



STUDENT HANDBOOK
April 18, 2017

INTRODUCTION AND PURPOSE

The purpose of Adult & Teen Challenge is to reach out to, love, and disciple men between the ages of 18 and 50 who use life-controlling substances, or have life controlling problems. In order for any student to be successful in our program, he must first be willing to allow God a chance to help him, and then subsequently submit to the aid of the Adult & Teen Challenge staff.

An integral part of the program involves the elimination of former temptations, and dissolution of former lifestyles. To that end, the following rules and regulations have been developed to help the student eliminate some of these former areas of temptation and difficulty. They also serve to teach the student self-discipline, and are valuable road maps to living with others in peace and harmony. This handbook was prepared for those students contemplating entrance into the Adult & Teen Challenge program, and for those who wish to go on to become students. After reading it, you will have a better idea of the commitment involved, and will then be able to decide if you are ready to make that commitment.

Understand that Adult & Teen Challenge is not for everyone. Only those who are sick and tired of the way that they are living, and *determined* to pursue a deep personal relationship with Jesus Christ need apply.

Adult & Teen Challenge is a drug-free recovery program. Our method of withdrawal is “cold turkey” without medication. We require a pre-induction detoxification program to those with severe physical addictions.

The rules at Adult & Teen Challenge are strict, as you will see. These rules are not set down to make you miserable; rather, they are designed for your protection and growth. Most students come to Adult & Teen Challenge because they have been unable to handle the pressures of living as a responsible person in a sinful world. Thus, the rules are intended to provide the structure in which our students, along with the help of a dedicated staff, can develop their relationship with Jesus Christ.

If this is what you want.... Adult & Teen Challenge is for you!

PROGRAM PHASES

Students at Adult & Teen Challenge go through program phases in which they attain different levels of tenure. The phases are as follows, and promotion to the next level is not necessarily automatic, and is up to the discretion of the director.

- I. **Adjustment Period:** The first two weeks in this program will be an adjustment period for all students. This is to help make your transition into the program as easy as possible, by eliminating outside distractions. During this time, you will not be able to make phone calls nor can you have visitors. You may make one 5-minute phone call within the first 2 weeks, in order to take care of needed business.

At the end of this period, the student will be evaluated by the staff in regards to commitment, sincerity and cooperation. At that time, a decision will be made as to whether the student will continue in the program or not.

- II. **Induction Phase:** (First 8 months). This includes the Adjustment Period. During this phase the student will alternate between an all day work week and an all-day class week. When in class, the student will work on Personal Studies for New Christians from 8:30am - 10:30am. From 10:30am - 12:00pm the student will work on Advanced Studies for New Christians, and from 2:00pm - 5:00pm the student will work on Group Studies for New Christians. Students that are scheduled to work all week will work from 8:00am - 5:00pm and will work on Personal Studies for New Christians from 7:30pm - 8:30pm

- III. **Training Phase:** (Ninth and Tenth months). The student will be in the Training Phase for two months. During this two-month period the student will work a full day and attend class in the evenings where they will be working on Personal Studies for New Christians from 7:30pm - 8:30pm.

- IV. **Transition Phase:** (Eleventh through Thirteenth month) The student will be in the transition phase for three months. During those three months, the student will work for Teen Challenge here at Sunrise Ranch, with remuneration being room and board. During this phase the student will have free time in the evenings if all class work has been completed.

V. Reentry: Once a student has successfully completed the phases above, he must then “successfully” walk with the Lord for at least six months away from Adult & Teen Challenge, in order to qualify for graduation. The student must maintain a good relationship with a local church during that time, by which good evaluations, in writing from the pastor to Adult & Teen Challenge, will be required in order for a student to qualify for graduation.

Notes Regarding Program Phases

Note 1: Promotion is not automatic. All students will be evaluated regularly with regard to commitment, cooperation, and sincerity. These evaluations will be used in determining if and when a student is promoted. The decision of the director is final.

Note 2: There is only one graduation ceremony per year, held in either July or August.

Note 3: The time for a student to complete the program is 13-16 months (multiple disciplinary infractions can result in added time).

Note 4: The program is subject to revision.

Note 5: There are special guidelines for the Transition phase that are not in this handbook.

