



# **STUDENT HANDBOOK**

## **(Women's Program)**

**(Revised February 2024)**

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

Adult & Teen Challenge of St. Louis (ATCSTL) is a residential Christian discipleship program designed to help women overcome life-controlling problems such as alcoholism or drug addiction. The program helps women 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 can become mentally sound, emotionally balanced, socially adjusted, physically healthy, and spiritually alive. ATCSTL offers a residential program one year in length.

## **II. Admission Requirements**

- A. Applicants must be at least 18 years old. Prospective applicants older than 45 should call before submitting an application.
- B. Applicants must be willing to make an initial one-year program commitment.
- C. Applicants and students must be familiar with the rules, policies, and schedule of ATCSTL and be willing to abide by them. Applicants are required to read the entire Student Handbook at least twice before the pre-admission interview with the Admissions Coordinator.
- D. Approved applicants must demonstrate adequate emotional and mental stability to participate cooperatively in a group living situation.
- E. Applicants must show a negative pregnancy test to receive final approval.
- F. The following will be required of all applicants and/or students:
  - 1. All applicants must voluntarily complete an application including a pre-admission interview with the Admissions Coordinator.
  - 2. All applicants using any prescribed psychiatric medication(s) must first have all medications approved by our Admissions Coordinator.
  - 3. We ask that, if possible, all incoming students provide one-way bus fare from St. Louis to the student's home area. This must be designated for bus fare only and is not to be used for anything else.
  - 4. For ATCSTL 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 Chief Executive Officer (CEO).
  - 5. Students receiving Social Security Disability benefits may be required to contribute half of their income to ATCSTL to provide for program expenses.
- G. Applicants must provide a physician's report from a basic "sports" physical including results from the following medical tests before admission: HIV, PPD (tuberculin skin test), RPR, and Hepatitis A, B, & C.
- H. 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. We ask that all applicants have a Social Security card and/or 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 she is the legal mother.
- I. In the event of bed unavailability, approved applicants must contact the office each Monday and Thursday to determine program status. If an approved applicant misses her admission appointment, she forfeits that available bed space and will be placed on the waiting list until another bed becomes available. Adult & Teen Challenge 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.)**

**A. Monday, Tuesday, Wednesday, & Friday Morning & Afternoon Schedule**

|               |                         |
|---------------|-------------------------|
| 6:00a         | Wake-Up                 |
| 6:30-7:00a    | Breakfast (Optional)    |
| 7:00-7:15a    | Medicine Call           |
| 7:00-7:45a    | Shower / Free Time      |
| 7:45-8:45a    | Group Classes / Worship |
| 8:45-9:00a    | Break                   |
| 9:00-10:00a   | Group Classes           |
| 10:00-11:30a  | PSNL                    |
| 11:00-11:30a  | Family Meeting (Wed.)   |
| 11:45a-12:15p | Lunch                   |
| 12:15-12:30p  | Medicine Call           |
| 12:30-5:00p   | Work Detail             |
| 5:15-5:45p    | Dinner                  |
| 5:45-6:00p    | Medicine Call           |

**B. Thursday Morning & Afternoon Schedule**

|              |                      |
|--------------|----------------------|
| 6:00a        | Wake-Up              |
| 6:30-7:00a   | Breakfast (Optional) |
| 7:00-7:15a   | Medicine Call        |
| 7:00-7:45a   | Shower / Free Time   |
| 8:00-9:45a   | Combined Chapel      |
| 9:45a-12:00p | Thrift Store         |
| 12:00-12:30p | Lunch                |
| 12:30-12:45p | Medicine Call        |
| 12:45-5:00p  | Work Detail          |
| 5:15-5:45p   | Dinner               |
| 5:45-6:00p   | Medicine Call        |

**C. Monday, Tuesday, & Thursday Evening Schedule**

|             |                    |
|-------------|--------------------|
| 6:00-6:30p  | Shower / Free Time |
| 6:30-7:30p  | Chapel             |
| 7:30-7:45p  | Break              |
| 7:45-8:45p  | Study Hall         |
| 8:45-9:45p  | Shower / Free Time |
| 9:00-9:15p  | Medicine Call      |
| 9:45-10:00p | Quiet Time         |
| 10:00p      | Lights Out         |

