



DIANE'S HOUSE

STUDENT HANDBOOK

www.dianeshousestl.com

314-352-0056

FAX 636-677-2818

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

Adult & Teen Challenge of St. Louis is a residential Christian discipleship program designed to help individuals overcome life-controlling problems such as alcoholism or drug addiction. Adult & Teen Challenge helps individuals 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 Adult & Teen Challenge philosophy is simple yet effective—no tricks or gimmicks—just Christ. By developing Christlikeness, individuals are able to become mentally sound, emotionally balanced, socially adjusted, physically healthy, and spiritually alive. Diane's House is a four month or twelve-month residential program.

Phase 1 (Induction Phase)—The beginning of the discipleship process involves at least five months of foundational Bible study including both group and individual studies. Character development, life skills, and basic work habits will also be addressed. Students who have not earned their high school diploma or GED will be required to begin GED studies after completing the initial 15-week Bible study program, Group Studies for New Life.

Phase 2 (Training Phase)— In this two to three-month phase, studies will emphasize practical application of biblical principles and attitudes to specific “real-life” scenarios. Students will learn to develop needed life skills such as proper work ethics in the work environment, parenting skills, and biblical budget principles.

Phase 3 (Re-entry Phase)—The final four-month phase includes assistance in job seeking strategies such as résumé building and in finding suitable employment. Students will find direction in finding healthy church fellowship in a local church and will also be encouraged to investigate future continuing education objectives. As the discipleship process continues, students may take on more leadership roles within the program as they begin to build mentoring relationships.

We believe the biblical order for human sexual expression as being between one man and one woman who have committed to a lifelong marriage covenant (Gen 2:24, Matt. 19:5). Any expression of human sexuality outside of the marriage covenant between one man, and one woman is sin (Ex. 20:14; Lev 18:22-23, 20:13; Matt 15:19). God wants us to avoid sexual immorality and live holy and honorable lives of faithfulness.

March 2020

II. Admission Requirements

- A. Applicants must be at least 18 years old. Women, older than 38, should call *before* submitting an application.
- B. Applicants/students must be willing to complete the entire program consisting of at least twelve months.
- C. Applicants/students must be familiar with the rules, policies, and schedule of Diane's House and be willing to abide by them.
- D. Approved applicants must possess emotional and mental stability that enables a student to participate successfully in a group living situation.
- E. All applicants must voluntarily complete an application. A phone pre-admission interview with the admission supervisor is required once the application is received
- E. **The following fees** will be required of all applicants and/or students.
1. Upon arrival, approved students **must pay a non-refundable \$500.00 admission fee. This fee is non-refundable regardless of voluntary departure or dismissal from the program.**
 2. All applicants using any **prescribed psychiatric medication(s)** must undergo a consultation before the admission application can be approved. The applicant must be willing to pay an additional **non-refundable \$150.00** fee for this psychiatric consultation prior to admission into Diane's House. Contact Steve May by phone at (314) 402-6784 or via email at neveysyam66@gmail.com with the phone number and name of the doctor who has provided you with the most psychiatric prescriptions in the last year.
 3. For Diane's House to provide transportation at any time, applicants and current students must be willing to pay for transportation to and from Diane's House at the rate of fifty cents (\$.50) per mile. A flat fee may be substituted at the discretion of the director.
 4. Students receiving Social Security Disability benefits may be required to contribute half of their income to Diane's House to provide for program expenses.
Approved applicants must provide proof of a high school diploma or GED. Applicants without the required documentation will be required to pay an additional fee for GED classes.
- F. **Applicants and incoming students must have a physical exam including a pregnancy test completed within one month prior to admission.** A basic form has been provided with the application for this purpose. **Approved applicants must also provide results from the following tests conducted within one month prior to admission: 1) HIV, 2) TB, 3) RPR, 4) Hepatitis A, B, and C panel. We require copies of the lab reports for these tests.**
- G. Applicants and/or students must provide **all** the following legal documentation.
1. Applicants must complete all required forms included with the application and in the admission procedure.
 2. Approved applicants must have a **Social Security card** and **driver's license/state picture I.D.** upon arrival.
 3. Approved applicants who are married must provide a copy of their marriage license upon arrival.
 4. Approved applicants who are parents must provide a copy of each child's birth certificate showing that she is the legal mother.
- H. In the event of bed unavailability, approved applicants must contact the admissions office once every week to determine her program status.
- I. 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.
- J. 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.
- K. Applicants entering the program must be willing to apply for food stamp benefits while in residence at Diane's House.