Note 6: Unless married, there will not be special relationships with members of the opposite sex. This next thirteen months, will be a unique opportunity to focus on your relationship with the Lord. **Attn: In accordance with John 4:16-18, Adult & Teen Challenge does not recognize Common Law Marriage.**

Note 7: Adult & Teen Challenge is a Christian organization founded upon biblical principles. Our staff and students are guaranteed an environment free of emotional, sexual, and physical abuse of any type.

PRIVILEGE LEVELS

Students at Adult & Teen Challenge also obtain Privilege Levels that correspond with their Program Phases. These privilege levels are earned through various means, but are generally dependent upon the student's behavior and trustworthiness. Levels will be given at the director's discretion.

D Level Privileges:

Probation and "Dead Time"

No weight room admittance

No visits, mail, or phone calls (except those of a legal nature)

Kitchen Duty all month

No non-mandatory sports

No instrument playing

No public ministry during adjustment period

Students on **D** privilege for 3 months incur the possibility of suspension or dismissal.

C Level Privileges:

4 visits a month. These are In-Visits only. 12 to 5 PM

4 outgoing calls a week (10 min ea.)

B Level Privileges:

Eligible for all "C" privileges listed above.

Eligible for ministry on TC services.

May use weight room with permission and accountability

4 visits a month. 2 Out-Visits 12pm-5pm and 2 In-Visits 12pm-5pm.

6 outgoing calls a week (10 min. ea.)

A Level Privileges:

Eligible for all "B" privileges listed above.

May work on personal projects in shop with approval by Exec. Director, Asst. Director, and Work Coordinator.

1 Out-Visit each weekend, 12pm-7pm. (If visitors from 100+ miles, Sat & Sun) (Transition).

8 outgoing calls a week (10 min each).

Students in the transition phase may apply for a one evening pass with his wife or accountability per month.

Notes Regarding Privilege Levels

Note 1: Students move up one level at a time, and only at promotion time.

Note 2: Students begin at C level after adjustment period. After being in TC for one full month after the adjustment period ends, the student may be considered for B level privileges, and only at the next promotion time.

Note 3: Demotion to a lower level may happen mid-month as required.

Extra Program Phase Privileges

Training phase:

- You may apply for a five-day pass after the sixth month in the program. The five days, are five 24-hour days including travel time, unless you have express written permission by the Director. If you are late returning from your five-day, the penalty is one day off of your 10-day, for each hour you are late.
- You may minister in the Chapel, with ministry approved by the Director after the seventh month.

Transition:

- You may go for morning walks or jogs in approved areas, on campus.
- You may also use the weight room or Chapel, by use of the sign-out, and then only after 5:30AM.
- You may apply for a 10-day pass after your 10th month in the program. These ten days are ten 24-hour days including travel time, unless you have expressed written consent by the Director.

A pass request must be submitted 1 month prior to the pass date, and it must be approved. No passes will be granted for the weekend following a student's five (5) or ten (10) day pass

Requirements for Pass:

- All bills incurred while at Adult & Teen Challenge have to be paid.
- Your probation officer, if the student has one, needs to give his permission for you to go.
- Your classes have to be caught up to the best of your ability.
- If you use public transportation, you must bring back the receipt.
- No 5 or 10-day pass while on D level and students must be off D level for a minimum of 2 weeks before taking a 5 or 10-day pass.

RULES AND REGULATIONS

Everyone entering the Adult & Teen Challenge program will be subject to a complete search of person and possessions, in order to eliminate any forbidden items. We also reserve the right to check anyone's person or possessions at any time while in the program. The student's wallet, cards, and money will be held in their file.

Forbidden items:

- No letters, postcards, or pictures of or from anyone who does not meet the requirements of the "contact list"
- Alcohol, drugs, drug paraphernalia, non-drowsy sleep aids including Melatonin. All prescription medication must be approved.
- Cigarettes, chewing tobacco, nicotine patches or gum
- Sunflower seeds
- Energy drinks
- Spray can deodorants
- Mouthwash
- Matches, lighters, candles, incense
- T-shirts bearing worldly sayings or advertisements inconsistent with the philosophy of Adult & Teen Challenge
- Knives or weapons of any kind
- Any literature other than the Bible
- Cars, motorcycles, bicycles, and skateboards
- Anything related to the occult (witchcraft, astrology, etc.)
- Cellphones, Radio or iPod

Note: It is up to the discretion of the staff to dispose of any of the above items, if said items are brought into the program. Christian music and media that has been approved by the director may be used by transition students of A and B level only. Non-music media and burned CDs/Tapes are not allowed. Music is to be listened to on personal media devices only!

