



Adult & Teen Challenge Arkansas

Faith Based Hope for Addiction Recovery

STUDENT GUIDELINES/HANDBOOK

PO BOX 8177
HOT SPRINGS VILLAGE, AR 71910

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INTRODUCTION AND PHILOSOPHY

Mission Statement:

Adult & Teen Challenge of Arkansas is a Christian growth program and recovery program that helps people address life controlling problems.

We are a residential center which helps men ages 18 and above with life-controlling problems such as drug or alcohol addiction by providing Christian growth and discipleship for those who qualify. Services are provided without regards to race, creed, color, gender, religion, age, national origin, disability or other biases prohibited by State and Federal Law.

Due to the nature of our program, it is completely voluntary. Those desiring to enter the program must enter with the understanding they plan to complete the entire program. Our program is approximately 10 months in length. Each week a student will participate in 13 chapel services, 35 hours of Bible study and 30 hours of work therapy.

Students will have the opportunity to work towards a Graduation Equivalency Diploma, (GED).

We want to provide a safe place in which to discover God's grace. Our top priority is to help our students see the love of God in our lives, words and actions. We strive to be consistent and fair in our judgments and actions with the students. We place great value on reflecting Christ in our rules and their enforcement.

The following pages contain guidelines that have been developed in order to maintain a safe and structured environment. Everyone has the responsibility of upholding these rules. Because there is no way to foresee every potential situation, we also have understood guidelines for conduct that are held as general practice, but not necessarily written as policy.

STATEMENT OF FAITH

- We believe the Bible is the inspired, infallible, and authoritative written Word of God.
- We believe there is one God, eternally existent in three persons; God the Father, God the Son and God the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miraculous ministry, His vicarious and atoning death, in His bodily resurrection, in His Ascension to the right hand of the Father, in His personal return to earth, at which time he will judge the quick and the dead.
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ and that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe in the ordinances of the church: Holy Communion and Water Baptism by immersion
- We believe the Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the Blessed Hope, the imminent return of Jesus Christ followed by his reign on the earth for 1,000 years.
- We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.

PROGRAM TIMELINE

The Adult & Teen Challenge Arkansas program takes approximately 10 months to complete. The program is split up into various phases. The Induction phase and the training phase.

Program Timeline			
Phase	Induction	Training	Phase 3
Length	5 months	5 months	3 months

Induction Phase:

- This phase last approximately 5 months based on the individual students' ability to complete the necessary coursework.
- To be considered for promotion to the training phase, a student is required to complete 16 weekly Group Study Classes and 4 Personal Learning Contracts.
- The first week in the program the student will be involved in an orientation class where he will become familiar with the program and how to complete the coursework.
- Each week he will attend 35 hours of Bible Study, 13 chapel services and 30 hours of work therapy.
- Students also assist in various community service projects and events on the weekends.

Training Phase:

- Once approved for promotion a student is transferred to training phase classes.
- For the next 5 months he will continue in Bible study and practical application classes as well as a work program.

Phase 3:

Restoration:

- If a student has completed Adult & Teen Challenge within the last five years and needs to return, there is an abbreviated program offered.
- They will spend a minimum of four months in the program.

DAILY SCHEDULE

MONDAY – THURSDAY	
6:00 am	Wake –up (personal hygiene)
6:30 am	Devotions in main room
7:00 am	Breakfast/ Daily Chores
8:00 am	Chapel
9:00 am	Group Studies
10:00 am	Personalized Studies
11:45 am	Lunch
12:25 pm	Work Detail
5:00 pm	Dinner
7:00 pm	Study Hall and Chapel
9:30 pm	Settle in Rooms
10:00 pm	Lights out

- On Wednesday, Dinner will be at 4:30 pm and we will leave to attend church in town at 6:15 pm.
- Participation in the above activities is mandatory for all students.
- This schedule is subject to change due to community service projects or events.
- Med calls are done at the beginning of breakfast, lunch and dinner. Please line up for medication before you get your food.
- Final med call is done after evening chapel and prior to lights out.

