.com) to make arrangements for this consultation.
  3. Upon arrival, students must pay a **non-refundable** \$350.00 admission fee. **This fee is non-refundable regardless of voluntary departure or dismissal from the program and regardless of the length of time a student remains in the program.**
  4. All incoming students should provide one-way bus fare from St. Louis to the student's home. This bus fare will be kept in the office and is refundable.
  5. For ATCSL to provide transportation at any time, applicants and current students must be willing to pay for transportation to and from the center at the rate of fifty cents per mile. A flat fee of \$10.00 will apply for transportation to or from the St. Louis bus station. A flat fee of \$20.00 will apply for transportation to or from Lambert Airport. A flat fee may be substituted for any transportation expenses at the discretion of the Program Director or Executive Director.
  6. Students receiving Social Security Disability benefits may be required to contribute half of their income to ATCSL to provide for program expenses.
- F. Applicants and incoming students must agree to undergo the following medical tests after admission: HIV, PPD (tuberculin skin test), RPR, and Hepatitis A, B, & C.
- G. Applicants and/or students must provide **all** the following legal documentation.
  1. Applicants must complete all forms included with the application and in the admission procedure.
  2. Applicants must have a Social Security card and driver's license/state picture I.D. upon arrival.
  3. Approved applicants who are married must provide a copy of their marriage license upon arrival.
  4. Approved applicants with children must provide a copy of each child's birth certificate showing that he is the legal father.
  5. Students should provide results from a basic "sports" physical upon admission.

- H. In the event of bed unavailability, approved applicants must contact the office once a week to determine program status.
- I. If an approved applicant misses his admission appointment, he forfeits that available bed space and will be placed on the waiting list until another bed becomes available.
- J. Adult & Teen Challenge International of St. Louis reserves the right to deny admission to any approved applicant suspected to be under the influence of a controlled substance at time of admission.

**III. Schedules** (Schedule times may vary depending upon special events or circumstances.)

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| <p>A. <u>Weekday Schedule (Monday-Friday)</u></p> <p>6:00 am Wake up<br/>         6:15 am Breakfast<br/>         6:35 am Medicine call<br/>         6:50 am Morning devotions<br/>         7:20 am Group Studies for New Christians<br/>         8:30 am Work detail<br/>         12:00 pm Lunch<br/>         12:25 pm Medicine call<br/>         12:30 pm Work detail<br/>         2:00 pm Showers/Free Time<br/>         3:00 pm Personalized Studies for New Christians<br/>         5:00 pm Evening meal<br/>         5:30 pm Medicine call/Free Time<br/>         6:30 pm Chapel (Mon, Tue, Thur, Fri)/Church (Wed)<br/>         8:00 pm Study hall<br/>         9:15 pm Medicine call<br/>         9:30 pm Quiet time/Devotions<br/>         9:45 pm Quiet time/Preparation for lights out<br/>         10:00 pm Lights out<br/>         Mon. through Fri., quiet time begins at 9:30 p.m.</p> | <p>B. <u>Saturday Schedule</u></p> <p>7:30 am Wake up<br/>         8:15 am Breakfast<br/>         8:45 am Medicine call<br/>         9:00 am Work detail, recreation, or P.S.N.C.<br/>         12:00 pm Lunch<br/>         1:00 pm Visits, phone privileges, free time<br/>         5:00 pm Evening meal<br/>         10:00 pm Lights out<br/>         Med. call follows each meal &amp; at 9:00 p.m.</p>   |
|  | <p>C. <u>Sunday Schedule</u></p> <p>6:30 am Wake up<br/>         6:45 am Breakfast<br/>         7:40 am Leave for church<br/>         11:30 pm Lunch<br/>         1:00 pm Visits, phone privileges, free time<br/>         5:00 pm Evening meal<br/>         5:45 pm Leave for church<br/>         10:00 pm Lights out<br/>         Med. call follows each meal &amp; evening church.<br/>         On Sat. and Sun., quiet time begins at 9:45 p.m.</p> |

**IV. Schedule Policies**

- A. **Wake Up**  
 At the appointed hour, students must awake and prepare for daily activities. Students have 15 minutes to make their beds, shave, dress, and report to the dining room for breakfast. Students who awake early **may not turn on bedroom lights, must observe strict silence, and remain indoors** until a staff member wakes up all students. Students may use the bathroom after 5:30 a.m. to shave. No showers are allowed at this time.
- B. **Breakfast**  
 All students must report for breakfast 15 minutes after wake-up. If a student does not report on time, he forfeits his meal. If a student fails to report at all, he will receive discipline.
- C. **Morning Devotions**  
 This is time devoted to Bible study and prayer. No homework assignments are to be done during devotions.
- D. **Group Studies for New Christians (G.S.N.C.)**  
 Group Studies is a lecture/discussion class designed to broaden the student's understanding of life issues and illustrate the application of biblical principles to cope with these issues.
  1. Students must complete all scripture memorization, study guides, quizzes, and tests for each course.
  2. During Group Studies, all students should sit at the tables and participate in class.
  3. The entire 16-week curriculum must be successfully completed before transfer to the training center.
- E. **Personal Studies for New Christians (P.S.N.C.)**  
 Personal Studies is comprised of several learning activities designed so that each student may work at his own pace. The student is responsible to complete learning contracts consisting of scripture memorization, Bible reading, Bible lessons, personal reading, sermon note sheets, and character development activities.

1. Students may only work on assigned P.S.N.C. classwork during P.S.N.C.
2. Learning contracts are structured to each student's aptitude and ability. If a student does not complete at least three contracts in 4 months, he may be given an extra month to complete the third contract.
3. If after this extra month the student still has not completed his third contract, he will undergo a staff review to determine his possible transfer to the training center or dismissal from ATCSL.