What to Bring:

Shirts

- Dress shirts
- Work shirts
- T-shirts
- White collared shirt

Pants

- Dress pants
- Khaki pants
- Black pants (for working outside events)
- Jeans (no holes)
- Shorts

Shoes

- Steel Toed Boots
- Black Tennis Shoes
- Shower Shoes
- Dress Shoes
- Sandals

Other

- Belts (for work & dress)
- Socks (for work & dress)
- Underwear
- Jacket & Coat
- Bible, Pen & Notebooks

Bedding

- Twin Size Sheets
- Blanket & Pillow
- Towel & Wash Cloth
- Toiletries

GENERAL RULES

1. No possession of the “forbidden items” previously listed.
2. No profane or loose language.
3. No talking about street life, drugs, or reminiscing about past sinful pleasures.
4. No leaving the property unless accompanied by staff.
5. No leaving dorm without permission.
6. No back-talk or arguing with staff.
7. No physical or verbal abuse of staff or students.
8. No eating or drinking allowed during: classes, devotion time, work time, or in the Chapel at any time.
9. No singing or playing of secular music.
10. No fighting.
11. No name-calling.
12. No grumbling or complaining.
13. No stealing (taking other’s property w/o permission).
14. Do not grab, handle, or pick up children of staff without permission.
15. No contact with staff pets without permission.
16. All reading material will be checked out and approved by the Education Director before the student may have it.
17. Do not abuse or damage Adult & Teen Challenge property. intentional or accidental damage to property may result in a loss of funds and/or dismissal from the program.
18. Remember the Golden Rule, “Do unto others as you would have them do unto you.”
19. No horse-play.
20. Students are not permitted to buy things for or from staff.
21. Alarm clocks must not be set to go off before 5:30A.M. Loud alarms are not permitted.
22. Students may not move furniture or other items in the building without permission from the staff.
23. Be sensitive to the feelings of others, and *communicate*.

MAIL, PHONE CALLS, & VISITS

All mail, phone calls, visits, and passes are subject to staff approval at all times. Privileges are at the discretion of the staff. Any of these may be withheld if behavior warrants. In addition, any relationship that proves detrimental may be terminated by the decision of the staff.

Photos: All photos in your possession must be approved and initialed by your advisor or the Dean of Men.

Mail: 19792 N.W. Cache Rd.
Cache, OK 73527-4508

- A staff member must approve all incoming and outgoing mail.
- All mail will be opened by a staff member, and will be checked for anything that might affect the welfare of the student in the program.
- A student may write or receive as many letters as desired; however, students are responsible to purchase their own stamps.
- All incoming student mail will be dispensed to the students by the staff.
- Students are not allowed to sign for mail.
- All outgoing and incoming mail must have a name and a return address printed in the upper left hand corner.

Phone Calls:

The number of calls is according to the following levels.

D: No phone calls

C: Four outgoing calls a week.

B: Six outgoing calls a week.

A: Eight outgoing calls a week.

All calls are limited to 10 minutes.

Note: A phone call does not excuse you from where you are supposed to be.

Call Time Hours

subject to change without notice

Monday – Thursday: 12:30 - 2:00PM
5:00 - 7:30PM

Friday: 12:30 - 2:00PM
5:00 - 10:00PM

Saturday: 12:00 - 10:00PM

Sunday: 1:00 - 9:00PM

In-Visits:

Visiting hours are from 12:00pm to 5:00pm, Saturday and Sunday. If your visitors would like to see the ranch (including your dorm rooms), you may visit in the Chapel, the Dining Room, and anywhere on the grounds you are normally permitted to go. You will not be allowed to leave the center on an in-visit.

Out-Visits/Passes:

For A and B level ONLY. An out pass is from 12-7pm for A Level and 12-5pm on B Level on Saturday or Sunday. You must return on time—Do not be late! You may attend theaters only by permission of your personal advisor. When eligible, you may apply to go on weekend passes with approved volunteers, staff, or family members. Phone calls are not to be made while away from the center unless pre-approved by staff, or in the event of an emergency.

General Rules for Visits:

1. During any visit, you are subject to Adult & Teen Challenge rules.
2. Only after the adjustment period may you qualify for an in-visit.
3. It should be remembered that alcohol, drugs, questionable literature, and cigarettes are forbidden.
4. An application for a visit/pass must be submitted and approved

before any visit/pass. Applications must be submitted before 7:30am on Tuesdays in order to be considered for a pass the following weekend.