**D. Wednesday Evening Schedule**

|             |                     |
|-------------|---------------------|
| 6:00-6:15p  | Shower Time / Break |
| 6:15-7:45p  | Church              |
| 7:45-9:45p  | Phone Time          |
| 7:45-9:45p  | Shower / Free Time  |
| 9:00-9:15p  | Medicine Call       |
| 9:45-10:00p | Quiet Time          |
| 10:00p      | Lights Out          |

**E. Friday Evening Schedule #1**

|             |                    |
|-------------|--------------------|
| 6:00-6:30p  | Shower / Free Time |
| 6:30-7:30p  | Chapel             |
| 7:30-9:45p  | Shower / Free Time |
| 9:00-9:15p  | Medicine Call      |
| 9:45-10:00p | Quiet Time         |

10:00p Lights Out

**F. Friday Evening Schedule #2**

|             |                    |
|-------------|--------------------|
| 6:00-6:30p  | Shower / Free Time |
| 6:30-8:30p  | Ladies Groups      |
| 8:30-9:45p  | Shower / Free Time |
| 9:45-10:00p | Quiet Time         |
| 10:00p      | Lights Out         |

**G. Saturday Morning & Afternoon Schedule**

|               |                        |
|---------------|------------------------|
| 7:30a         | Wake-Up                |
| 8:00-8:45a    | Big Breakfast          |
| 8:45-9:00a    | Medicine Call          |
| 9:00-10:00a   | Group Prayer & Worship |
| 10:00a-12:00p | Work Detail            |
| 12:00-12:30p  | Lunch                  |
| 12:30-12:45p  | Medicine Call          |
| 1:00-5:00p    | Shower / Free Time     |
| 1:00-5:00p    | Visits* / Phone Calls  |
| 5:15-5:45p    | Dinner                 |
| 5:45-6:00p    | Medicine Call          |

**H. Saturday Evening Schedule #1**

|             |                    |
|-------------|--------------------|
| 6:00-7:30p  | Shower / Free Time |
| 7:30-8:30p  | Study Hall         |
| 8:30-8:45p  | Medicine Call      |
| 8:45-9:45p  | Shower / Free Time |
| 9:45-10:00p | Quiet Time         |
| 10:00p      | Lights Out         |

**I. Saturday Evening Schedule #2**

|             |                      |
|-------------|----------------------|
| 6:00-8:30p  | Chafin's Bible Study |
| 8:30-8:45p  | Medicine Call        |
| 8:45-9:45p  | Shower / Free Time   |
| 9:45-10:00p | Quiet Time           |
| 10:00p      | Lights Out           |

**J. Sunday Schedule**

|               |                    |
|---------------|--------------------|
| 7:30a         | Wake-Up            |
| 8:00-8:30a    | Breakfast          |
| 8:30-8:45a    | Medicine Call      |
| 8:45-10:00a   | Shower Time        |
| 10:15a-12:00p | Church             |
| 12:15-12:45p  | Lunch              |
| 12:45-1:00p   | Medicine Call      |
| 1:00-5:00p    | Shower / Free Time |
| 5:15-5:45p    | Dinner             |
| 5:45-6:00p    | Medicine Call      |
| 6:00-8:30p    | Shower / Free Time |
| 8:30-8:45p    | Medicine Call      |
| 8:45-9:45p    | Shower / Free Time |
| 9:45-10:00p   | Quiet Time         |
| 10:00p        | Lights Out         |

\*On scheduled Saturday visiting days

**IV. Schedule Policies**

**A. Wake Up**

At the appointed hour, students are to wake up and prepare for daily activities. Students who wake up early may not turn on bedroom lights, must observe strict silence, and remain indoors until a staff member gives approval to go outdoors. Students may use the bathroom for morning preparations after 5:30 a.m. No showers are allowed outside of the approved shower schedule.

B. Breakfast

On weekdays, breakfast is an optional meal for students at ATCSTL. Monday through Friday, breakfast is served at 6:30am (8:00am on Weekends). If a student chooses to come to breakfast on weekdays, they must be there by the time serving begins.