WEEKEND SCHEDULE

	FRIDAY	SATURDAY	SUNDAY
6:00 am	Same as M-Th		
7:00 am		Assigned Discipline	
8:00 am	Chapel		Breakfast
9:00 am	Group Studies	Scheduled Passes begin	Leave for Church
10:00 am	All-Day Work Detail		
11:00 am		Brunch	
1:00 pm			
2:00 pm			Lunch
4:00 pm		Passes return	Visitors leave
5:00 pm	Same as M-Th	Dinner	Leave for church
8:00 pm		Chapel	Dinner/Snack
9:30 pm	Same as M-Th		
10:00 pm		Lights out	Lights out

- Unless an off hill pass is scheduled, students are to remain on property.
- There are no off hill passes on Sunday.
- **Schedule is subject to change due to events or community service projects**

ADMISSION REQUIREMENTS

- A completed application must be submitted in order to be considered for admission. You also must complete a personal phone interview with the Induction Coordinator prior to entrance.
- The applicant must voluntarily apply. Continued participation in the program is also voluntary. He must be willing to commit himself for a period of at least 10 months before he will be considered for admission.
- The applicant must acquaint himself with the rules and regulations of the center and be willing to abide by them.
- He must be at least 18 years of age. The center can house 4 juveniles who are 17 ½ years old at one time. Please contact the Induction Coordinator prior to submitting an application for a juvenile.
- **Any minor must be accompanied by a parent or guardian, for induction into the program.**
- If you are 50 + years old, you must have a physical exam within one month prior to your entry date.
- All court matters must be taken care of prior to admission. You will not be allowed to leave to attend court.
- All medications must be approved by the Induction Coordinator prior to entrance.
- If you are taking regularly prescribed medication, you must submit medical records of your diagnosis as well as a statement from your doctor that he/she will continue to write prescriptions for you throughout the entire program.
- If you are taking any type of psychotropic medications for depression, anxiety or bipolar disorder, etc., you must include a treatment summary from your doctor with your application. As well as letter stating that you are able to participate in a highly structured, strenuous work therapy program without the need of therapy.
- Any pre-existing medical problems must be addressed prior to admittance. You must provide medical records of any condition which will limit your abilities to perform at full capacity. You must also provide documentation of any allergies other than seasonal.
- There is a \$650.00 induction fee required at the time of entrance. This fee is non-refundable.
- If you are receiving monthly benefits from unemployment, disability, SSI or retirement you are required to pay 35% of that amount to Teen Challenge each month.
- We ask that family and friends donate to the program on a monthly basis. We do not charge a monthly fee, however it costs \$1,800.00 per student each month to operate the program.
- You must enter the program with a valid driver's license or state issued photo ID
- You must have a Social Security card or proof you have applied for one.
- You must agree to submit to random drug screens and room searches. This is done to ensure the integrity of the program.

INDUCTION POLICIES

- No individual will be admitted if he arrives “high” or appears to be under the influence of alcohol or drugs.
- Inductions are limited to Monday and Tuesdays by appointment. You must arrive by your scheduled date and time. Failure to do so may result in postponing admittance. If you are unable to arrive on your scheduled date and time, you must call the Induction Coordinator to schedule another time.
- Upon arrival, additional paperwork will be completed. You will then be taken to the induction office where your belongings will be thoroughly searched. Any items you are unable to have will be sent home with family or discarded.
- You will be required to submit to a visual strip search of your person.
- You will be required to have your induction fee of \$650.00 at the time of admittance.
- You will be required to present 2 valid forms of ID upon entering the program. One of these must be a photo ID.
- You must bring the names, addresses and phone numbers of probation or parole officers, along with written documentation they are in agreement with your attending this program.
- You should bring the names and addresses of all members of immediate family who may write or visit you while in the program.
- You may be required to shower after being checked into the program. Your clothing may be laundered at the time of induction.
- The following items are not permitted: cigarettes, tobacco of any kind, matches, lighters, drugs, knives, magazines, playing cards, games, medication for withdrawal, radios, TV’s, tape recorders, CD’s, electronic games, guns, cell phones. This is not a conclusive list.
- Students are not permitted to bring vehicles.
- You may not bring more than two suitcases of clothing and toiletries
- Teen Challenge is a tobacco, drug and alcohol free residential care center. Withdrawal from substance dependence or addiction will be accomplished without any medication or over the counter supplements.
- You will be expected to obey the rules and regulations of Teen Challenge as outlined in this packet.

FINANCIAL POLICIES

Adult & Teen Challenge of Arkansas does not charge a monthly fee for its services. However, it costs \$1,800.00 per student for each month to operate the program. We appreciate contributions to cover these expenses.

Induction Fees

- There is a **non-refundable** induction fee of \$650.00 due at the time of entering the program.