III. Schedules (Schedules can change without notice.)

- | | |
|--|--|
| A. Weekday Schedule (Monday-Friday) | B. Saturday Schedule |
| 7:00 am Wake up | 7:30 am Wake up |
| 7:30 am Breakfast | 8:15 am Breakfast |
| 7:50 am Medicine call | 9:00 am Medicine call |
| 8:15 am Morning devotions | 9:30 am Work detail, recreation, or P.S.N.C. |
| 8:45 am Group Studies for New Life | 12:00 pm Lunch |
| 10:00 am Work detail | 1:00 pm Visits and phone privileges |
| 12:00 pm Lunch | 5:00 pm Dinner |
| 12:30 pm Work detail | 5:35 pm Medicine Call |
| 12:25 pm Medicine call | 10:00 pm Lights out |
| 2:00 pm Recreation/Exercise/Shower time | C. Sunday Schedule |
| 3:00 pm Personalized Studies for New Life | 6:30 am Wake up |
| 5:00 pm Evening meal | 6:45 am Breakfast |
| 5:35 pm Medicine call | 8:30 am Church |
| 6:30 pm Chapel (Mon., Tues., Thurs.)/Church (Wed.) | 12:30 pm Dinner |
| 8:00 pm Study hall | 1:00 pm Visits and phone privileges |
| 9:15 pm Medicine call | 5:30 pm Church |
| 9:30 pm Quiet time & Evening devotions | 8:30 pm Evening meal |
| 9:45 pm Quiet time & Preparation for lights out | 10:00 pm Lights out |
| 10:00 pm Lights out | Medicine call immediately follows each meal. |

IV. Schedule Policies

- A. **Wake Up**
At the appointed hour, students must awake and prepare for daily activities. Students have 30 minutes to make their beds, dress, and report to the dining room for breakfast. Students may begin taking showers 30 minutes before wake-up; however, students who awake early must observe strict silence until wake-up time.
- B. **Breakfast**
All students must report for breakfast 30 minutes after wake-up. If a student does not report on time, she forfeits her meal.
- C. **Morning Devotions**
This is time devoted to the Lord in Bible study and prayer. No homework assignments are to be done during devotions.
- D. **Group Studies for New Christians (G.S.N.L.)**
Group Studies is a lecture/discussion class designed to broaden the student's understanding of life issues and illustrate the application of biblical principles to cope with these issues.
1. Students must complete all scripture memorization, study guides, quizzes, and tests for each course.
 2. During Group Studies, all students should sit at the tables and participate in class.
 3. The entire 15-week curriculum must be completed before progressing to the training phase.
- E. **Personal Studies for New Christians (P.S.N.L.)**
Personal Studies is comprised of several learning activities designed so that each student may work at her own pace. The student is responsible to complete learning contracts consisting of scripture memorization, Bible reading, Bible lessons, personal reading, sermon note sheets, and character development activities.
1. Learning contracts are structured to each student's aptitude and ability. If a student does not complete at least four contracts in five months, she may be given an extra month to complete the third contract.
 2. If after this extra month the student still has not completed her fourth contract, she will undergo a staff review to determine extension of the induction phase or dismissal from Diane's House depending on student attitude.
- F. **General Classroom Rules**
1. There should be no rowdy disturbance in the classroom at any time.
 2. The teacher's desk and files are off-limits to students.
 3. Classroom materials should be treated with care. Do not write in study materials or on study carols.
 4. No classroom materials or curriculum should be taken from the classroom without permission.
 5. No materials or equipment should be used without permission.
 6. No food or drinks are to be taken into the classroom without staff permission.
 7. Do not leave your seat or talk without permission.
 8. During class and study hall, a student must raise her hand for assistance.
 9. Do not turn around or make noises to gain a staff member's attention.
 10. Breaks are given at the staff member's discretion. Use the restroom before class starts.
 11. All completed assignments must be signed, dated, and placed in the top box on the teacher's desk.
 12. Do not rest your feet on the walls underneath the desk.
 13. Do not lean against study carol dividers.
 14. Chairs should be pushed in when students are not seated.
 15. There is no sleeping during any classroom activity.
- G. **Lunch**
All students must report for lunch at noon. If a student does not report on time, she forfeits her meal.
- H. **General Kitchen Rules**
1. Students are not allowed in the kitchen area without permission. Shoes worn should have closed toes.
 2. No rowdy behavior is permitted in the dining room at any time. Students are expected to demonstrate common courtesy and proper manners during each meal.
 3. Students are not allowed to open the kitchen refrigerator or enter the food pantries without permission.
 4. No food, drink, utensils, or dishes are to be taken from the dining room except when weather permits the use of outdoor tables. Students are not allowed to have any food items in their rooms except for individually wrapped bite-sized hard candy.
 5. Students are to display reverence during prayer for each meal. No student should have food before prayer.
 6. There are no second helpings until all have been served.
 7. A kitchen crew will be assigned to clean and wash dishes after each meal. This crew is allowed in the kitchen only while performing their duties. Other students are not permitted in the kitchen with the kitchen crew.
 8. No complaining is allowed about the food the Lord has supplied.
 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. Weight loss should never be the purpose of fasting.
 10. A student caught throwing away food may have to forfeit her next meal. Take only the food you can eat.
- I. **Work Experience Program**
The work experience program at Adult and Teen Challenge is directed to bring about a change in lifestyle and work habits.