F. General Classroom Rules

1. There should be no rowdy disturbance in the classroom at any time.
2. The desk and files are off-limits to students. No materials or equipment should be used without permission.
3. Classroom materials should be treated with care. Do not write in study materials, on study carrels, or on the classroom rules sheet. Students may only post pre-approved items in their study carrel.
4. No classroom materials or curriculum should be taken from the classroom without permission.
5. No food, drinks, or candy are to be taken into the classroom without staff permission.
6. Do not leave your seat or talk without permission.
7. During class and study hall, a student must raise his hand for assistance.
8. Do not turn around or make noises to gain a staff member's attention.
9. There will be no restroom breaks during class or chapel. Use the restroom before activities begin.
10. All completed assignments must include name and date and then must be placed in the top box on the teacher's desk. Assignments lacking name and date will be discarded and repeated.
11. No student is allowed in the classroom without permission.
12. Do not rest your feet on the walls underneath the desk.
13. Do not sit or lean on tables or desks. Do not lean against study carrel dividers.
14. Chairs should be pushed in when students are not seated. Chairs should be *carefully* placed on the tables or desks at the conclusion of each class.
15. There is no sleeping during any classroom activity.
16. Students must fill all chairs from front to back for ALL activities in the classroom. All students seated in the back when front seats are available will be subject to discipline.
17. During study hall, students must work only on GSNC assignments until required projects are satisfactorily completed. Students may not work on PSNC assignments in study hall until they have received permission from the supervising staff member.
18. Students are not allowed to write letters, doodle/draw, complete disciplinary writing, or waste time in any fashion during any classroom activity, chapel/devotions, or church activity.

G. Lunch

All students must report for lunch at noon. If a student does not report on time, he forfeits his meal. If a student fails to report at all, he will receive additional discipline. Students must leave the dining room by 12:25 p.m. and report on time for work detail at 12:30 p.m.

H. General Kitchen Rules

1. Students are not allowed in the kitchen or dining room without permission.
2. No rowdy behavior is permitted in the dining room at any time. Students should never run or push to stand at the front of the serving line. Students are expected to demonstrate common courtesy and proper manners during each meal.
3. Students are not allowed to open the refrigerator or enter the food pantries.
4. No food, drink, utensils, or dishes shall be taken from dining room unless weather permits use of outdoor tables. Students shall have no food in their possession except for individually wrapped bite-size hard candy.
5. Students are to display reverence during prayer for each meal. No student should have food or drink before prayer. No student should eat food or consume drinks while standing in the serving line.
6. There are no second helpings until all have been served. Plates must be brought through serving line to receive seconds. No student is allowed to handle or touch any food or drink item in the kitchen.
7. A kitchen crew will be assigned to clean and wash dishes after each meal. This crew is allowed in the kitchen only while performing their duties. Other students are not permitted in the kitchen with the kitchen crew.
8. Students should cover food items warmed in the microwave. Students must clear and clean their dining table when they are finished eating.

9. No complaining is allowed about the food the Lord has supplied. Any grievance involving food service should only be directed to the staff member serving as the Kitchen Manager, not students serving on the kitchen crew.
10. Students wishing to fast must receive permission from the designated staff member and are required to eat at least one full meal each day.
11. A student caught throwing away food may forfeit his next meal. Take only the food you can eat.

I. Work Experience Program

The work experience program at ATCSL is directed to bring about a change in lifestyle and work habits. Work detail tests your maturity as a Christian and puts into practice what has been learned from the Bible. During work detail, students learn patience, tolerance, industry, faithfulness, perseverance, honesty, responsibility, and punctuality. The Bible emphasizes the importance of work by stating, "He that will not work shall not eat" (2 Thessalonians 3:10). The general work experience program provides students with work experience and allows them to explore occupations. It allows the student to achieve identity before making a career choice. To make a sensible career choice, the student must first learn about himself, his capability, the society in which he lives, and the world of work. He must first learn to be productive so he can then become creative. Work is an integral part of life and is a vital link in establishing the pattern for growth through which an individual passes. ATCSL is concerned with the status of growth as related to the student's identifiable problems which in turn is related to the world of work. Once a student has learned the basic habits of industry, he can achieve identity. Completion of the work experience program will benefit the student in making the transition to his world of work by: 1) learning to assume responsibility; 2) gaining knowledge and attitudes necessary for successful job performance; 3) acquiring good work habits; 4) learning how to cooperate with fellow workers and employers; 5) developing personality and poise; 6) realizing proper relationships between job production and wages; 7) broadening knowledge of the occupational world and working conditions.

J. Work Detail

Work detail lasts for about 5 hours every day (usually 8:30 a.m. – 11:45 a.m. & 12:30 p.m. – 2:00 p.m.). All students must be dressed for work and at their designated work area by 8:25 a.m. All students are expected to contribute their efforts to the maintenance of the Christian community within ATCSL.

K. General Work Detail Rules

1. Staff members will supervise and work with students throughout each work detail.
2. Students are not to use any tools or equipment without permission and supervision of a staff member.
3. Students are not to leave prescribed work area without permission.
4. Students finishing assigned duties must immediately report to the supervising staff member for further instructions.
5. Students may not take breaks without permission. The restroom may be used only during scheduled breaks.
6. Students should not enter the dormitory during work detail without the permission of supervising staff.
7. Students are not allowed to use the front door of the dormitory during work detail.
8. Students are not allowed to remove their shirts or wear shorts during work detail without permission.
9. Students must be on time for work detail. They should be dressed and ready by the appointed time. Weightlifting, basketball, games, etc., are not permitted before work detail or during breaks.
10. Taking any work material or equipment from a prescribed work area or destruction of work materials or equipment may result in immediate dismissal.
11. Hard hats and program approved safety glasses are required to be worn when working in the wood processing area. Hearing protection will be required when working in any loud environment.
12. Students are not allowed to throw anything in any work area that can strike another student. Any unsafe act committed during work detail or in a prescribed work area will result in disciplinary action and may result in dismissal. Disregard of safety standards during work will not be tolerated.