C. Lecture Classes

Morning classes are arranged in a block schedule, with two fifty-minute blocks for each class period. All lecture classes, except for Group Studies for New Life, are a month or multiple months in length. These lecture classes begin the Monday following the monthly Graduation and are finished the Friday of monthly Graduation. There are two different classes going on during each class period, with the classes being divided by students in the Induction Phase (months 1-4) and students in the Training Phase (months 5-12).

1. Induction Phase Classes

First period for students in the Induction Phase will be the “Book of John” class on Monday, Wednesday, and Friday (Tuesday morning will be corporate prayer and worship). Second period for students in the Induction Phase will be Group Studies for New Life, which is explained in further detail below. Thursday mornings will be a combined chapel service.

2. Training Phase Classes

Training Phase students will be in an eight-month rotation of classes for both periods on Monday, Wednesday, and Friday (Tuesday morning will be corporate prayer and worship). Thursday mornings will be a combined chapel service.

D. Group Studies for New Life in Christ (GSNL)

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. GSNL is made up of 14 courses over a 16-week period, with lectures/discussions taking place Monday-Wednesday and a test on Friday.

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 GSNL curriculum must be successfully completed to be eligible for a program completion certificate.

4. After all 14 GSNL courses have been completed, eligible students will transition from the Induction Phase into Training Phase the Monday following the monthly Graduation.

E. Personal Studies for New Life in Christ (PSNL)

Personal Studies consists of several learning activities designed so that each student may work at her own pace. Students are responsible to complete 20 Learning Contracts consisting of scripture memorization, Bible reading, Bible lessons, personal reading, sermon note sheets, and character quality development activities.

1. Students may only work on assigned PSNL classwork during PSNL.

2. Learning contracts are structured to each student's ability. A student should complete one learning contract each month while in the Induction Phase, and two each month while in the Training Phase. If a student does not complete contracts in a timely fashion, she will be placed on academic restriction and will be required to extend program participation to finish contract goals in order to receive verification from ATCSTL of successful program completion. If after their extension the student still has not completed contract requirements, she will undergo a staff review with the Senior Staff to determine her future program eligibility.

F. General Classroom Rules

1. There should be no rowdy disturbance in the classroom at any time.

2. The desk, files, and television are off-limits to students. No materials or equipment should be used without permission from staff.

3. Classroom materials should be treated with care. Do not write in study materials, on study carrels, on the tables, or on the classroom rules sheet without permission. Students may only post pre-approved items in their study carrel, and study carrels are to always be kept neat and organized.

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 her hand without turning around 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 GSNL assignments until required projects are satisfactorily completed. Students may not work on PSNL assignments in study hall until they have received permission from the supervising staff member/intern.
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 by 11:45am on weekdays (12:00pm on Thursdays and Saturdays, and 12:15pm on Sundays). Students must leave the dining room by the scheduled time lunch concludes.

H. General Kitchen Rules

1. No rowdy behavior is permitted in the dining area 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.
2. Students are not allowed to open the refrigerator or enter the food pantries without permission.
3. No food, drink, utensils, or dishes shall be taken from the dining area unless weather permits use of outdoor tables. Students shall have no food in their possession except for individually wrapped bite-size hard candy.
4. 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.
5. There are no second helpings until all have been served. Plates must be brought through the serving line to receive seconds. No student is allowed to handle or touch any food or drink item in the kitchen.
6. A kitchen worker will be assigned to clean and wash dishes after each meal. This person is allowed in the kitchen area only while performing their duties. Other students are not permitted in the kitchen with the kitchen worker.
7. Students should cover food items warmed in the microwave. Students must clear and clean their dining table when they have finished eating.
8. 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 a student serving on the kitchen crew.
9. Students wishing to fast must receive permission from the designated staff member and are required to eat at least one full meal each day.

I. Work Experience Program

The work experience program at ATCSTL 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" (Second 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 herself, her capability, the society in which she lives, and the world of work. She must first learn to be productive so she can then become creative. Work is an integral part of life and is a vital link in establishing a healthy pattern for growth. Once a student has learned the basic habits of industry, she can achieve identity. Completion of the work experience program will benefit the student in making the transition to her 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 four and a half hours each day Monday through Friday (six and a half hours which includes Thrift Store volunteerism on Thursday). All students must be dressed for work and at their designated work area by the beginning of work detail, ready to begin working. All students are expected to contribute their efforts to the maintenance of the Christian community within ATCSTL.