Work detail tests your maturity as a Christian and puts into practice what has been learned from the Bible. During work detail, students learn patience, tolerance, industry, faithfulness, perseverance, honesty, responsibility, and punctuality. The Bible emphasizes the importance of work by stating, "He that will not work shall not eat" (2 Thessalonians 3:10).

The general work experience program provides students with work experience and allows them to explore occupations. It allows the student to achieve identity before making a career choice. To make a sensible career choice, the student must first learn about 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 the pattern for growth. Adult & Teen Challenge is concerned with the status of growth as related to the student's identifiable problems which in turn is related to the world of work. Once a student has learned the basic habits of industry, 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 about 4 hours each weekday. Students must be dressed for work and at their designated area by 9:55 a.m. All students must contribute effort to the maintenance of the Christian community within Diane's House.

K. General Work Detail Rules

1. Staff members will supervise and work with students throughout each work detail.
2. Students are not to use any tools or equipment without permission and supervision of a staff member.
3. Students are not to leave prescribed work area without permission.
4. Students finishing assigned duties must report to the supervising staff member for further instructions.
5. Students should not take breaks without permission.
6. Students working outdoors should not enter the building during work detail without the permission of the supervising staff member.
7. Students are not allowed to wear short shorts during work detail.
8. Students should be on time for work detail. They should be dressed and ready by the appointed time.

L. Shower Time

1. A thorough shower is required each day. Students may only take one shower per day.
2. Shower time is scheduled from 6:30 a.m. until 7:20 a.m. and from 2:00 p.m. until 2:50 p.m. Showers can only be taken during these scheduled times. Any exceptions must be approved by a supervising staff member.
3. Students must be considerate and organized during this time so that all will be able to use the showers.

M. Dinner Time

All students must report for dinner no later than 5:00 p.m. If a student does not report on time, she forfeits her meal.

N. Chapel

Chapel will be held each Monday, Tuesday, and Thursday at 6:30 p.m. This time is set apart for the Lord in worship, song, testimony, prayer, and preaching.

O. Study Hall

Students must use this time to complete all assignments for Group Studies. Remaining time can be used to complete approved Personal Studies. Students are not allowed to write letters, color, draw, or do writing assignments in study hall.