L. Shower Time

1. A thorough shower is required each day. Students may only take one shower per day. Showers should not exceed 10 minutes.
2. Shower time is scheduled from 2:00 p.m. until 3:00 p.m. and from 5:30 p.m. until 6:20 p.m. Showers can only be taken during these scheduled times even on weekends. Students must be considerate and organized during this time so that all will be able to use the showers. Exceptions must be approved by a staff member.

3. Common courtesy should be exercised through proper personal hygiene habits on a **daily basis**. Personal hygiene habits (or lack thereof) that become offensive to other students should be avoided.
- M. **Dinner Time**  
All students must report for dinner at 5:00 p.m. If a student does not report on time, he forfeits his meal. If a student fails to report at all, he will receive additional discipline. Students must remain in the dining room until 5:25 p.m. and must exit the dining room by 5:30 p.m.
- N. **Chapel**  
Chapel occurs Monday, Tuesday, Thursday, and Friday at 6:30 p.m. to participate in worship, prayer, and Bible study.
- O. **Study Hall**  
Students use this time to complete Group Studies assignments. Remaining time can be used to complete P.S.N.C. work only with permission from staff on duty. Students shall not write letters, draw, or do writing assignments in study hall.
- P. **Quiet Time**
1. Monday through Friday, quiet time begins at 9:30 p.m. On Saturday and Sunday, quiet time begins at 9:45 p.m.
  2. All conversation should cease. Games, letter writing, and other activities must cease and be put away.
- Q. **Evening Devotions**
1. This time is provided to close the day in prayerful consideration of character growth in response to daily events. Students also prepare spiritually for the next day through prayer and Bible study.
  2. Bibles are required during devotions. No homework assignments are to be done during devotions. Bedroom doors must remain open during evening devotions.
  3. Immediately following devotions, final bedtime preparations should be made between 9:45 p.m. and 9:55 p.m. so that all students will be in their beds by 10:00 p.m. for lights out. All lights must be out at 10:00 p.m.
- R. **Church Attendance**
1. On Sunday and Wednesday, all students attend a local church. Bibles are required at church.
  2. Each student must be ready for church fifteen minutes before departure time in the living room.
  3. Dress shirts with collars, dress pants, and dress/business casual footwear must be worn to church. Except for square-tailed shirts, all shirts must be tucked. No denim jeans or tennis shoes are allowed.
  4. Each student must stay with the group while entering and leaving the church.
  5. Before and after each service, do not loiter in the church. Report immediately to the van with the supervising staff members. Stay with the group at all times. ***Leaving the group during church or any other activity without permission may result in dismissal.***
  6. There are no restroom breaks at church. ***Always use the restroom before boarding the van going to church.***
  7. Students should remain in the prescribed area of church under the supervision of a staff member at all times. Pray only at the altars directly in front of where students are seated.
  8. Students are not allowed to chew gum or eat candy during church activities.
  9. Students should not take any reading materials from church. Staff members will secure the appropriate reading material for the group.
  10. Students are expected to behave in an appropriate and courteous manner when attending church or any other social function. Students should not stare at others in attendance or make inappropriate comments about others in attendance. Inappropriate contact, interaction, or communication of any kind may result in immediate dismissal.
- S. **Lights Out**  
At the appointed time, all students must be in bed for lights out. All personal reading lights/lamps must be turned off at this time. Preparations for bed should be completed before this time. Students are to remain quiet in their beds after lights out. Except in case of emergency, no student should be out of bed to use the restroom or move about before 11:00 p.m.

- T. *STUDENT PARTICIPATION*  
*ALL STUDENTS MUST ABIDE BY THE SCHEDULE UNLESS THERE IS AN ILLNESS OR OTHER UNUSUAL CIRCUMSTANCE. PARTICIPATION IN ALL SCHEDULED ACTIVITIES IS REQUIRED.*

V. **Student Life Policies**

- A. Desired General Student Attitude
1. Respect and reverence is the responsibility of each student during all activities of the day.
  2. Students should be considerate of other students in the program. Courtesy and kindness should be a trademark of each student.
  3. Students will submit to the authority established at Adult & Teen Challenge International of St. Louis. They will obey and show proper respect for each staff member and re-entry mentor.
- B. General Student Conduct Rules
1. Students must conduct themselves in a manner pleasing to God. There shall be no tobacco use, alcohol consumption, drug use, or sexual activity.
  2. No cursing, improper language, racial slurs, or talk about past street life is permitted.
  3. There shall be no private conversations with anyone not directly associated with ATCSL.
  4. ***No cell phones***, radios, music players, televisions, or electronic equipment of any kind is permitted.
  5. Students may not possess a camera without staff approval. No movie cameras are allowed.
  6. No students are allowed in the office or staff apartment without permission. Students must knock before entering the office. Except for emergency, students should not knock on the staff lobby door.
  7. No students are allowed around the director's home or garage without permission. Students should not go behind any building without staff permission.
  8. When moving between buildings, students should remain on the sidewalks. Students may use the lawn for light recreational activity only after getting permission from staff on duty.
  9. No student is allowed to leave the property. If a student leaves, he may be subject to dismissal.
  10. Upon arrival, all clothes and luggage will be inspected. ATCSL reserves the right to conduct a search of any student's person and/or belongings at any time if ATCSL deems such a search necessary as a result of suspect student behavior.
  11. No student should share or trade any personal possessions of any kind with another student. This includes candy.
  12. Students are not allowed to possess any weapon, knife, scissors, or bladed implement of any kind.
  13. Students are not allowed to add tattoos or piercings while in the program or on a pass.
  14. ***Students must wear seat belts while riding in any ATCSL vehicle. Students should not participate in any behavior that may be distracting to the driver. Students may not make any attempt to signal or communicate with anyone in another vehicle on the road. Failure to comply with these vehicle policies will result in immediate dismissal.***
- C. Dormitory Rules
1. ***Unruly behavior (horseplay), wrestling indoors, pranks, or inappropriate body contact will result in demerits, fines and/or immediate dismissal. Violation of this rule will immediately be brought to the attention of the Program Director and the Executive Director.***
  2. Students are not allowed to enter another student's room, stand in the doorway of another student's room, or talk from the hallway to a student in another room. Students are not allowed in the hallway in which they do not reside. Fellowship should take place in the lobby.
  3. ***The dormitory should remain a low noise area at all times. There should be no yelling, loud conversation, or loud laughing in the dormitory.*** Approved students may play guitars only in the basement recreational area or outdoors.
  4. Students are to be properly dressed when not in their rooms. A minimum of shorts, t-shirt, and indoor footwear is required.
  5. Beds shall be made before breakfast and stay made until bedtime. Each bed must have a bottom sheet, top sheet, and bedspread. The bedspread must cover the entire bed and pillow. ***Rooms must be kept clean and orderly at all times and may be inspected at any time.***
  6. Students cannot leave the dormitory after dark without permission.
  7. The area outside the dorm must be kept clean and orderly. This includes all recreational equipment. No recreational equipment is allowed in the dormitory. Except for approved recreational activity, no item of any kind should ever be thrown at any time for any reason.