K. General Work Detail Rules

1. Staff members, Interns, or Student Leaders will supervise and work with students throughout 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 their work supervisor for further instructions.
5. Students may not take breaks without permission from their work supervisor.
6. Students should not enter the dormitory areas during work detail without permission of work supervisor.
7. Students must be on time for work detail. They should be dressed and ready by the appointed time.
8. Taking any work material or equipment from a prescribed work area or destruction of work materials or equipment may result in immediate disqualification from the program.
9. Program approved safety glasses are required to be worn when working in the gasket processing area. Hearing protection will be required when working in any loud environment.
10. 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 disqualification from the program. 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 the time on the "Shower Schedule Sign Up".
2. Shower times may only be taken during scheduled activities designated as "Shower Time", including on weekends. Students are to sign up on the "Shower Schedule Sign Up" to secure their shower time slot. Students must be considerate and organized during these times so that all will be able to use the showers. Any exceptions to this 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 5:15pm each day. All students must remain in the dining area until released by the staff/intern on duty.

N. Chapel Services

Chapel services consisting of Bible Study, prayer, or worship will be held each Monday, Tuesday, Thursday, and Friday at 6:30pm.

1. These chapels will be led by a rotation of volunteers from the community.
2. Friday chapels will be decided by the Friday Evening Schedule #1 or Friday Evening Schedule #2. The staff member/intern on duty will inform the student body which Friday Schedule is in place on Friday.

O. Prayer Time

Prayer time will be held on Tuesdays (7:45-8:45am) and Saturdays (9:00-10:00am).

1. Prayer time is to be reverent and may include worship music selected by the staff/intern on duty.

P. Study Hall

Study Hall is to be used to complete GSNL and Lecture class assignments. Remaining time can be used to complete PSNL work with staff permission. Students cannot write letters, draw, or do writing assignments during Study Hall.

Q. Church and Off-Campus Chapel Attendance

1. On Wednesday, Thursday, and Sunday all students attend a local church/chapel service. Bibles are required at these times.
2. Each student must be ready for church at departure time.
3. Dresses down to the knee or dress pants, a modest top that is up to the neck and covers the student's entire backside, and footwear must be worn to church. If wearing jeans, they must have no holes and you must be able to "pinch an inch".
4. Each student must stay with the group while entering and leaving the church. Before and after each service, do not loiter in the church. Report immediately to the van with the supervising staff members/interns. Stay with the group at all times.
5. There may be no opportunity for restroom breaks at church. Always use the restroom before boarding the van going to church.
6. Students should always remain in the prescribed area of church under the supervision of a staff member/intern. Pray only at the altars directly in front of where the group is seated.

7. Students should not take any reading materials from church. Staff members will secure the appropriate reading material for the group.
  8. 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.
- R. Quiet Time  
Each day, quiet time begins at 9:45pm. This means all conversations in sleeping areas and living quarters should cease. Any conversations between 9:45 and Lights Out should be held in the common areas and should be conscious of individuals trying to sleep.
- S. Lights Out  
At 10:00pm, all students must be in bed for lights out. Preparations for bed should be completed before this time. Students must 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 11:00pm.
- T. Student Participation  
All students must abide by the schedule/schedule policies unless there is an illness or other unusual circumstance with the approval of the Staff on duty.