P. No food is to be prepared or eaten after 9:30 p.m.

Q. Quiet Time

1. Monday through Friday, quiet time begins at 9:30 p.m. On Saturday and Sunday, quiet time begins at 9:45 p.m.
2. All conversation, games, letter writing, and other activities should cease and be put away.

R. Devotions

1. This time is provided so that each student may close the day in prayerful consideration of the day's events and their character growth in response to these events.
2. This time should be used to prepare spiritually for the upcoming day through prayer and Bible study. Students should bring their Bibles to devotions. No homework assignments are to be done during devotions.
3. Immediately following devotions, final bedtime preparations should be made between 9:45 p.m. and 9:55 p.m. so that all students will be in their rooms by 10:00 p.m. for lights out.

S. Church Attendance

1. On Sunday and Wednesday, all students attend a local church together. Bibles are required at church.
2. Students must be ready for church fifteen minutes before departure time in the prescribed meeting area.
3. Dresses, plain, blue jeans, or dress slacks are required for church attendance. No denim jeans with holes are allowed.
4. Each student must stay with the group while entering and leaving the church.
5. Before and after each service, do not loiter in the church foyer. Report immediately to the van with the

- supervising staff members. **Stay with the group at ALL times** for any activity outside Diane's House. Leaving the group during any outside activity without permission from a staff member may result in dismissal.
6. Restroom breaks are given at the discretion of the supervising staff member. **Always use the restroom before walking to church or boarding the van going to church. Seat belt use is always mandatory.**
 7. Students should remain in the prescribed area of church under the supervision of a staff member at all times. Pray only at the altars directly in front of where students are seated, choosing a woman or a pastor.
- T. **Lights Out**
At the appointed time, all students must be in bed for lights out. Preparations for bed should be completed before this time. Students are to remain quiet in their beds after lights out. Except in case of emergency, no student should be out of bed to use the restroom or move about before 11:00 p.m.
- U. **STUDENT PARTICIPATION**
ALL STUDENTS MUST ABIDE BY THE SCHEDULE UNLESS THERE IS AN ILLNESS OR OTHER UNUSUAL CIRCUMSTANCE. PARTICIPATION IN ALL SCHEDULED ACTIVITIES IS REQUIRED.
- V. **Student Life Policies**
- A. **Desired General Student Attitude**
1. **Respect and reverence is the responsibility of each student during all activities of the day.**
 2. **Students should be considerate of other students in the program. Courtesy and kindness should be a trademark of each student.**
 3. **Students will submit to the authority established at Adult & Teen Challenge of St. Louis. They will obey and show proper respect for each staff member and re-entry mentor.**
- B. **General Student Conduct Rules**
1. **Students must conduct themselves in a manner pleasing to God. There shall be no smoking cigarettes or cigars, no chew, no nicotine patches, no vaping, no nicotine gum, no alcohol consumption, drug use, or homosexual behavior**
 2. **No cursing, improper language, racial slurs, or talk about past street life is permitted. No dating or private conversations with the opposite sex.** If someone tries to communicate with a student outside this guideline, the student should politely withdraw herself from the situation.
 4. **No cell phones, radios, televisions, or audiovisual equipment of any kind is permitted. Personal MP3 players with headphones but NO radio may be used** to listen to Christian music with approval from supervising staff.
 5. Students may not possess any camera without prior approval of the director. No movie cameras allowed.
 6. No students are allowed in the office or staff apartments without permission. Students must knock, then wait for permission to enter with the staff member's approval. Except for emergency, students should not knock on staff apartment doors.
 7. Students should not go into the woods without staff permission and should stay within the outside boundaries.
 8. No student is allowed to leave the property. If a student leaves, she may be dismissed from the program.
 9. Upon arrival, all clothes and luggage will be inspected. Adult & Teen Challenge reserves the right to conduct a search of any student's person and/or belongings at any time if Adult & Teen Challenge deems such a search is necessary as a result of suspect student behavior.
 11. No student should share any personal grooming items, toiletries, or possessions with another student.
 12. Students are not allowed to possess any weapon, including knives, scissors, or bladed implements of any kind.
 13. Students are not allowed to add tattoos or piercings while in the program or on a pass.
- C. **Dormitory Rules**
1. **Unruly behavior or inappropriate body contact will result in demerits, fines and/or immediate dismissal.**
 2. Students are not allowed to enter another student's room or stand in the doorway of another room. Fellowship should take place in common living areas. The house should remain a low noise area at all times. There should be no yelling, loud conversation, or loud laughing in the dormitory.
 3. Students are to be properly dressed when not in their rooms. A minimum of shorts, t-shirt, and indoor footwear is required. No nudity is allowed outside of the restrooms.
 4. Beds shall be made before breakfast. Rooms must be kept clean and orderly at all times and may be inspected at any time.
 5. Students cannot leave the yard after dark without permission.
 6. The area outside the house must be kept clean and orderly. This includes all recreational equipment. No recreational equipment is allowed in the house without permission. Except for approved recreational activity, no item of any kind should ever be thrown at another person or object.
 7. Windows should not be opened without permission. No fans should be placed in the windows or on furniture.
 8. **Except during free time, students are not allowed in their beds during the day.** No outdoor footwear should be worn in bed.
 9. Television is a privilege. Viewing is decided by the supervising staff member. No student may change the channel without permission. The television will only be turned on during weekends between 1:00 pm and 5:00 pm or at the discretion of supervising staff. Unauthorized viewing will result in immediate loss of television privileges.
 10. Nothing is to be hung on the walls or bunks in the House. Your classroom assigned area has space for pictures.