8. Windows should not be opened without permission. No fans may be placed in the windows or against furniture.
9. Except during free time, students are not allowed in their beds during the day. No outdoor footwear should be worn in bed. Students on top bunks should use the ladder. Students should not jump from the top bunk.
10. Television is a privilege. Viewing is decided by the supervising staff member and is limited to sports programming. No student may change the channel or make any adjustment to the television or video equipment without permission. The television will only be turned on during weekends between 1:00 pm and 5:00 pm. Unauthorized viewing will result in immediate loss of television privileges.
11. Nothing is to be hung on the walls or bunks in the dormitory. A bulletin board will be provided to hang pictures. Students may only have modest photos of family members or friends of positive influence. Do not bring photos exhibiting use of drugs or alcohol. All photos must be approved.
12. There is to be no graffiti on ATCSL property. Damage to property may result in fines, restitution, or dismissal.
13. No dormitory furniture or lamp is to be moved from its present location. Books on the bookcase in the lobby should not be removed without permission.
14. Students are not allowed to recline on sofas. Students should only use ottomans while wearing footwear specifically designed for indoor use. Ottomans should not be used as seating.
15. The storage room door should remain locked at all times.
16. Students should not swing on or hang from any handrail, shower rod, fixture, door, or piece of furniture. Nothing should be hung on or over any furniture, bunks, door, fixtures, etc. in the dorm.

#### D. Dress Code

1. All clothing must be modest. Shirts, full length trousers, shoes, and socks will be worn during all activities. Pants must be pulled up to the waist and worn in the traditional manner. Jeans with holes are not permitted. A neat appearance should be maintained at all times.
2. Shirts are to be buttoned to the neck except for the collar button. Shirts must be tucked in unless the shirt is square-tailed.
3. Socks and shoes are required during all waking hours with the exception of free time in the dormitory. Footwear including socks is required for all common living areas at all times.
4. Knee length shorts are acceptable only inside the dormitory or outside for athletic activity during free time. Shorts are not to be worn at any other time without permission.
5. Tank tops may only be worn in the dormitory. Short sleeves should not be rolled up. Shirts that have the sleeves cut off are not allowed.
6. Clothing with sexual, alcohol, tobacco, drug, music/band-related, or gang-related pictures, words, or innuendo will not be allowed. Any prohibited item brought to ATCSL must be returned to family at time of admission or it will be confiscated and disposed of. We will not store contraband.
7. Jewelry, except for watches and wedding rings, is not permitted. NO PIERCINGS OF ANY KIND are allowed while in the program.
8. No sunglasses or hats are to be worn in any building. No sunglasses are to be worn to church on the vans or in church.
9. No beards are allowed. Moustaches must be kept neat and trim, not extending below the corners of the mouth. Sideburns cannot extend below the ear. Shaving is required every weekday morning before morning devotions. On Saturday, shaving is required before breakfast. On Sunday, shaving is required at least 15 minutes before leaving for church.
10. Hair is to be neatly groomed and is not to cover the ear or exceed the bottom of a conventional collar in length. No drastic styles or colors are permitted. Haircuts are allowed only during free time on Saturday and Sunday in the downstairs lobby.
11. A special Sunday dress code is enforced (see Section IV. R. Church Attendance, 3).

#### E. Laundry

1. Each room will be assigned a wash day. The laundry schedule will be posted.
2. Dirty clothes are to be neatly sorted into no more than 2 loads and stacked for the laundry man on the appointed day. An additional load may be allowed for bedding.
3. Do not mix extremely dirty work clothes with regular dirty laundry. Extremely dirty work clothes will be washed after 2:45 p.m. and must be picked up by 5:00 p.m. No bleach is allowed.
4. No work clothes from wood crews or other extremely dirty work assignments should be worn or taken to any student dormitory room. All dirty work clothes, boots, and gloves must be removed before going upstairs. These work clothes must be placed in the designated bin downstairs no later than 2:45



p.m. This includes work clothes only—not workout gear. A table is provided for shower gear and a change of clean clothes only. No gloves, jackets, or buckets are to be placed on this table. All work gloves, work boots and shoes must be placed on the black mat in the downstairs foyer. Hang all wet clothes and coveralls from work detail on the provided rack downstairs.

5. Only the appointed laundry man is allowed to operate the washer and dryer. The laundry table and laundry area is off limits to all students except the designated laundry man.
6. Before arrival, clothes can be labeled with the student's name using an indelible laundry marker. Students are not allowed to possess permanent markers while in the program.