## V. Student Life Policies

- A. Desired General Student Attitude
1. Respect and reverence are 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 the trademark of each student.
  3. Students will submit to the authority established at ATCSTL. They are expected to obey and show proper respect for each staff member, intern, and volunteer.
- 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 ATCSTL.
  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 any office without permission. Students must receive prior approval before coming to any office. Students must knock before entering any office. Except for emergencies, students should not knock on an intern's door. Anything a student needs to communicate with the office outside of an emergency is to be done so through Sober Peer. Sober Peer will be checked at least every 72 hours, and the appropriate staff member will schedule a time to meet with, or respond to, students who made a Sober Peer entry.
  7. No students are allowed around the NHF Pastor's home or garage without permission. Students should not go behind any building without staff permission.
  8. When moving between buildings, students should always remain in clear sight.
  9. No student is allowed to leave the property. If a student leaves, she may be subject to disqualification.
  10. Upon arrival, all clothes and luggage will be inspected. ATCSTL reserves the right to conduct a search of any student's person and/or belongings at any time if ATCSTL 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.
  12. Students are not allowed to possess a 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 ATCSTL 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 disqualification.
- C. Dormitory Rules
1. Unruly behavior (horseplay), wrestling indoors, pranks, or inappropriate body contact will result in discipline, fines, and/or immediate disqualification. Violation of this rule will immediately be brought to the attention of the Senior Staff and the Executive Director.
  2. Students are not allowed to enter another student's room or stand in the doorway of another student's room. Fellowship should take place in the prescribed common areas.

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 prescribed area or outdoors.
4. Students are to be properly dressed when not in their rooms. A minimum of shorts, shirt, and indoor footwear is required.
5. Beds shall be made before the first mandatory scheduled activity of the day after breakfast and are to stay neatly made until bedtime. Bedspreads are to neatly cover the entire bed. Rooms must be kept clean and orderly at all times and may be inspected at any time.
6. Students are not to 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 other than in its assigned storage area. 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.
9. 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 and should not jump from the top bunk.
10. Television is a privilege. No student may change the channel or make any adjustment to the televisions or video equipment without permission. The televisions will only be turned on for worship, chapel videos, and during the approved television times. Any unauthorized viewing will result in immediate loss of television privileges.
11. Nothing is to be hung on the walls or bunks in the dormitory. An area may be provided to hang pictures in the classroom. 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 by Senior Staff.
12. There is to be no graffiti on ATCSTL property. Damage to property may result in fines or restitution if deemed necessary by the Executive Director.
13. No ATCSTL property is to be moved from its present location without permission from staff.
14. Students are not allowed to lay down on the sofas. Students should only use ottomans while wearing footwear specifically designed for indoor use.
15. The medication room/office is to remain locked at all times. No student is permitted to be in the medication room/office without a staff member/approved intern present with them.
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, doors, fixtures, etc. in the dorm.

D. Dress Code

1. All clothing must be modest. Shirts, full length non-yoga pants, and shoes will be worn during program activities. Shorts and/or dresses may be approved for some activities at the discretion of ATCSTL staff. Pants/shorts must be pulled up to the waist and worn in the traditional manner. Pants/shorts with holes are not permitted. A neat appearance should be maintained at all times.
2. Shirts are to come up to the neck, are not to be low cut, and must come down far enough to cover a student's backside.
3. Shoes are required during all waking hours with the exception of free time. Footwear is required for all common living areas at all times.
4. Shorts may be worn in the dormitory during free time, for athletic activity during free time, for certain indoor work detail activities, during meals, and during class. Shorts are not to be worn at any other time without permission. Shorts worn during these times must have a zipper and pockets and athletic shorts are never allowed during these scheduled times. No spandex shorts or leggings are ever permitted.
5. Tank top style shirts may only be worn in the dormitory. Sleeved shirts are to be put on if an individual leaves their work detail area.
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 ATCSTL must be returned to the family at time of admission or it will be confiscated and disposed of. We will not store contraband/confiscated items.
7. Jewelry, except for watches, earrings, necklaces, and wedding rings, is not permitted.
8. No sunglasses or hats are to be worn in any building. No sunglasses are to be worn/brought to church.
9. Hair is to always be kept neat and clean. Haircuts are allowed only during free time on Saturday and Sunday in the downstairs common area or in the bathroom.
10. A special dress code is enforced for church attendance (see section IV. Q. Church Attendance, 3).

E. Laundry

1. Each student will be assigned a wash day. The laundry schedule will be posted.
2. Dirty clothes are to be neatly sorted into no more than two loads and brought downstairs for the laundry person on the student's appointed day before classes begin. An additional load is allowed for bedding.