5. You may receive: candy, cookies, ready-to-eat popcorn, nuts (without shells), and chips from visitors. Everything must be shared with the entire student body.
6. All money received from visitors, must be turned in to the staff immediately to be put onto your commissary. All money put on commissary is non-refundable.
7. A staff member must check all items given to you during a visit, as soon as you return to the center. Unapproved items will not be allowed.
8. If two or more visitors come on the same day, they will count as one visit.

Church Visits:

Your parents, spouse, and children may be allowed to go to church with you when they are visiting. You can sit with them in the same area as the rest of the student body.

DRESS AND APPEARANCE

Dress code applies at all times while the student is in the program; including out visits, passes, etc. Modesty is a must. No tight fitting clothes permitted.

1. Hair must be combed for all meals and activities.
2. Half-shirts and fishnet shirts are not allowed.
3. Sunglasses are not to be worn inside.
4. Do not wear the following to classes or Chapel (Morning chapels before work in the summer months are not included): ragged shirts, work shirts, tank tops, dirty clothes.
5. If you lack any needed articles of clothing or toiletries, see your advisor. TEEN CHALLENGE will endeavor to supply these items as God supplies

the means. Students are asked to take no more than they need.

6. Any time students are not in their rooms with the doors closed, they must be dressed and they must have footwear.
7. Shorts or slacks are required when you are out of your room.
8. Shorts must be half the distance from the bottom of the buttocks to the knee or longer. No spandex tights allowed.
9. Hair will be kept above the top of the ear. Haircuts will be provided when staff deems it is necessary. If the student has money and wants to pay for his own haircut, it may be done on an out visit. If no out-visit is available, he may apply to his personal advisor to have it cut in town.
10. Men must shave every morning. Beards will not be allowed. Sideburns must be no longer than the bottom of the ear. Mustaches must be well trimmed.
11. Shirts are to be buttoned and shirttails with tapered tails tucked in.
12. Shirts must be worn at all times and are to be buttoned. No tank tops, sleeveless is permitted.
13. Shoes and socks or sandals, must be worn at all times, except when in room.
15. Head coverings are not to be worn inside.

Note: If any staff member objects to what you have on or what you don't have on, you must obey the staff member without question.

STUDENT ROOM/DORM RULES

1. Rooms must be kept looking respectable at all times. Inspections will be made without notice. Violations may result in re-assignment of quarters and discipline.
2. Turn off lights, water faucets, and fans when not in use. Let us be diligent to conserve wherever possible.
3. Clean up after yourself when using the sink or combing your hair in the bathroom.
4. Don't use other people's belongings without permission.
5. Maximum effort must be made to get along with the other students.
6. Games must always be put away after use. It will be your responsibility to keep the whole dorm area and lounge, neat and free from any clutter.
7. Games and music may only be played at designated times and by those so privileged.
8. You are not allowed to add or subtract pieces of furniture and/or decorations to your room without the permission of the Director or

Assistant Director.

9. Remember to close your curtains prior to undressing, if in view of a window.
10. No personal property is to be sold, traded, or otherwise exchanged, without the permission of a staff member.

Student/Dorm Rooms:

- Each student will be assigned a bed, a dresser, and part of a closet. There will be no changes unless approved by staff.
- Because of limited space, students need to carefully select items to be brought to Adult & Teen Challenge. Accumulation of items while at Adult & Teen Challenge will be limited.
- Student's rooms are private. Students are not permitted to visit other student's rooms without the permission of the staff. This includes standing in the doorway and chatting. No part of your body may cross the threshold of the doorway.
- Everyone is expected to take care of his clothes and personal belongings, keeping everything put away, and not hanging in the room.
- Leave shower and sink clean when finished.
- There will be nothing pinned, taped or tacked to the walls without staff permission. No writing on the walls or woodwork. Items must be approved and initialed by a staff member before they are displayed.
- Students must keep their area of the room neat at all times.
- Students may not use the bathroom for the first 30 minutes after lights out.
- If a student's snoring is bothering you, go to his doorway, call his name, and ask him to turn over. *Do not touch the person or enter his room.*

DAILY ROUTINE AND RULES

General:

- You will be expected to be on time for all activities. One good way to insure this is by being early.
- Attentiveness, cooperation, and participation will be expected at all times.
- You will not be allowed to leave in the middle of the activities for any reason. In case of illness, notify the staff member in charge.
- Sloppy dress and sloppy grooming are never in order.