#### F. Mail

1. All incoming and outgoing mail will be opened and inspected by the Program Director.
2. During the first thirty days of a student's stay, all mail will be kept in his file. After thirty days, students may receive mail from individuals on their authorized contact list.
3. Mail will be handed out at medicine call after the evening meal. Students must report to the office to learn if they have received mail.
4. Students are responsible to have sufficient funds to cover postage on outgoing mail. All outgoing mail must have full name of sender with complete return address and full name of receiver with complete address.
5. All outgoing student mail must be given directly to the Program Director.

#### G. Phone Calls

1. There will be no phone privileges for students during their first thirty days at ATCSL.
2. After thirty days, phone calls may be made to individuals on the authorized contact list.
3. Students may receive ten minutes on Saturday in which to make phone calls and ten minutes on Sunday in which to make phone calls. Students must sign up for designated call time between 1:00 p.m. and 5:00 p.m. Phone calls will be monitored.

#### H. Visitors

1. There will be no visits during the first thirty days. After thirty days, individuals on the authorized contact list may visit on Saturday and Sunday between 1:00 p.m. and 5:00 p.m. if prior arrangements have been made according to the Guidelines for Family Visits.
2. **The authorized contact list is comprised of family members (including wife and biological children) and pastor. No girlfriends or non-family members will be approved for the authorized contact list. The director requires his final approval for each student's authorized contact list. The authorized contact list is for family members and one minister only. ATCSL does not recognize “common law marriages” so communication in these cases is not permitted.**
3. ALL VISITORS MUST REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE PROPERTY. NO VISITORS ARE ALLOWED IN THE DORM.
4. Except for approved passes, no student may leave the property with any visitor.
5. No children may visit without being accompanied by a responsible adult family member.
6. Upon admission, there will be NO CONTACT with any romantic companions for the duration of the program. **Romantic companions are not allowed to accompany a student during the admission proceedings.** Students should say goodbye to romantic companions *before* arriving at the center. Do not develop new relationships with a romantic companion while in the program. Students are in the program to work on their own life issues. If a student is unmarried with children, the mother of his children may be contacted only for child-related issues and only with the approval and supervision of the Executive Director or Program Director.

#### I. Guidelines For Family Visits

1. All passes and visits must be pre-approved by the Executive Director or Program Director according to the completed classroom work, behavior, and attitude of the individual as established by the rules of ATCSL.
2. Visits and outgoing phone calls are allowed between the hours of 1:00 p.m. – 5:00 p.m. every Saturday and Sunday. However, visits and phone calls are a privilege and may be reduced or withdrawn at the discretion of the Executive Director or Program Director.
3. Each student may have a total of twelve people, ages 13 and older, on his authorized contact list comprised of family members and/or one pastor. Any family member age 12 and younger must be included on the authorized contact list but will not count against the twelve people limit.

4. Only four individuals may visit at one time on each visitation day. Exceptions can only be made by the Executive Director or Program Director when a student's wife and children exceed this number. Family members ages 13 and older will count as part of the four visiting family members. Family members ages 12 and younger will not count as part of the four visiting family members; however, all visitors, regardless of age, must be on the student's authorized contact list and pre-approved.
5. If planning to visit on Saturday or Sunday, please notify the office of your intentions no later than the Wednesday before the visit. If leaving a message, please include the name of each visitor, relationship to the student, and contact phone number. **All visitors in your party must be pre-approved before arrival.** If an unauthorized visitor arrives with your party, ATCSL has the right to terminate the visit immediately.
6. All visitors **must** report directly to the office **before** moving anywhere else on campus.
7. All students and visitors must sign a "Guidelines For Family Visits" form before privileges are granted.
8. All visitors must sign in at the office using the log provided by ATCSL. If any visitor does not do so, ATCSL has the right to terminate the visit.
9. All visitors must log out at the office upon departure.
10. Except for parking purposes, no visitors are allowed to pass beyond the steps immediately west of the office building without the authorization of the Executive Director. No visitors are allowed in or near the dormitories at any time. Only approved locations are acceptable for visits. These locations include the dining room, the outdoor dining area adjacent to the dining room, and the pavilion behind the Executive Director's residence.
11. No money shall be given directly to a student at any time. All monies must be turned into the staff on duty in the office and a receipt will be written.
12. **All** personal items must be brought to the office for approval by ATCSL before being given to the student. Family members may bring food/snacks for a student to be eaten only during the visit. Food/snacks must be checked in at the office before the visit. No food of any kind can be left at ATCSL for the student. **Food/snack items of any kind must be pre-approved before the visit, and leftovers must be taken away by the family at the conclusion of the visit.**
13. No visitor may bring food or any other item for an unrelated student in the program.
14. Students must meet family members at the office rather than at the vehicle. No student may visit with his family inside or near any vehicle.
15. No letters may be passed to or from the student. All mail must go to the office. **Incoming student mail must have the sender's full name and address in the return address on the envelope.**
16. **Do not send food/snack items via mail, UPS, or any other sender.** We will not store any food sent to any student. It will immediately be disposed of. Students may only have up to five pounds of individually wrapped bite-size hard candy in their possession. No candy on a stick is permitted.
17. ATCSL is a no smoking campus. Violation of this policy may result in loss of visitation privileges.
18. Families may only have contact with their own family member. No fraternization with other residents or their families is allowed. Family members should not travel or lodge with the family of *another* student. Family members of one student are not permitted to purchase any item for another student.
19. All minor children must be closely monitored and under the close supervision of their own family. Minors are the responsibility of the family.
20. Visits are only allowed from the individual's approved family listing.
21. No student is allowed to use a cell phone during family visits. **Visitors must leave all cell phones locked in their vehicles. Any violation of this policy may result in loss of visitation privileges for the entire student body.** Computers, video games, mp3 players, etc. are also prohibited.
22. **NO pets are allowed during visits. Do not bring pets to the ATCSL campus under any circumstance. Doing so will result in the immediate termination of the visit.**
23. Nicotine tests, drug tests, and/or pat downs may occur after any visit or pass.
24. Failure to comply with these rules can result in the student's dismissal from the program or termination of visitation privileges.
25. **ATCSL must maintain confidentiality of all student records and communications. Such confidential records and communications cannot be disclosed to third persons outside ATCSL, including family members. This means that ATCSL has no duty to notify or inform family members about any student's records and communications, including periodic progress reports or departure details.**
26. Staff members are not available to answer the phones at ATCSL after regular business hours or on weekends. If there is an emergency and you cannot reach anyone at the ATCSL phone number, you can send an email to [paul@teenchallengestl.com](mailto:paul@teenchallengestl.com) that describes the emergency, provides the name of