Student Account

An account can be established for a student when his family makes a donation to the program. Twenty percent, (20%) of the donation will be credited to the student. These funds are administered by staff and can be used for necessities that arise. All checks and money orders are to be made payable to Adult & Teen Challenge of Arkansas or ADTCA.

- Students are not allowed to have any money in their possession while in the program. All money will be kept in a student account.
- Any money received by mail or directly while in the program will be administered through Adult & Teen Challenge.
- All money which is brought with me on the day of admittance will be deposited into the student account or student fees.
- Money can be drawn from the account when needed as approved by staff.
- Students who are dismissed or leave before completing the program will automatically forfeit any money in the student account, except for money specifically sent for medical purposes.
- Any money sent for medical purposes can be requested to be returned to whoever sent it after a period of 30 days.
- If the student is receiving regular income, (ex; disability, SSI, retirement, unemployment, etc.) 35% must be donated to Adult & Teen Challenge each month to help cover the costs of participation in the program. Any money donated above the 35% will be placed in their student account.

MEDICAL POLICY

- Within the first weeks of arriving in Hot Springs, students will submit to have the required blood work done. We will test for Hepatitis A, B, C; HIV; TB and RPR, (sexually transmitted diseases). This will be done on our campus by a technician from the hospital lab. The results will come directly to the Induction Coordinator.
- Any pre-existing medical problems must be addressed prior to admittance.
- We are a non-medical, non-clinical facility. Therefore, **students are taken to the doctor in cases of emergency only.**
- Should the situation arise that a student needs to see a doctor, the family will be contacted to secure payment prior to setting an appointment.
- All dental work must be done prior to induction. Only emergency dental visits will be scheduled during the induction phase of the program.
- The student/students' family assumes full responsibility for any and all medical/dental expenses.
- Students can have funds on account for prescription medications or medical needs. When money is sent for this account 80% will be put in the account and 20 % will go towards a donation for Adult & Teen Challenge to offset the cost of gas and dispensing of staff. This account is a refundable account. If the student leaves the program, these funds can be requested after 30 days. These funds will be sent back to the individual who provided these funds. Refund option expires 6 months after the student leaves the program.
- All medications, vitamins, over the counter medical items must be turned in to the senior staff on duty for inspection.
- All vitamins coming in must be new and sealed.
- All medications are kept locked up and are administered to the students by staff. There will be a medication call at least 4 times a day. It is the responsibility of the student to be attentive to those calls times. Staff does not assume responsibility to see that medication is taken.
- No medication of a narcotic or addictive nature will be allowed.
- All medications must be approved by the Induction Coordinator before being placed in the med room.
- Medication will only be given as prescribed on the bottles.
- All prescription medication must be labeled with instructions. If your doctor gives you samples, please ask him or the pharmacist to provide you with proper documentation.
- Over the counter medication will be dispensed as stated on the container. Vitamins must be taken according to directions on the bottle. Any variation of this can result in the loss of this privilege.
- Prescription Sleep aids and over the counter medication with sleep aids are not permitted.
- Antihistamines are to be used for allergies only. These will not be administered at night time for a sleep aid.

- Students are allowed to have 1 bottle of the following vitamins in their room: A, C or a multivitamin. No more than a total 3 bottles of vitamins are allowed.
- You must provide medical records of any condition which will limit your abilities to perform at full capacity.
- You must also provide documentation of any allergies to food, chemicals, etc. Documentation for seasonal allergies is not necessary.
- All dental work must be done prior to induction. Only emergency dental visits will be scheduled during the program.

Sick Call

- Students must report to staff on duty if they are not feeling well and request to be allowed to stay in bed for the day.
- Permission must be given by a senior staff member before a student can stay in the dorm on sick call for the day.
- Those on sick call must remain in their room for 24 hours except for med call. Meals will be brought to them.
- You will not be allowed to work on your classroom work while on sick call.
- If the nature of your illness warrants medical attention, Adult & Teen Challenge will not accept responsibility for payment of medical or dental expenses incurred.