Wake-up:

- You are responsible for setting your alarm for the required wake up time. Failure to be up on time will result in discipline.
- You must shower at least once a day. This may be done in the evening or in the morning. There is a 5-minute time limit. Check for regulations on your dorm floor.
- You must make your bed, vacuum, and straighten your room before devotion time. Failure to do so will cause you to miss breakfast.
- Special regard must be given to those still sleeping or having personal devotions. Please do not yell, sing loudly, or play instruments before 9a.m. Please respect the schedules of the staff who are residing in the dorm with you.

Devotions:

This is a time set aside for prayerful reading of God's Word. A staff member will show you what is required. Remember to bring your Bible, paper, and a pen or pencil. Dig in and get all you can from this time, and above all, remember to make your devotions personal!

Praise and Worship:

We pray, sing, and praise and worship the Lord, along with other rewarding activities. Enter in and worship. The Lord is worthy of our worship, and we benefit from it too.

Classes:

During class weeks, we have Bible classes Monday through Friday. Each one is geared to helping you live a consistent, fulfilling life, according to God's standards. Part of the time you will be in a work-at-your-own pace classroom designed to meet individual needs. The other part is a lecture style setting. All students in class, regardless of how many times he has taken the class, must take all tests.

Meals:

- You will be expected at all meals. Even if you decide to skip a meal you are still expected to line up and pray at every meal.
- You will come to the meals neat and fully dressed.
- Good manners will be expected at all times.
- Dish crews are to be first in the student meal lines.
- No food or utensils may be taken from the dining room or kitchen to the other areas of the center.
- It is of the utmost importance that you are on time for the meal call. Tardiness for a meal may cause you to forfeit that meal.
- There will be no grumbling about the food.

Work Crew:

You may not hold outside jobs while in Adult & Teen Challenge. Work is provided for you to aid in your character development. Work detail will include such tasks as: cleaning, yard work, wood-cutting, special details, material processing, and general maintenance, remodeling, welding, and various other trades.

General Work Guidelines:

- Work hard and do a good job.
- Do not use tools without permission.
- If you finish your assigned task, see your crew leader for a new assignment.
- Never leave your work site without permission.
- Return all tools, cleaning supplies, and utensils to their proper place when finished.
- Keep a positive attitude.
- Each student will serve on the Kitchen crew.
- After the daily work meeting, You must go to your assigned work station, not your room/dorm first. Going back to your room/dorm after work meeting will result in discipline.

Free Time:

- Put this time to good use (i.e., write letters, build friendships, Bible studies, etc.) only those who have been given permission may operate TV and stereos.
- Any request by a student to construct anything for personal use, recreational use, or as a gift, must be submitted to their personal advisor and then approved by staff. It must then be coordinated with the Vocations Director.
- Games may not be played in the dining room while people are eating.

Church and Outside Activities:

- You will enter, sit, and leave with the Adult & Teen Challenge group.
- Do not wander from the group. You will not leave the building unless a staff person accompanies you.
- The restroom must be used prior to church services. No leaving the service for any reason.
- Friendliness and good manners will be expected at all times.
- Communication with members of the opposite sex should be minimal. End the conversation quickly and be on your way.
- When riding in a vehicle, waving at those outside is not permitted.
- No books, other than the Bible and Sunday school materials, may be taken into church. No gum chewing. No food or drinks.

Prayer and Fasting:

If you plan on fasting, you must contact the kitchen one day in advance.

Quiet Time:

Quiet Time is a time set aside in the day to cultivate your relationship with God. At 9:30pm, you must be dressed for bed and ready to begin your Quiet Time. All activities will cease at 9:00PM Monday-Thursday and Sunday. You are responsible for taking care of all your needed business in the 30 minutes prior to Quiet Time. The only activities allowed during this time are reading the Bible and praying. Sleeping, letter writing, the reading of books and devotionals, beverages, food, listening to music and communicating with other students is prohibited.

Friday and Saturday nights are free nights. There is no quiet time on these evenings.