a contact person, and a phone number of the contact person so that the Program Director may be in contact as soon as possible.

J. Medical/Dental Care

In case of medical emergency, contact a staff member immediately to obtain the appropriate medical assistance. In non-emergent situations, all medical or dental concerns must be brought to the attention of the Program Director to determine options for treatment. Payment for medical or dental care is the responsibility of each student. ATCSL shall not be responsible for the medical or dental needs of a student prior to admission or during program participation. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. If a student has a medical or dental condition which requires treatment, this condition should be brought to the attention of the Program Director so proper care can be arranged. Students requiring continuing treatment for a medical or dental condition may be asked to leave ATCSL until clearance for continued participation in the program is obtained from a physician. Teen Challenge International of St. Louis, Inc. cannot be held responsible for injury or illness of students in the program.

ATCSL is not a medical or psychiatric facility and is not qualified to evaluate the validity of any medical or psychiatric illness/injury reported by a resident. Therefore, when a resident reports a medical or psychiatric condition for which he/she desires immediate medical or psychiatric attention via emergency services, the staff of ATCSL must treat the illness/injury as a genuine emergency. We cannot offer any valid medical or psychiatric evaluation of the reported condition to family members or sponsors requesting information regarding the extent of the illness/injury. As a result, emergency services must be called when a resident requests such services.

Since emergency services ALWAYS require follow-up appointments to verify any diagnosis and facilitate further treatment, any resident of ATCSL that utilizes emergency care may be placed on immediate medical leave from the program for a period of at least 30 days. This medical leave may be extended depending on the circumstances of the illness/injury at the discretion of ATCSL. No resident on medical leave will be considered for re-admission until ATCSL receives written medical clearance from the primary care physician stating that the resident can safely participate in all program activities. In the case of psychiatric services, the resident must be assessed by Steve May before consideration for re-admission. Also, the resident must provide proof that all emergency transportation costs have been paid in full before being considered for re-admission.

It is the responsibility of the resident to immediately arrange living arrangements for this medical leave with a family member/sponsor once they are under the care of emergency services. **ATCSL will not transport the resident back to the facility, and the resident will not be allowed to return to ATCSL until the satisfactory completion of the medical leave.** The resident's belongings will be kept in the main office for 7 days to be picked up by the resident or a family member/sponsor. All belongings must be picked up within that 7 day period. If these belongings are not picked up within this 7 day period, they will be disposed of. We believe this policy best ensures the medical/psychiatric welfare of the resident.

K. Sick Call

1. It is the student's responsibility to notify the appropriate staff member when he is sick, and then report to the program director at 8:30 a.m. Unless a student has a high fever, vomiting, or severe intestinal distress, he is expected to be showered and dressed every day.
2. If a student is too sick to participate in daily activities, he may only return to bed with staff permission. The student must remain in bed all day except to use the restroom. Meals will be brought to any student on sick call.
3. Students on sick call should limit physical contact with others and notify staff of any bodily discharge that may infect others. To limit the spread of illness, other students should not visit with a student on sick call.

L. Medication

1. All medication will remain locked in the office. To receive medication, it is the student's responsibility to report to the office for medicine call at the designated times (see Schedules).
2. Medicine will be administered by a staff member. Students are required to provide a full legal signature for all medicine each time it is administered.
3. No medication of any kind will be dispensed without pre-approval from the Executive Director or Program Director. This includes all over-the-counter medication and pain relievers. Approval must be