- Students may only bring modest photos of family members and female friends of positive influence. Do not bring photos exhibiting use of drugs or alcohol. All photos must be approved by the resident supervisor.
11. There is to be no graffiti on Adult & Teen Challenge property. Damage to property may result in fines and restitution.
 12. No furniture is to be moved from its present location.
 13. Students are not allowed to recline on sofas. Ottomans should not be used as seating or foot rests.
 14. The storage room door should remain ajar at all times.
 15. Students should not swing on or hang from any handrail, shower rod, fixture, door, or piece of furniture.

D. Dress Code

1. This is a Christian program and all clothing must be modest. Any clothing deemed by staff as too short, too tight, or too revealing will be prohibited. Clothing should not reveal cleavage, midriff, any parts of the butt or undergarments. If you are gaining weight, use a belt to keep your jeans higher.
2. Shirts and blouses should cover the full cleavage area. Clothing with "spaghetti straps" and tank tops are prohibited if worn alone.
3. Revealing extreme low-riding sloppy jeans are not allowed. Jeans with holes are not permitted.
4. Shoes are required during all waking hours with the exception of free time in the dormitory. Footwear is required for all common living areas at all times.
5. Shorts should reach at least mid-thigh and are acceptable only for approved activities.
6. You must wear undergarments at all times. Underwear should be modest as well.
7. Appropriate clothing is required at all times. A student should not be around other students while nude. Students may not sleep nude. Sleepwear is required.
8. Clothing with sexual, alcohol, tobacco, drug, or gang related pictures, words, or innuendo will not be allowed. Any prohibited clothing item brought to Diane's House will be confiscated and disposed of.
9. Jewelry should be minimal and modest. Do not bring expensive jewelry. Except for earrings, NO BODY PIERCINGS OF ANY KIND, including no facial, belly, or tongue are allowed. At most three earrings in each ear is the max.
10. No sunglasses are to be worn in any building. No sunglasses are to be worn to church or in church.
11. Hair should be kept clean and neat. No drastic styles or colors are permitted.
12. A special Sunday dress code is enforced (see Section IV. R. Church Attendance, 3).
13. Since storage space is limited, the amount of clothing is limited. Do not bring more clothes than permitted. At the change of seasons take clothes home for storage there, as no space is available at the House. Any items in excess of the following limits will be shipped back at your expense. Students must strictly adhere to the following maximum number of clothing:

Church clothing:

Dresses	4 to 6
Skirts	4 to 6
Dress pants	5 or 6
Blouses	6 to 8
Dress socks/hose	4 to 6 pairs
Slips	2
Dress shoes	3 pairs

Casual clothing:

Jeans or slacks	5 or 6
Shirts/t-shirts	7 or 8
Tennis shoes	2 pair
Sandals/flip-flops	2 pair
Shorts	3 to 5
Sweat pants & shirts	3 to 5
Shower shoes	1 or 2 pair

Underwear:

Panties	8 to 12 pair
Bras	6 to 8
Socks	8 to 10 pair

Sleepwear:

Pajamas/nightgowns	3 or 4 (appropriate to season)
Bathrobe	1 (appropriate to season)
Slippers	1 pair

Outerwear:

Jackets/sweaters	5 (light & heavy)
Winter coat	1
Boots	1 pair
Gloves/mittens	1 or 2 pairs
Hat	2 or 3
Scarf	2 or 3

E. Laundry

1. Each student will be assigned a specific time to wash her clothes. The laundry schedule will be posted.
2. Students are not allowed to do the laundry of other students. Laundry soap is provided.
3. Do not mix extremely dirty work clothes with regular dirty laundry. Bring a laundry basket
4. Diane's House is not responsible for lost or damaged items.
5. If a student wishes to use an indelible laundry marker to label her clothes, she should do so before admission. 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 designated staff member.
2. During the first two weeks of a student's stay, all mail will be kept in her file. After two weeks, a student may receive mail from her children.
3. After 30 days, students may receive mail from all other individuals on their authorized contact list.
4. Mail will be handed out at medicine call after the evening meal. Students must report to the office to learn if they have received mail.
5. Students are responsible to have sufficient funds to cover postage on outgoing mail.