CONTACT WITH FAMILY

Visitation

INDUCTION PHASE:

After 1 month: *(IF THE STUDENT HAS CHILDREN THAT CAN VISIT)* 1 – 4 hour on-hill visit from 1pm to 5pm on a Saturday or Sunday. **The visit must include his children.**

After 2 months: 1 – 7 hour off-hill visit from 9am to 4pm on a Saturday

After 3 months: 1 – 7 hour off-hill visit from 9am to 4pm on a Saturday

Day of Promotion: Family may arrive at 12pm and stay through the promotion ceremony and must leave by 9:30pm. No going off-hill unless this is the only time family has been able to come because of living so far away. **(Family visits on day of Promotion and coming to the Promotion Ceremony are on hold until COVID restrictions are lifted.)**

Guidelines:

- Visitation is a privilege and must be earned.
- You will be allowed 2 visits from immediate family while in this phase.
- Your first visit can be scheduled after you have been in the program at least 60 days and have completed your second contract.
- Family must contact your assigned minister at least 2 weeks prior to intended week to schedule the visit. Students do not schedule their own visitations.
- No girlfriends or common law marriage wives are allowed to visit.
- No home passes are permitted while in this phase of the program.
- Upon return to the center you and any belongings will be searched.
- Only items on the “What To Bring List” are allowed to come back with a student from pass.
- You may be asked to submit to a drug and or alcohol test.
- Students must stay within the county limits of Garland County during their visit.
- Failure to return from pass on time will result in disciplinary action.
- Family may attend church with the students the Sunday following their Saturday pass. Students must ride to and from church with the program staff. Student may sit with family during church service provided the family sits within site of the staff.
- No cell phones, radios, CDs, stereos, tape players may be used by a student during visits. These items are not to be used by family members while on campus.
- An off campus visit may be denied if the student is not complying with program rules and guidelines.
- There will be certain times when no passes will be allowed on weekends due to special events.
- Other students are not to hang around with the student and his visitors. You may say “Hi” and be briefly introduced, but are not to stay around them more than a minute.

- Families may bring food for a meal to share with their student during an on hill pass. Other students are not allowed to share in this meal.
- Students are not allowed to bring back any type of food or candy from pass.
- We also encourage families to visit on Thanksgiving Day, Christmas Eve and Christmas Day.

Training Phase:

After 1 month: 1 – 4 hour on-hill visit from 1pm to 5pm on a Saturday or Sunday

After 2 months: 1 – 7 day pass at the end of month 2 or 3 from the fourth Thursday of the month to the following Thursday. Only 4 students are allowed to go on their 7 day pass at the same time. If a 7 day pass is not an option, a 7 hour off-hill visit from 9am to 4pm on a Saturday may be taken.

After 3 months: 1 - 4 hour on-hill visit from 1pm to 5pm on a Saturday or Sunday

After 4 months: 1 – 7 hour off-hill visit from 9am to 4pm on a Saturday

Day of Graduation: Family may arrive at 12pm and stay through the graduation ceremony.
(Family visits on day of Graduation and coming to the Graduation Ceremony are on hold until COVID restrictions are lifted.)

Guidelines:

- Visitation is a privilege and must be earned.
- Family must contact your assigned minister at least 2 weeks prior to intended week to schedule the visit. Students do not schedule their own visitations.
- No girlfriends or common law marriage wives are allowed to visit.
- The 7 day pass home is only done from the last Thursday of the month to the next Thursday.
- Returning late from your 7 day pass will result in discipline.
- Upon return to the center you and any belongings will be searched.
- Only items on the “What To Bring List” are allowed to come back with a student from pass.
- You may be asked to submit to a drug and or alcohol test.
- While on pass you should not:
 - Get a new tattoo or piercings
 - Get married
 - Engage in any illegal activity
- An off campus visit may be denied if the student is not complying with program rules and guidelines.

Phone Calls

- Students are not allowed to make phone calls until 30 days have passed since induction.
- Single students may make one phone call per week.
- Students with children may make two phone calls per week with one of them being to his children.
- All phone calls must be authorized and recorded by staff.
- Due to our tight schedule, outgoing phone calls are made at the discretion of the staff on duty. Most phone calls will be made on the weekends due to a more relaxed schedule.
- No phone calls can be made or accepted by any other means. Such as through cell phones, phones at places of business or pay phones while involved in off-hill passes or activities.
- Unauthorized phone calls could result in extended stay in the program or dismissal.
- When another student is on the phone, please respect his right for privacy by not listening in on the conversation or making distracting conversation/noises.