Lights Out:

Monday – Thursday: 10:30pm

Friday: 12:00am

Saturday: 11:00pm

Sunday: 10:30pm

Commissary:

If you need snacks or non-food items such as hygiene products, Adult & Teen Challenge offers these for purchase. Students are allowed to purchase items from our store on a weekly basis. Adult & Teen Challenge offer prices that are well below the National Association of Convenient Store averages. If you would rather have your family purchase these items, they can be sent by mail, and they will be distributed on the Friday after they are received. Remember, the only food items allowed to be received by mail or from visits will be: candy, cookies, ready to eat popcorn, nuts without shells, and chips. No food or drink items of any sort are allowed in the student rooms at any time.

Laundry:

- Each room will be assigned one day per week to have their laundry done.
- House duty is responsible for washing all laundry.
- The laundry room opens at 8:00am and closes at 9:00pm.
- No laundry shall be done until all showers are taken.
- See bulletin board to know your assigned laundry day.
- Student are allowed three (3) loads a week plus an extra load once a month for bedding.

Adult & Teen Challenge Service Teams:

This is an opportunity for students to accompany staff members on an Adult & Teen Challenge ministry trip. The staff will pick these students and a list will be posted Thursday evening.

- If you are selected, it will be your responsibility to plan a 3-5-minute testimony. If you need help in preparation, see a staff member.
- Do not go over your allotted time.
- Do exactly what the staff member in charge tells you to do.
- Avoid communication with members of the opposite sex.
- Do not exchange names, addresses, etc.
- Do not make phone calls at any time.
- You are subject to all Adult & Teen Challenge rules when you are doing these services.
- Use good manners at meals. Don't "pig out". In places we go, the meals may not be as good as we are accustomed to, or as large as we would like. Be gracious. Don't embarrass our host or hostess.

HIV Policy:

Teen Challenge of Oklahoma accepts students from varied backgrounds and walks of life. Because of their former lifestyles, some students may have contracted communicable viruses, including HIV. Both educational and hygienic policies are in place to insure a safe environment.

Accounts for Students:

You are to turn in all monies, check book, and credit cards upon entrance into the program. All cash and coin will be applied to your commissary unless otherwise designated. Commissary is non-refundable. Designated funds (IE doctor visits, co-pays, or special events) will be kept and tracked in an account for you.

Upon leaving the program, remaining designated funds will be returned to you, minus the cost of repair for any damage done to the Adult & Teen Challenge property.

All commissary, transportation fees, intake & monthly fees are non-refundable.

Prescriptions:

Staff will distribute all medications, prescriptions, vitamins, etc. If you need medication, you are responsible for asking a staff member for that medication at the appropriate time. All medication, which is taken orally, must be taken in front of a staff member.

Sick Call:

If you need a doctor, inform a staff member, who will make the necessary arrangements. **THE STUDENT WILL BE EXPECTED TO PAY THE DOCTOR'S BILL.** Should you need to see a doctor, a transportation fee of \$12.00 will be charged if the staff has to take you. We are not able to provide medical or dental care. Unless extremely sick, you will be expected to get up, take a shower and get ready for the day. If you are still too sick to take part in the day's activities, you will then return to bed upon staff approval. If you are sick, you will remain in your room the rest of the day, except to use the rest room. Meals (consisting of broth and crackers) will be brought to your room. There will be no visiting with other students while you are sick.

Advising:

If you have a problem, please feel free to put in a request to talk to a staff member. At times, staff members will seek you out in order to speak with you about a situation. Please try to be open at these times and allow God to

minister to you. Each student will be assigned to one of our personal advisors and he will meet with you as often as is necessary for your personal and spiritual growth. **Note: *Students may not counsel other students.***

Discipline:

Try to remember that the rules are here for your benefit. When you break these rules, problem areas in your life are brought to the surface. In order to grow from these incidents, discipline will be given when deemed necessary by staff members. Remember that discipline is not punishment to make you miserable; rather, it is a means by which you can overcome problem areas and grow in your Christian life (See Hebrews 12:5-11). Various means of discipline such as: extra work, loss of privilege, push-ups, sit ups, probation, etc., may be employed in hopes of bringing growth. Your attitude toward the discipline will make the difference in whether it is positive or negative.

Dealing with Conflict:

In dealing with conflict with another student, your pattern for action can be found in Matthew 18:15-17. Verse 15: Step One - Go to brother alone. Talk to him personally to settle the matter. Verse 16: Step Two - Take 1 or 2 others (they must be staff members) Remember, your attitude makes all the difference.

If you have a question about the reason for a rule, politely ask the staff to explain. If you are still not satisfied, the best response is simply to accept it. In the case that you have a serious problem with a staff member or a house policy, and you have made several unsuccessful attempts to resolve it, you should then see the Assistant Director.