- G. Phone Calls
1. There will be no phone privileges for students during their first two weeks at Adult & Teen Challenge. After two complete weeks in the program a student may make phone calls to her children only.
 2. After thirty days, phone calls may be made to all other individuals on the authorized contact list.
 3. Students may have forty minutes each weekend for phone conversation—a total of twenty-minutes of calls on Saturday and a total of twenty-minutes of calls on Sunday—between 1:00 pm and 5:00 pm. Phone calls will be monitored. No long distant card is needed.
- H. Visitors
1. There will be no visits during the first two weeks. After two weeks, a student may have visitation privileges with her children accompanied by a family member on the authorized contact list. Visits will take place on Saturday and Sunday between 1:00 p.m. and 5:00 p.m. if prior arrangements have been made according to the Guidelines for Family Visits. All other individuals on the authorized contact list may visit after thirty days.
 2. **The authorized contact list is comprised of family members (including legal husband and biological children) and one minister. No boyfriends, girlfriends or non-family members will be approved for the authorized contact list. The director requires her final approval for each student's authorized contact list. The authorized contact list is for family members and one minister only. Adult & Teen Challenge does not recognize "common law marriages" so communication in these cases is not permitted.**
 3. ALL VISITORS MUST REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE PROPERTY. NO VISITORS ARE ALLOWED IN THE DORM.
 4. Except for approved passes, no student may leave the property with any visitor.
 5. **No children may visit without being accompanied by a responsible adult family member. It is the responsibility of the student to ensure that children are properly supervised during a visit.** Adult and Teen Challenge staff members and students are not available for childcare.
 6. Upon admission, there will be NO CONTACT with any boyfriend/fiancé for the duration of the program. Do not develop new relationships with men and/or women while in the program. This year is designed for a student to work on her own issues. If a student is unmarried, the father of her children may be contacted only for child related issues with approval and supervision of Adult & Teen Challenge staff.
- I. Medical/Dental Care
- In case of medical emergency, contact a staff member immediately to obtain the appropriate medical assistance. In non-emergent situations, all medical or dental concerns must be brought to the appropriate staff member to determine options for treatment. Payment for medical or dental care is the responsibility of each student. Adult & Teen Challenge shall not be responsible for the medical or dental needs of a student prior to admission or during program participation. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. If a student has a medical or dental condition which requires treatment, this condition should be brought to the attention of the appropriate staff member so proper care can be arranged. Students requiring continuing treatment for a medical or dental condition may be asked to leave Adult & Teen Challenge until clearance for continued participation in the program is obtained from a physician. Adult & Teen Challenge of St. Louis, Inc. cannot be held responsible for injury or illness of students in the program.
- J. Sick Call
1. It is the student's responsibility to notify the appropriate staff member when she is sick. Unless a student has a high fever, vomiting, or severe intestinal distress, she is expected to be showered and dressed every day.
 2. If a student is too sick to participate in daily activities, she may 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 office. To receive medication, it is the student's responsibility to report to the office for medicine call at the designated times (see Schedules).
 2. Medication will be administered by a staff member. Students are required to sign for all medication each time it is administered using your first and last legal name.
 3. Prescription medication will only be administered specifically as doctor prescribed. Over the counter medicines will be administered according to labeled dosage recommendations.
 4. Prescription bottles must be clearly legible. Prescription bottles with damaged or obscured labels will be disposed of immediately.
 5. All over the counter medications, creams, ointments, and vitamins arriving at Diane's House must arrive unopened with all safety seals in place.
 6. Diane's House will not administer any narcotic medication.
- 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 front of the front water hydrant.
 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 has ensured that it is safe to return.
- M. Money
1. All student money will be given to the admitting staff member upon arrival.
 2. Student money shall be kept in a student account and an accurate record of each student's balance will be maintained.
 3. Do not bring checkbooks, credit cards, or debit cards.
 4. To make a purchase, a student must submit a written request to the designated staff member including the student's name, date, amount requested, and reason for the request. Purchases must be approved by the supervising staff member who shall make all purchases and obtain a receipt. The receipt and remaining change will be placed in the student's account record. A 20% expense fee will be added for tax and gas.
 5. Stamps may be purchased at times specified by designated staff member.
 6. No student or staff shall receive gifts of any kind or money from another student or any visitor. No gift may be accepted from one student to another student or a visitor to a student not their relative without approval from the Women's Director. If so, this may be subject to confiscation and the student may face dismissal.
 7. Student funds will be returned upon graduation, departure, or dismissal.
- N. Legal Services/Probation or Parole
- Adult & Teen Challenge shall not be responsible for the legal needs of any student prior to admission or during program participation. All legal expenses incurred by a student while enrolled in the program shall be the responsibility of that student. Students on probation or parole must notify the designated staff member of the name, address, and phone number of their probation officer. If required, all reports to probation officers must be kept up to date.
- O. Student Departure/Termination
1. Once a student has made arrangements to leave the Adult & Teen Challenge program prior to graduation, this decision is considered permanent and irrevocable.
 2. Departing students must return all Adult & Teen Challenge property including books, pillows, and bedding.
 3. A staff member must be present while a departing student packs her belongings. Departing students must take all belongings with them. Adult & Teen Challenge will not be responsible for any personal items left behind.
 4. If the student wishes to return to the program, she may re-apply in thirty days.
- P. Student Passes
1. One eight-hour pass may be issued to a student if the following conditions are met:
 - a. The student must not have accumulated three demerits.
 - b. The student must have completed the second personal studies contract.
 - c. The student must remain in the company of her family or minister.
 - d. The student must complete at least 90 days at Diane's House before requesting an eight-hour pass.
 - e. The pass is on a Saturday 9 a.m. to 5 p.m.
 2. One weekend pass may be issued to a student if the following conditions are met:
 - a. The student must not have accumulated three demerits.
 - b. The student must have completed the third personal studies contract.
 - c. The student must remain in the company of her family or pastor.
 - d. The student must have satisfactorily completed the five-month induction phase at Diane's House before requesting a weekend pass.
 - e. The student may leave on Friday at 5:00 p.m. for a weekend pass and must return no later than Sunday at 5:00 p.m. These times will not be extended or adjusted.
 3. One five-day pass may be issued to a student if the following conditions are met:
 - a. The student must not have accumulated three demerits.
 - b. The student must have completed the fifth personal studies contract.
 - c. The student must remain in the company of her family or pastor.
 - d. The student must have satisfactorily completed the training phase and the eighth month at Diane's House before requesting a five-day pass.
 - e. The student may leave on Friday at 3:00 p.m. for a five-day pass and must return no later than on Wednesday by 3:00 p.m. These times will not be extended or adjusted.
 4. A student must forfeit a pass or a portion of a pass if any personal matter requires that she leave the property. This includes doctor visits and court dates.
 5. The student must adhere to the rules and policies of Diane's House while on a pass.
 6. All requests for passes must be written and submitted to the Women's Director one week prior to the departure day of pass. ALL PASSES ARE GRANTED AT THE DISCRETION OF THE DIRECTOR.