CORRESPONDENCE

- Students may receive/send mail from the day they enter the program from immediate family.
- No contact with girlfriends until after 30 days in the program.
- Staff screen all incoming and outgoing mail.
- Should staff deem incoming mail inappropriate, it will be returned.
- Should staff deem outgoing mail inappropriate, it will be returned to the student.
- Students must provide their own postage, envelopes and stationary.
- Students are not permitted to send or receive email.
- Students are not permitted to correspond with a married woman, other than family members, without the written consent of her husband and staff.
- Married students are not permitted to correspond with females other than family members.
- Students can receive packages from home. These are intended to facilitate student necessities.
- Students are not allowed to receive any type of food, candy or soda in packages.
- Packages must be sent through UPS or Fed EX.

Immediate Family is defined as:

1. Mother/Father Stepmother/Stepfather
2. Brothers/Sisters Stepbrothers/Stepsisters
3. Grandparents
4. Wife/children
5. Pastor
6. Other: At discretion of Program Director or Executive Director

Mailing address for **letters**:

Students Name

Adult & Teen Challenge of Arkansas

PO Box 8177

Hot Springs Village, AR 71910

Mailing address for **packages**:

Students Name

Adult & Teen Challenge of Arkansas

155 Walnut Valley Road

Hot Springs, AR 71909

OVERVIEW OF RULES

The following are basic rules of Adult & Teen Challenge of Arkansas. This list is not intended to be conclusive.

- No possession or use of tobacco, in any form.
- No possession or use of drugs at any time.
- No possession or use of alcohol at any time.
- No use of curse words, use off color language or gestures.
- No name calling.
- No horseplay, wrestling.
- No coffee is allowed in the dorm
- No gum allowed.
- No cell phones, radios, tape recorders or CD players are allowed.
- No computers, I Pod's, MP3 players, electronic entertainment, electronic personal organizers.
- You must be punctual. Tardiness will result in discipline.
- No leaving Adult & Teen Challenge property without being under supervision or have specific permission from staff. Any violation of this is grounds for dismissal from the program.
- You are not allowed to listen to, sing or play on an instrument any music other than Christian.
- Hair must not be longer than the bottom of your collar.
- No beards, goatees or sideburns allowed.
- No body jewelry allowed.
- You are required to participate in all scheduled activities; including meals, class, chapel, church, work and recreation.
- All incoming and outgoing mail is screened by staff. If mail is deemed inappropriate, it will either be re-written or disposed of by the student.
- Unsanctioned sexual relationships or promiscuous behavior will result in immediate dismissal from the program.
- Any person desiring to leave the program must notify a staff member. If, after consultation, you still desire to leave, you will be allowed to pack your belongings. You and your belongings may be searched prior to leaving property. Adult & Teen Challenge will not be responsible for articles left behind.
- Even if I do not want to eat, I will show up for prayer before each meal, (unless I am on sick call) then ask for permission to return to my room.
- Check your tray with staff before scraping your food in the trash.
- Eat all your food. If the cook puts too much food on your tray, ask him to take some off.
- No sodas or opened food are to leave the multi-purpose room without permission.
- Adult & Teen Challenge is not responsible for any personal items that may be stolen or damaged by another student, while in the program
- You will bring all complaints regarding statements or actions of staff members to a senior staff or Director, not to students in the program.

PERSONAL HYGIENE

- You will shower, brush teeth and use deodorant daily.
- No sharing of personal toiletry items such as toothbrushes, combs and razors.
- No sharing of eating utensils, drinking cups or any other item that has been in another student's mouth.
- Any clothing, bedding or towels that have blood, urine, semen, feces or other body fluids on them shall be laundered separately from all other laundry items.
- Any open sores or injuries must be reported to a staff member. They must be covered by a clean dressing at all times.
- Because of the high risk group, it is possible that you may be housed with a person who has tested positive for TB, Hepatitis, HIV or other sexually transmitted diseases. Good daily hygiene is your first and greatest defense against infection.
- Students shall not place themselves in a situation where body fluids might be exchanged with another individual.
- Students must wear appropriate undergarments while in the program.