- secured before the close of office hours.
4. Prescription medication will only be administered specifically as doctor prescribed. Over the counter medicines will be administered according to labeled dosage recommendations.
  5. Prescription bottles must be clearly legible. Prescription bottles with damaged or obscured labels will be disposed of immediately.
  6. All over the counter medications, creams, ointments, and vitamins arriving at ATCSL must arrive unopened with all safety seals in place. Students are not allowed to have more than two bottles of vitamins. Energy or “protein” supplements are prohibited.
  7. Students are not allowed to have melatonin or any other sleep aid.
  8. ATCSL will not administer any narcotic medication or over the counter medication containing caffeine.
- M. Emergency Procedures
1. In the event of a fire alarm, leave the building immediately in an orderly manner. All students, staff, and guests must leave the building and gather in the parking lot under the central light pole.
  2. The designated staff member will conduct a roll call to account for all students, staff, and guests.
  3. Do not re-enter the house until proper authorities have ensured that it is safe to return.
- N. Money
1. All student money will be given to the admitting staff member upon arrival.
  2. Student money shall be kept in a student account and an accurate record of each student's balance will be maintained.
  3. Do not bring checkbooks, credit cards, or debit cards.
  4. Stamps may be purchased at times specified by designated staff member.
  5. No student shall receive gifts of any kind or money from another student or any visitor. Any gift accepted by a student from another student or a visitor without approval from the Program Director shall be subject to confiscation, and the student may face dismissal.
  6. Student funds will be returned upon graduation, departure, or dismissal. If a student departs or is dismissed during non-business hours, any funds or personal items locked in the office will be unavailable until regular business hours. The departing student must provide a forwarding address and sufficient funds for these items to be mailed at a later date or must set an appointment with the Program Director to return within 7 days to personally retrieve any items locked in the office.
- O. Legal Services/Probation or Parole
- ATCSL shall not be responsible for the legal needs of any student prior to admission or during program participation. All legal expenses incurred by a student while enrolled in the program shall be the responsibility of that student. Students on probation or parole must notify the designated staff member of the name, address, and phone number of their probation officer. If required, all reports to probation officers must be kept up-to-date.
- P. Student Departure
1. Once a student has attempted to make arrangements to leave the program prior to graduation, this decision is considered permanent and irrevocable regardless of the success of his attempts to make these departure arrangements.
  2. Departing students must return all ATCSL property including books and bedding.
  3. A staff member must be present while a departing student packs his belongings. Departing students must take all belongings with them. **ATCSL will not be responsible for any personal items left behind and cannot guarantee their return to the family after a student is discharged.**
  4. If a student discharges himself from the program, there is a mandatory 30 day waiting period before he can re-apply for admission. This waiting period may be longer for individuals dismissed from the program for disciplinary reasons.
  5. **All residents are STRONGLY encouraged before admission to secure a bus/train fare from the St. Louis bus/train station to his home. Therefore, all residents discharged from the program before successful completion, whether voluntarily or through dismissal, will be transported to the Greyhound bus station/Amtrak train station in St. Louis. A discharged resident will not be allowed to wait for a ride at the center. A family member or friend can provide a bus ticket or train ticket for any resident that voluntarily leaves or is dismissed from the program for disciplinary reasons. A ticket can be purchased online or by phone by a family member or sponsor.**

**If the individual who has been discharged declines a ride to the Greyhound/Amtrak station, then they will be dropped off at another local public area agreed upon by him and the discharging staff member. All residents are legal adults and assume responsibility for the consequences of this decision. We will not provide a ride to a private residence.**

**Residents are free to voluntarily discharge themselves from the program at any time. However, confiscated items, monetary funds, or any other belongings locked in the administrative office will not be available until regular business hours. Any resident that walks off the property without making departure arrangements with the appropriate staff will forfeit any belongings left behind. ATCSL is not responsible for belongings left behind by a discharged resident.**

Q. Student Passes

1. One four-hour pass may be issued to a student if the following conditions are met:
  - a. The student must not have accumulated three demerits.
  - b. The student must have completed his second personal studies contract.
  - c. The student must remain in the company of his family or pastor.
  - d. The student must complete at least 60 days at ATCSL before requesting a four-hour pass.
  - e. This four hour pass must precede any request for an 8 hour pass.
2. One eight-hour pass may be issued to a student if the following conditions are met:
  - a. The student must not have accumulated three demerits.
  - b. The student must have completed his third personal studies contract.
  - c. The student must remain in the company of his family or pastor.
  - d. The student must have completed at least 3 months at ATCSL before requesting an eight-hour pass.
  - e. At least one week must elapse between the completion of a 4 hour pass and a request for an 8 hour pass.
3. An additional eight-hour pass may be issued to a student if the following conditions are met:
  - a. The student must not have accumulated three demerits.
  - b. The student must have completed his fourth personal studies contract.
  - c. The student must remain in the company of his family or pastor.
  - d. The student must have completed at least 3 months at ATCSL before requesting an eight-hour pass.
4. All requests for passes must be written and submitted to the Curriculum Coordinator before Wednesday prior to the desired weekend of the pass.
5. Students must adhere to the rules and policies of ATCSL while on pass and may be undergo testing for alcohol, tobacco, or drug use upon return.
6. Students must forfeit a pass or passes if any personal matter requires that they leave the property. This includes doctor visits and court dates. If a student is allowed to leave the property for any personal reason, he will lose at least 2 hours of pass for each hour he is off the property for personal leave.
7. ALL PASSES ARE GRANTED AT THE DISCRETION OF THE DIRECTOR.

VI. Disciplinary Policies

A. Disciplinary Measures

1. Extra work, writing assignments, demerits, or loss of privileges may be utilized as disciplinary measures for any student exhibiting behavior contrary to the rules or program policies.
2. Demerits may be issued to any student for rule infractions.
  - a. Three demerits will result in loss of passes, loss of privileges, and free time restrictions.
  - b. Five demerits may result in an extra month in the program, loss of passes, loss of privileges, and free time restrictions.
  - c. Seven demerits will result in immediate dismissal.
  - d. If a student completes thirty days without receiving a demerit, all previous demerits will no longer count toward dismissal.
3. The following extreme behavioral problems or rule infractions may result in immediate dismissal:
  - a. unruly behavior (horseplay) resulting in injury or destruction of property, accidental or otherwise
  - b. use of tobacco in any form
  - c. insubordination and/or failure to accept disciplinary action
  - d. threats of bodily harm or intimidation toward others

- e. physical fighting and violent behavior
  - f. theft or destruction of property
  - g. drug or alcohol use
  - h. sexual relations/activity
  - i. medical or health reasons
  - j. failure to wear a seat belt in any ATCSL vehicle
4. ATCSL, specifically the Executive Director and/or Program Director, reserves the right to vary from any of these policies and procedures or introduce additional policies not prescribed in this revision of the Student Handbook if deemed necessary for the well-being of the program or students.

**B. Purpose of Disciplinary Action**

- 1. To develop discipline and self-control spiritually, mentally, physically, and socially.
- 2. To instill respect for authority, others, and self.
- 3. To keep major problems to a minimum.
- 4. To nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions.
- 5. To develop maturity in forming meaningful adult relationships.
- 6. To keep harmful attitudes to a minimum.
- 7. To allow time for reflection on disciplinary problems and to seek solutions to these problems.
- 8. To develop Christlike responses to disciplinary action.