VI. Disciplinary Policies

- A. Disciplinary Measures
1. Extra work, writing assignments, demerits, or loss of privileges may be utilized as disciplinary measures for any student exhibiting behavior contrary to the rules or program policies.
 2. Demerits may be issued to any student for rule infractions.
 - a. Three demerits will result in loss of passes and privileges.
 - b. Five demerits may result in an extra month in the program, pass restrictions, and loss of privileges.
 - c. Seven demerits will result in immediate dismissal.
 - d. If a student completes thirty days without receiving a demerit, all previous demerits will no longer

- count toward dismissal.
3. The following **extreme behavioral problems or rule infractions** may result in immediate dismissal:
 - a. unruly behavior (horseplay) resulting in injury or destruction of property, accidental or otherwise
 - b. use of tobacco in any form includes cigarettes, cigars, nicotine gum, nicotine patch, e cigs, chew, vaping
 - c. failure to accept disciplinary action
 - d. threats of bodily harm or intimidation toward others
 - e. physical fighting and violent behavior
 - f. theft or destruction of property
 - g. drug or alcohol use
 - h. insubordination
 - i. inappropriate sexual activity
 - j. medical or health reasons
 4. The director reserves the right to vary from these guidelines if deemed necessary.
- B. **Purpose of Disciplinary Action**
1. To develop discipline and self-control spiritually, mentally, physically, and socially.
 2. To instill respect for authority, others, and self.
 3. To keep major problems to a minimum.
 4. To nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions.
 5. To develop maturity in forming meaningful adult relationships.
 6. To keep harmful attitudes to a minimum.
 7. To allow time for reflection on disciplinary problems and to seek solutions to these problems.
 8. To develop Christlike responses to disciplinary action.

VII. **Graduation Requirements**

- A. Students must complete at least twelve months at Diane's House.
- B. Students must have developed Christlike qualities in their lives and proper responses to authority.
- C. Students must satisfactorily complete the fourteen-unit Group Studies curriculum.
- D. Students must have exhibited proper behavior toward staff members and other students while at the center.
- E. **Students who have not previously earned a high school diploma or GED are required to earn their GED before consideration for program graduation.** Staff members will oversee and assist students with study and preparation through specialized classes, homework, and pre-testing.

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 ADULT & TEEN CHALLENGE OF ST. LOUIS. DUE TO THE RIGHT TO PRIVACY ACT, CONFIDENTIALITY IS MAINTAINED IN THESE CASES. **ADULT & TEEN CHALLENGE 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 SHE IS NO LONGER ABLE TO PARTICIPATE IN THE DAILY PROGRAM ACTIVITIES, OR A MEDICAL CONDITION REQUIRES 24 HOUR MEDICAL SUPERVISION, THAT PERSON SHOULD LEAVE ADULT & TEEN CHALLENGE OF ST. LOUIS.**

Recommended Items for Incoming Students:

1. Twin size bedding including a pillow
2. Towels and wash cloths
3. Personal hygiene and toiletry items (*No aerosols are permitted. Mouthwash must be alcohol free.*), **NO TAMPONS only pads**
4. Bible. May bring MP3player **w/o radio**, personal CD player, or iPod with earphones Christian music only.
5. Classroom supplies including pens, three-ring binder, notebooks, notebook paper, etc. (*No permanent markers are permitted.*)
6. Storage containers that can fit under a bed, hangers, swimsuit for the hot tub, fingernail clippers, toenail clippers, nail polish with no alcohol
7. Musical instruments may be brought at student's own risk. However, please check with the admissions supervisor before bringing any instruments.
8. Each incoming student should bring a complete list of phone numbers and addresses for all family members she desires to have on her authorized contact list.