DORM LIFE

Rooms

- Keep room neat and clean at all times.
- Put personal belongings away, even on weekends
- Bed is to be made at wake-up.
- You may not lay on the bed in any position between wake-up and 5:00 pm during the week without permission from staff.
- No perishable food is allowed in the room. (foods that need to be refrigerated or cooked)
- Only students assigned to a room are allowed in that room without staff permission.
- No standing in the doorway of another student' room and talking.
- Students assigned to rooms in one hallway are not allowed to be in another hallway without staff permission.
- Do not bring any female into the bedrooms. (wives, mothers and sisters included)
- No items are to be placed on the windowsills.
- Do not nail or tape anything to the walls.
- Any food allowed in the room needs to be in an air tight container or Ziploc baggie.
- No curriculum is allowed in the room except GED material.
- No discipline is to be done in the rooms.
- Nothing is to be hung on the bed rails.
- Book lights may be used for reading purposes only. May not be in use after lights out.

Personal Conduct

- No fighting is allowed
- Threatening other students or staff in any way is not allowed. (Verbal, Physical, Written).
- Unbiblical sexual relationships or promiscuous behavior will result in immediate dismissal from the program.
- Staff are to be addressed with proper respect; males members as 'brother', female members as 'sister'.
- Rebellious, defiant behavior is inappropriate and will not be tolerated.
- Defacing, destroying or stealing any Adult & Teen Challenge property can result in dismissal. You will be held responsible for any financial loss.
- Use of slander or degrading remarks is not permitted.
- Students are not permitted to sing, talk, or congregate in the hallways of the dorm.
- Do not throw any material from the building, such as garbage out the window.
- Do not pick up, touch or hold any children other than your own.
- No using or borrowing of someone else's property.
- Only staff members are allowed to operate the TV, radio, and computers.
- Please be quiet when coming down to chapel. Respect those that are praying and preparing their hearts for chapel.
- Students must remain in the dorm from time of wake up until they are called down for devotions
- After breakfast and devotions students must remain in the dorm until called down for chapel.
- Do not touch the thermostats in the dorm or multi-purpose room. These are set by the staff. If they are tampered with, it may result with them being turned off.

Off Limits Areas

Unless authorized by staff, students are not allowed to be in the following areas:

- All offices
- All sheds
- Furnace rooms
- Refrigerators and freezers
- Kitchen and pantry area
- The roof or any building
- Behind the dorm
- Laundry room
- All staff quarters, including the 2nd floor in the dorm.

Before walking into a restricted area in the office, you must first knock and wait for a staff member to instruct you to enter. Do not walk in, stick your head in the doorway or open an office door without permission.

DRESS CODE

- Students must be fully dressed when not in their bedroom. (Shirt, pants, socks, shoes)
- Shirts will be buttoned at all times.
- No tank tops or muscle shirts are to be worn.
- A shirt is to be worn at all times.
- No sandals are to be worn in the multi-purpose room.
- Socks are to be worn at all times.
- Staff may require any clothing considered inappropriate to be changed.
- Inappropriate clothing is subject to confiscation or to be sent home at the student's expense.
- Shower daily before 9:30 pm
- Students must get permission from his minister to get a haircut and style approval.
- Hair will be kept no longer than to the bottom of shirt collar. No ponytails of any length are allowed. No carved emblems or Mohawks are allowed.
- No beards, sideburns or goatees.
- Items to bring (if possible) casual pants, shirts, dress slacks, blue jeans, underwear, shoes, sneakers, work boots, socks, shorts, shaving gear, toiletries, toothbrush, toothpaste, towels, washcloths.
- Space is limited in your room. Do not bring more than 2 weeks' worth of clothing. Laundry is done once a week.
- Students must dress appropriately, when leaving campus for church or any other type of activity. We recommend slacks and collared shirts; shirts must be tucked in for church. If you do not have dress clothes, please see a staff member to allow you into the "blessing room."
- You may not wear a hat inside the buildings.
- Students are not allowed to wear sweatpants or wind pants during class, chapel, study hall or work. These can be worn on the weekends during free time.

DISCIPLINE POLICIES

The following disciplinary policies are not comprehensive, but rather serve as general guidelines. Staff may determine varying disciplinary actions according to the students' needs and responses.

Philosophy of Discipline

- To educate the student about proper and improper responses.
- To create a desire in the student to respond properly.
- To train a student to live a disciplined life in Christ.

Process

- When a rule/guideline has been broken, staff notifies the student of the infraction and that he will be writing him up on a discipline sheet.
- A committee of 4 people meets weekly to review discipline sheets and determine the necessary action.
- At times, students may be asked to speak with the committee before a disciplinary action is assigned.
- Once assigned, a staff, preferably the students minister, will review the sheet with the student.
- If the student feels he would like to appeal the committee's decision, he will be given the opportunity to speak with the committee.
- If after meeting with the student, the committee upholds their decision the student has the right for one more appeal with the Program Director or Executive Director.