3. Do not mix extremely dirty work clothes with regular dirty laundry. Extremely dirty work clothes will be washed after 6:00 p.m. and must be picked up by 9:45 p.m. NO BLEACH IS ALLOWED.
4. No work clothes from extremely dirty work assignments should be worn or taken to any student's dormitory room. All dirty work clothes, shoes, and gloves must be removed in a designated changing area. These work clothes must be placed in the designated area no later than 6:00pm. This includes work clothes only—not exercise clothes. An area will be provided for shower gear and a change of clean clothes only. No gloves, jackets, or buckets are to be placed in this area. All work gloves and work shoes must be placed on the black mat in the downstairs garage. Hang all wet clothes from work detail on the provided rack downstairs.
5. Only the student assigned to the work detail laundry is allowed to operate the washer and dryer for these clothes. The laundry table and laundry area are off limits to all students except those scheduled to be doing laundry.
6. Before arrival, clothes can be labeled with the student's name using a permanent 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 student's mentor.
2. Students may receive mail beginning with their third weekend in the program from only those individuals on the "Authorized Contact List".
3. Incoming Mail will be handed out at the conclusion of PSNL, and Outgoing Mail must be turned in at the beginning of PSNL. Students are not to report to the office to learn if they have received mail, or to drop mail off. The Education Coordinator will distribute and collect all mail.
4. Students are responsible to have sufficient funds to cover postage on outgoing mail. All outgoing mail must have the full name of the sender with a complete return address, and the full name of the intended recipient with their complete address.

G. Phone Calls

1. There will be no phone privileges for students until their third weekend at ATCSTL.
2. Afterwards, phone calls may only be made to individuals on the "Authorized Contact List" approved by their Mentor and the Admissions Coordinator.
3. Students may receive a twenty-minute phone call on Wednesday and Saturday each week. This time is to be used on Wednesday evenings between 7:45 and 9:45pm, and Saturdays between 1:00 and 5:00pm. On Saturdays that a student has a visit/pass, they will not receive a phone call. All phone calls will be monitored.

H. Visitors

1. There will be no visits approved until at least a student's third weekend after admission. Afterward, individuals on the "Authorized Contact List" may visit on the Saturdays arranged for visits by ATCSTL if prior arrangements have been made according to the Guidelines for Family Visits, and approval has been granted by their mentor.
2. The "Authorized Contact List" is composed of family members and a pastor. No boyfriends or non-family members will be approved for the "Authorized Contact List". ATCSTL does not recognize "common-law marriages" and communication in these cases is not permitted. The student's mentor requires her final approval for each student's "Authorized Contact List".
3. ALL VISITORS MUST REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE PROPERTY. NO VISITORS ARE ALLOWED IN THE DORMITORY AREA FOR ANY REASON.
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 anyone outside of immediate family/pastor for at least the first six months. 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 father of her children may be contacted only for child-related issues and only with the approval and supervision of the Executive Director or Senior Staff.
7. Before a student's first visit, they will be given a "Guidelines for Family Visits" sheet to read over thoroughly, sign, and turn back in. Family members will also be required to read over and sign the "Guidelines for Family Visits" sheet before their first visit begins.

I. Medical/Dental Care

In case of medical emergency, contact a staff member immediately to obtain the appropriate medical assistance. In non-emergent situations, if a student has a medical or dental condition which requires treatment, this is the student's responsibility to bring to the attention of their mentor through Sober Peer to determine options for treatment. Payment for medical or dental care is the responsibility of each student. ATCSTL 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. Students requiring continuing treatment for a medical or dental condition may be asked to leave ATCSTL 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.

ATCSTL 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 she desires immediate medical or psychiatric attention via emergency services, the staff of ATCSTL 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 ATCSTL 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 ATCSTL. No resident on medical leave will be considered for readmission until ATCSTL receives written medical clearance from the primary care physician stating that the resident can safely participate in all program activities.

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. ATCSTL will not transport the resident back to the facility, and the resident will not be allowed to return to ATCSTL until the satisfactory completion of the medical leave. The resident's belongings will be kept by ATCSTL for 30 days to be picked up by the resident or a family member/sponsor. All belongings must be picked up within that 30-day period. If these belongings are not picked up within this 30-day period, they will be disposed of. We believe this policy best ensures the medical/psychiatric welfare of the resident.