Student rights:

Students shall have the following 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. He also has the right to know about the cost and third party coverage of treatment; including any limitations on the duration of services.
2. The right to a grievance procedure.

3. The right to a humane and safe environment, free from abuse, neglect, and exploitation.
4. The right to dignity and personal property.
5. The right to receive a complete explanation of student rights, in clear and understandable terms.

Grievances:

Any grievances you have with the Adult & Teen Challenge staff, policies, or procedures can be brought to the attention of the Executive Director by following the procedure below:

1. Submit a written statement to your Advisor describing the grievance. The complaint can be given to any staff member, but your advisor should be the primary person.
2. This statement will be reviewed at the next staff meeting, to determine what action needs to be taken.
3. You will be advised of the staff's decision. If not satisfied, you may request an audience with the Director, in order to discuss your grievance further. If indeed you are still not satisfied, you can go to the governing board.
4. If you have trouble reading or writing, ask the Education Director for assistance in filing your complaint. If necessary, you may also ask another staff member to aid you in filing the complaint.
5. The grievance will be resolved within 7 days, after all measures have been taken.

Mental Health:

If it becomes apparent that you are in need of professional counseling, you will be referred to The Christian Family Counseling Center or Taliaferro Health Facility at your own expense.

Off Limits:

The following areas are off limits without staff permission:

- Offices / TCIMI
- Staff apartments, houses, or rooms
- Tool cage
- Shops
- Classroom & Class room equipment
- Chapel & Musical Instruments
- Adult & Teen Challenge vehicles
- Kitchen
- Refrigerators or Freezers
- Pantry
- Storage Closets
- Telephones
- Office Equipment
- Designated areas - Must use sign-out sheet

Confidentiality:

Without your signed consent, it will not be acknowledged to persons outside Adult & Teen Challenge that you are, or are not, enrolled. Adult & Teen Challenge has a policy of confidentiality for all students. Conversation with staff, correspondence, and other internal transactions are confidential. Knowledge concerning students, or circumstances as a result of a relationship are considered confidential, and will not be disclosed to persons or family members outside the ministry.

Adult & Teen Challenge has a LEGAL REQUIREMENT to report all instances or confessions of child abuse, or suspected child abuse, to the proper local authorities. The instance will be written down and given to the director, and he will act within the bounds of state laws, which may make it mandatory to report the alleged abuse. The staff member, to whom the report was given, must submit the WRITTEN report to the director within 24 hours.

In a life threatening situation, we will only release pertinent medical information to those medical personnel responsible for your safety. In this event, we will inform you as soon as possible. Information may be

provided to law enforcement agencies, if it directly relates to a student's threat, and/or commission of a crime on the ministries premises or against the staff. By order of a court of competent jurisdiction, some information may be released without the student's consent.

Legal Assistance:

Adult & Teen Challenge does not provide legal assistance for students. Any student requiring legal aid will be referred to local agencies.

All expenses by a student enrolled at Adult & Teen Challenge, will be the responsibility of the individual student. Attempts to resolve legal issues before entry, are required of all applicants. Should legal issues arise after entry, which the staff deems disruptive to a student's development, they may require a student to withdraw until it is settled.

Termination:

If a student leaves the program or a work assignment voluntarily and without permission, they will immediately be considered AWOL and will no longer be enrolled in the program, and therefore they will no longer be under our care. If a student leaves the program prematurely, whether because of dismissal or by his own decision, the following things should be remembered:

- Be sure to turn in your class notebook, library books, and any other items belonging to Adult & Teen Challenge.
- Take all personal affects with you. Adult & Teen Challenge will not be held responsible for anything left behind.
- A staff member must help you pack, and must accompany you to the bus station.
- A one-month waiting period will go into effect before you will be considered for re-admission. Re-admission is not guaranteed.
- If you are readmitted, you will start completely over in the program without credit for previous time in the program.
- Students who leave the program before completion will not be allowed to attend any function at Adult & Teen Challenge.

Contact Information:

Phone: (580) 429-3940

Fax: (580) 429-3117

Our Staff:

Executive Director: Loren Shreffler

Assistant Director/Program Manager: Aaron Sharp

Campus Pastor: Joshua West

Intake Coordinator: Trey Hudspeth

Dean of Men: Brad Julian

Education Director: Tommy Cunningham