Disciplinary Actions

- Light Restriction-defined as limitation on a student's free time, being restricted from certain areas, activities and/or named individuals in the program.
- Study Assignments-which is scripture memorization, writing of scriptures, essay concerning the behavior problem, writing of Character Qualities.
- Chores-being assigned everyone's chores as a result of failure to perform personal chores.
- Assigned Chair-student must sit in a specific chair during chapel, class, meals, free time for a specific amount of time. Generally used when students are not concentrating on their assignments.
- Half Saturday of Work-this is performed from 7:00 am until Brunch (11 am).
- Full Saturday of Work-is performed from 7:00 am until 4:30 pm.
- Digging pits-Reserved for major violations or accumulative discipline.
- Mountain Top-carrying large rocks to the top of the hill and building an alter-reserved for violation of tobacco rules.
- 30 Day In House Suspension-Student remains in the program but works from after chapel until 4:30 pm Monday-Friday. Afterwards, the student begins the program over.

- Dismissal- This is for a period of not less than 30 days. The individual must contact the Induction Coordinator on a weekly basis in order to return.

Saturday work may be done on trails, digging pits, “mountain tops”, however, not in the vicinity of staff housing.

Refusal to participate in all required program activities will result in dismissal.

Discipline Requirements and Restrictions

When a student has discipline for any reason he may not participate in the following:

- No games-checkers, pool, ping pong, chess, dominos, etc.
- No weight-lifting, softball, football, frisbee, hackysack, etc.
- No playing musical instruments.
- Restricted from the lobby area for the entire period of his discipline.

Students on discipline CAN:

- During free time he may relax or write letters in his room.
- He may study or do writing assignments in the Learning Center.
- Receive special permission from staff to walk, jog or meditate in the field or use the ironing board. This will only be for a specific amount of time, on a limited basis. It is not blanket permission!

All discipline assigned by the discipline committee must be completed prior to his transfer to the next phase.

No discipline is to be done during class time, chapel or in the dorm room.

WORK THERAPY GUIDELINES

- Students must dress for work each morning before reporting to morning devotions.
- Pants are required on work detail unless otherwise instructed.
- You will be given your work assignment after classes are completed or during lunchtime.
- You are required to perform listed daily duties at the specific time as posted in designated areas.
- Students must report promptly at 12:25 pm for assigned work. No tardiness is permitted.
- Work will also be assigned on the weekends as needed for various events and community service projects.
- Do not use tools without staff authorization. Any tools that are used must be properly cleaned and returned the same day they are used by the student

STUDENT GRIEVANCE PROCEDURE

Each student shall have the right to:

1. Seek remedy to any complaint
2. Directly address any staff member or volunteer with whom he has a complaint
3. Process his complaint in the matter by:
 - If the grievance is with a volunteer or another student, it should be taken to the staff on duty.
 - If the grievance is with support staff, it should be taken to the senior staff on duty.
 - If the grievance is with senior staff, it should be taken to the Program Director at the first available opportunity.
 - If the grievance is with the Program Director, it should be taken to the Executive Director at the first available opportunity.

The student shall write out his complaint, noting the individuals involved and a description of the situation. If assistance in writing out the report is needed, a neutral member of the staff shall assist the student.

If at any point the situation is not resolved at the initial level, it should be addressed to the next level.

In the event the Executive Director is unable to satisfactorily resolve the situation, a member of the Board of Directors will be consulted. The decision of the Board of Directors will be final.

4. Have his complaint addressed in a timely manner. Usually no more than 72 hours.
5. Have his complaint resolved in a timely manner. (Usually within 7 days, except where Board action is required)

STUDENT RIGHTS

1. A student has the right, while in the program, to a clean and healthy environment. The student has a responsibility to maintain the environment according to program standards.
2. A student has the right to an environment free of abuse, neglect and exploitation.
3. A student has the right to refuse medical attention or medication as long as the rest of the student and staff population are not put at risk, in which case a doctor's advice would need to be followed. Teen Challenge assumes no responsibility for the results of refusing medical attention. If this refusal results in an inability to participate in the regiment of the program, it will result in dismissal from the program.
4. A student has a right to confidentiality.
5. A student has the right to initiate the grievance procedure as described in this packet.