J. Sick Call

1. It is the student's responsibility to notify the appropriate staff member when she is sick. Students who wish to go on Sick Call are required to go to the Medicine Call immediately following breakfast. Unless a student has a high fever, vomiting, or severe intestinal distress, she is expected to be showered, dressed, and ready for all scheduled program activities every day.
2. If a student is too sick to participate in daily activities, she 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.

K. Medication

1. All medication will remain locked in the medication room/office. To receive medication, it is the student's responsibility to report to the medication room/office for medicine at the scheduled Medication Calls.
2. ATCSTL is not a psychiatric facility. Any psychiatric medications a student comes in on must first be approved by the Admissions Coordinator.
3. Medicine will be administered by a staff member/approved intern. Students are required to provide their initials for each medication each time it is administered.
4. No medication of any kind will be dispensed without pre-approval from the Admissions Coordinator. This includes all over-the-counter medication and pain relievers.
5. Prescription medication will only be administered specifically as a doctor has prescribed. Over-the-counter medicines will be administered according to labeled dosage recommendations.
6. Prescription bottles must be clearly legible. Prescription bottles with damaged or obscured labels will be disposed of immediately.
7. All over the counter medications, creams, ointments, and vitamins arriving at ATCSTL 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.
8. ATCSTL will not administer any narcotics, medications on the controlled substance list, or over the counter medication containing caffeine.

L. 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 by the water spicket.
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.

M. Money

1. All student money will be given to the admitting staff member(s) upon arrival.
2. Students will not be allowed to leave money in the care of ATCSTL. Any money must be in the form of a gift card and will remain locked in the office at all times. Any money a student has upon admission is to be sent home with their family or donated to ATCSTL.
3. 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 Senior Staff shall be subject to confiscation with accompanying discipline.
4. Student gift cards will be returned upon their departure. If a student voluntarily departs or disqualifies herself during non-business hours, any gift cards or personal items locked in the office may 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 she must set an appointment with her mentor to return within 30 days to personally retrieve any items in the care of ATCSTL.

N. Legal Services/Probation or Parole

ATCSTL 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. All reports to probation officers must be kept up to date.

O. 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 her attempts to make these departure arrangements.
2. Departing students must return all ATCSTL property, including books and bedding.
3. A staff member/intern must be present while a departing student packs her belongings. Departing students must take all their belongings with them. Any items left will be held by ATCSTL for a period of 30 days. ATCSTL 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 herself from the program, there may be a 30-day waiting period imposed before she can re-apply for admission. This waiting period may be longer for individuals disqualified from the program for disciplinary reasons. Any individuals seeking readmission into the program must first speak with and receive approval from the Senior Staff and/or Executive Director.
5. **All residents are STRONGLY encouraged before admission to secure a bus/train fare from the St. Louis bus/train station to their home. Therefore, all residents discharged from the program before successful completion, whether voluntarily or through disqualification, will be transported to the Greyhound bus station/Amtrak train station in St. Louis. A discharged resident may 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 disqualified from the program for disciplinary reasons. A ticket can be purchased online or via 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 her 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, gift cards, or any other belongings locked in the administrative offices may 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. ATCSTL is not responsible for belongings left behind by a discharged resident.**

**P. Student Passes**

1. All requests for passes must be written and submitted to the Education Coordinator at least one month prior to the desired date(s) of the pass. Any and all arrangements are then to be communicated to the student's mentor after the student receives approval.
2. Students must adhere to the rules and policies of ATCSTL while on pass, and may undergo testing for alcohol, tobacco, or drug use upon return.
3. If any personal matter requires a student to leave the property (doctor visits, dental appointments, court, etc.), ATCSTL reserves the right to subtract that time from a student's future pass.
4. All passes are granted at the discretion of the student's mentor and Education Coordinator.
5. Pass Structure:
  - a. After successfully completing two calendar months and two Learning Contracts, students are eligible for an off-campus 4-hour pass which must be taken on a Family Day. Families must have attended at least one Family Day class for approval.
  - b. After successfully completing the Induction Phase, individuals are eligible for an off-campus 8-hour pass. Families must have attended at least two Family Day classes. Students are also eligible for an additional 8-hour pass after months 6, 7, 9, and 11.
  - c. After successfully completing 8 months, students are eligible for a 72-hour off-campus pass. Families must have attended at least four Family Day classes.
  - d. After successfully completing 10 months, students are eligible for a 120-hour off-campus pass. Families must have attended at least four Family Day classes.