**C. Student rights**

- 1. The right to give informed consent or to refuse treatment or medication and to be advised of the consequences of such a decision.
- 2. The right to a humane and safe environment free from abuse, neglect, and exploitation.
- 3. The right to dignity and personal privacy.
- 4. The right to know about the cost and third party coverage of treatment, including any limitations on the Duration of services.
- 5. The right to receive a complete explanation of student rights in clear, non-technical terms in a language The student understands.
- 6. Student rights shall be written in clear, simple language, appropriate to the student population.
- 7. The right to a grievance procedure.
  - a. Students shall have the right to seek remedy for any complaint.
  - b. Students may grieve directly to any staff member.
  - c. Students shall submit the complaint in writing and shall have assistance if unable to read or write.
  - d. This written complaint shall be submitted to the Program Director for review in the next weekly staff meeting.
  - e. In cases in which the complaint involves the student's assigned discipleship advisor, this written complaint may be submitted to the program director for review in the next weekly staff meeting.
  - f. Students may have direct access to the facility director at some point in the grievance process.
  - g. Student grievances shall be resolved in a timely fashion, generally within seven days.

**VII. Induction Phase Completion Requirements (before transfer to training phase at Adult & Teen Challenge International Mid-America)**

- A. Students must complete four months at ATCSL.
- B. Students must have developed Christlike qualities in their lives and proper responses to authority.
- C. Students must satisfactorily complete the fourteen unit Group Studies curriculum, including the final exam.
- D. Students must have completed their third Personal Studies contract.
- E. Students must have exhibited proper behavior toward staff members and other students while at the induction center.

**NOTE:**

**BECAUSE A LARGE NUMBER OF IV DRUG USERS HAVE BEEN INFECTED BY THE HIV VIRUS AND OTHER VARIOUS COMMUNICABLE DISEASES, THERE MAY BE A POSSIBILITY THAT INDIVIDUALS WHO HAVE TESTED POSITIVE FOR HIV OR OTHER COMMUNICABLE DISEASES MAY ENTER ATCSL. DUE TO THE RIGHT TO PRIVACY ACT, CONFIDENTIALITY IS MAINTAINED IN THESE CASES.**

**ATCSL IS NOT A MEDICAL CARE FACILITY AND IS UNABLE TO PROVIDE 24 HOUR ON-SITE MEDICAL SUPERVISION. THEREFORE, ALL STUDENTS ENTERING THE PROGRAM MUST BE IN GOOD HEALTH AND ABLE TO PARTICIPATE IN ALL ACTIVITIES OF THE PROGRAM. IF A STUDENT'S HEALTH DETERIORATES TO THE POINT WHERE HE IS NO LONGER ABLE TO PARTICIPATE IN THE DAILY PROGRAM ACTIVITIES, OR A MEDICAL CONDITION REQUIRES 24 HOUR MEDICAL SUPERVISION, THAT PERSON SHOULD LEAVE ATCSL.**

**Recommended Items For Incoming Students:**

1. Students will need enough clothing to last one week with an appropriate number of clothes hangers. Laundry is done one time each week. The following list is the **maximum** allowed for each item.
  - a. Footwear:
    - 1 pair of work boots. Steel toes are required.
    - 1 pair of tennis shoes.
    - 1 pair of gym/athletic shoes.
    - 2 pair of dress shoes.
    - 1 pair of house shoes or flip-flops for indoors
    - 1 pair of flip-flops/shower shoes suitable for showers. Shower shoes are required.
  - b. Clothing:
    - 5 button shirts with collars.
    - 5 polo shirts.
    - 4 sweaters.
    - 2 hoodies.
    - 4 sweat shirts.
    - 10 t-shirts.
    - 5 pairs of shorts.
    - 6 pairs of work pants/jeans.
    - 3 pairs of dress pants (no denim).
    - 2 pair of sweat pants.
    - 2 suits (optional).
    - 2 coats.
    - 2 hats/caps.
    - 14 pair of underwear.
    - 14 pair of socks.
    - 7 undershirts.
    - Clothing with slogans/logos promoting bands, alcohol, tobacco products, drugs etc. are not permitted. These items will **not** be stored onsite, and will be disposed of immediately. Do not bring them.
    - Students work outdoors in variable weather conditions and will need work clothes appropriate to the season. Make sure to include a warm work coat for winter conditions.
    - Church clothes include nice dress pants (no denim) and a shirt with a collar. Shirts worn for church services must be tucked except for shirts that are square-tailed.
  - c. Bedding/linens:
    - 2 sets of twin size sheets/pillow cases
    - 1 twin size blanket/comforter
    - 2 twin size pillows
    - 3 bath towels
    - 3 wash cloths
  - d. Miscellaneous belongings:
    - 1 backpack/book bag
    - 2 bibles. An NIV bible is recommended.

- 1 daily devotional book
  - 1 bible commentary
  - 3 journal notebooks. No other books are allowed. Do not bring them.
  - Classroom supplies including black or blue pens, a three-ring binder, notebooks, notebook paper, etc. No permanent markers or red pens are permitted. Do not bring them.
  - Personal grooming and toiletry items. Except for shaving cream, no aerosols of any kind are permitted. Mouth rinse must be alcohol free. All toiletry items must be new and unopened.
  - 1 laundry basket
  - 1 pair of OSHA approved safety glasses is required. These safety glasses must be new and remain sealed in the packaging marked as meeting OSHA safety standards upon admission.
  - Long distance calling card
2. Each incoming student should bring a complete list of phone numbers and addresses for all family members he desires to have on his authorized contact list.
  3. No musical instruments are allowed for at least the first 30 days. Do not bring any instruments without prior approval from the program director.
  4. No cell phones, audio components, or video electronics of any kind are allowed while in the program. Do not bring them.