**VI. Disciplinary Policies**

**A. Disciplinary Measures**

1. Writing assignments, loss of privileges, or extra time may be utilized as disciplinary measures for any student exhibiting behavior contrary to the rules or program policies. All disciplinary measures are reasonable, relatable, and redemptive in nature. For the well-being of our students, no discipline will be utilized that could harm a student, nor will any discipline result in the neglect of a student. Corporal discipline will not be used on any individual in the program. No discipline shall benefit the staff of ATCSTL.
2. The following extreme behavioral problems or rule infractions may result in immediate disqualification:
  - a. Unruly behavior (horseplay) resulting in injury or destruction of property, accidental or intentional.
  - b. Use of tobacco or nicotine in any form, including vaping.
  - c. Insubordination and/or failure to accept disciplinary action.
  - d. Threats of bodily harm or intimidation towards self or others.
  - e. Physical fighting and/or violent behavior.
  - f. Theft or destruction of property.
  - g. Drug or alcohol usage.
  - h. Sexual relations/activity of any nature.
  - i. Failure to wear a seatbelt in any ATCSTL vehicle.
3. ATCSTL, specifically the Executive Director and Senior Staff, 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.
4. When written up, students are to sign the Discipline Report. This is not an admission of guilt, but rather it serves to ensure the student knows a Discipline Report has been written up. A Discipline Report is merely documentation and does not mean discipline will be administered.

**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 allow time for reflection on disciplinary problems and to seek Biblical solutions to these problems, and 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 student's mentor for review.
  - e. In cases in which the complaint involves another Senior Staff member.
  - f. Students may have direct access to the Executive Director at some point in the grievance process.
  - g. All student complaints shall be acknowledged and documented within the 24 hours (72 hours on weekends).
  - h. Students shall be informed of the findings and recommendations within seven calendar days of the complaint being submitted.

## **VII. Phases of the Program**

- A. Induction Phase  
Induction Phase is the first four months a student is in the program. Students in the Induction Phase will move into the Training Phase after they have successfully completed all of the educational requirements of the Induction Phase (all GSNL courses, four Learning Contracts, and the Book of John course). All students transitioning from Induction Phase to Training Phase will do so on the Monday following the monthly graduation.
- B. Training Phase  
Training Phase is the final eight months a student is in the program. Students in the Training Phase will be eligible for graduation after they have successfully completed all the educational requirements of ATCSTL (all 16 courses and Learning Contracts) and are approved for graduation by the Senior Staff and Executive Director. All students graduating from ATCSTL will do so on the same day at the graduation service held monthly.

## **VIII. Completion Requirements**

- A. Students must complete a minimum of twelve complete months at ATCSTL (a minimum of six for Restoration students). The official completion date for a student at ATCSTL will be the scheduled graduating Saturday of the month they arrived, provided they have completed a calendar year. If a student's entry date is after the monthly graduation date of the following year, that student will graduate the following month. Students who satisfactorily complete the ATCSTL program will be given an official certificate of graduation.
- B. Students must satisfactorily complete the entire sixteen-week Group Studies curriculum, including all tests.
- C. Students must have satisfactorily completed all twenty Personal Studies for New Life contracts.
- D. Students must have satisfactorily completed all Lecture Classes in the Training Phase.
- E. Students must have developed Christlike qualities in their lives and proper responses to authority.
- F. Students must have exhibited proper behavior toward staff members and other students while at ATCSTL.

## **IX. Graduation**

- A. Graduation for individuals completing the 12-month ATCSTL program will be held on the last Saturday of each month unless holidays would be impacted by this date. All graduation dates for the year are available in the office upon request.
- B. Students are to follow the Sunday dress code while attending graduation.

### **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 ATCSTL. DUE TO THE RIGHT TO PRIVACY ACT, CONFIDENTIALITY IS MAINTAINED IN THESE CASES.**

**ATCSTL 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 ATCSTL.**