



Entrance Requirements Packet & Student Manual

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Mission Statement

To help people who have life controlling problems and initiate the discipleship process to the point where the student can function as a Christian in society, applying spiritually motivated Biblical principles to relationships in the family, local church, chosen vocation, and the community. Adult & Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

What Adult & Teen Challenge Offers

- Christian Discipleship
 - Chapel
 - Outreach
 - Personal Devotions

- Educational Opportunities
 - Practical Living Classes
 - GED

- Work Skill Experience
 - Job Experience
 - Personal Discipline

Entrance Requirements

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These requirements must be fulfilled prior to entrance into the Adult & Teen Challenge of South Carolina (ATCSC) program:

- 1) Males, ages 18 years and older with a drug or alcohol problem; other life-controlling problems (especially addiction to chemicals or other self-abusive behaviors) will be considered. Any male over 18 years old who is willing to commit to working our discipleship program who is not severely emotionally or intellectually handicapped in a way that would inhibit his participation and is not currently under the influence of mind or mood-altering drugs may qualify for admittance. Psychiatric medications are not allowed. If psychiatric medications were recently taken, a proper health care worker must certify that the student can live and work in a closed community environment without being a danger to him or others, and that he will be able to meet the requirements of the program while not on psychiatric medication. Each person will be assessed individually for entry. Persons ineligible for admissions will be referred to other more appropriate resources. We cannot accept any Registered Sex Offenders or anyone convicted of arson.
- 2) All court cases need to be resolved before coming into the program. If there is a case, we will need a letter from your attorney, probation officer, or the judge stating that you are allowed to be here. In some cases, you may be court mandated to participate in our program. Understand that if you choose to leave we are required by law to report it and the consequence may be a jail sentence. We will provide any letters for the courts that are needed to help you get into the program.
- 3) The individual desiring help must have a phone or in person interview with the Intake Director to see if he qualifies for the program. All must comply with the application process.
- 4) A physical examination is **required** and the Health Screening Form that is provided in this packet must be completed in its entirety **AND** signed by a physician. The lab results **ALONG WITH** the Health Screening Form needs to be faxed to our office before an admission date will be given. **THE ENTIRE HEALTH SCREENING FORM MUST BE FILLED OUT.** You will not be given an admission date without the forms being properly filled out. Prospective Students must be detoxed, if needed, and sober upon admission.
- 5) What does the program cost?
 - \$1,200.00 entrance fee (non-refundable after admittance). It costs Adult & Teen Challenge approximately \$50 per day per student. We rely on donations from individuals, corporations and churches to help with the daily operating costs for the center. We do not accept insurance.
 - ATCSC will encourage each student to contact interested parties (family, friends, church, etc.) who may be willing to help by making monthly donations to the ministry.
 - At times, you will participate in our work therapy program. The work is mandatory as part of training. No student receives any financial compensation at any time.
- 6) All known medical and dental problems need to be taken care of before entering the ATCSC program. We do not have resources for free dental care.

- 7) While on the waiting list, the individual desiring help must call every Monday to secure his spot on the waiting list. If we don't hear from him every Monday, he will either be dropped down a spot or be taken off the list entirely.
- 8) EVERY STUDENT **MUST** BRING **TWO FORMS OF ID WITH HIM**. A SOCIAL SECURITY CARD **AND** A VALID DRIVER'S LICENSE OR A VALID PICTURE ID IS MANDATORY. **YOU WILL NOT BE ALLOWED IN THE PROGRAM WITHOUT THEM**. In addition, A COPY OF YOUR MARRIAGE LICENSE IS MANDATORY IF YOU DESIRE CONTACT WITH YOUR WIFE. Your ID and SS card will remain with you for emergency purposes. A copy of your marriage license will be stored in your file in a secure location.

***LET'S GO OVER #5 and #8 AGAIN...

UPON CHECK-IN, YOU MUST HAVE THESE 3 THINGS:

- 1) A VALID PICTURE ID
- 2) YOUR SOCIAL SECURITY CARD
- 3) YOUR ENTRANCE FEE OF \$1,200 CASH OR MONEY ORDER. **ABSOLUTELY NO CHECKS ALLOWED.**

**IF YOU DO NOT HAVE THESE 3 THREE THINGS,
YOU → WILL NOT← BE CHECKED-IN.**

Introduction for Program Applicants

Adult & Teen Challenge leadership is pleased to hear you have recognized that your life is out of control and that you want to change. We are glad that you are considering the Adult & Teen Challenge program as a vehicle to help you change. Today, many people are living productive lives as a result of choosing Adult & Teen Challenge and fulfilling their commitment to complete the program.

You need to fully understand the Adult & Teen Challenge program prior to enrollment so you can be sure you are entering the right program.

Adult & Teen Challenge is based upon the fact that man's basic need is a relationship with God through Jesus Christ. People use drugs and alcohol in an attempt to fill the void in their lives that only Jesus can fill. When Jesus is made Lord and Savior of a person's life, a total transformation will take place over time.

Certainly, people of all faiths may enter the program. As they are informed of the nature of the program, they voluntarily choose to participate. It is not required that students have a conversion experience to enter or complete the program. All students will be required to attend chapel and church services.

Adult & Teen Challenge is not a laid-back, glorified, drop-in center. It is a type of "spiritual boot camp" for men that want to be free from life-controlling habits and become alive to God. It will not be easy; in fact, completing the program (minimum 12 months) will probably be the toughest thing you have ever done in your life. The Induction Phase is 4-6 months; then, we will transition you to the 8 month, second phase of Adult & Teen Challenge.

Adult & Teen Challenge is governed by love – tough love. It is not always easy, soft love. At times, this love is demonstrated by leadership confronting you with things you don't want to hear. We are willing to risk temporary rejection because it is for your ultimate good. Our goal is not to pacify you or to try to make you happy, but rather to teach you how to live and walk with God. The Bible teaches that a happy, blessed life is a by-product of a right relationship with God.

Upon entering the program, you will soon discover it is not a perfect place nor is it full of perfect, easy-to-get-along-with people. There are up to 15 students in the program and most of them have as many problems, bad habits, and defense mechanisms as you do. However, there is no better place to develop inter-personal skills and to grow in patience and love than here at Adult & Teen Challenge.

In the classroom (academic and spiritual), you will be required to participate up to your ability. Please do not let this scare you if you are not confident in your academic ability. Many of the students have difficulty with reading, writing, and spelling. The staff is available to help.

We do allow phone calls and on campus visits on a limited basis.

Tobacco products of any kind are not allowed. This includes smokeless tobacco and vaping. No sub-patches. We do not allow patches for withdrawal from nicotine.

General Policies

***RESPECT YOUR COMMITMENT TO GOD AND THE PROGRAM**

***RESPECT YOURSELF**

***RESPECT OTHERS**

***RESPECT THE PROPERTY**

- 1) All local laws must be kept. We work closely with and have a great relationship with law enforcement. There is a lot of respect from them for what we do.
- 2) Possession of drugs, alcohol, tobacco materials, or weapons of any kind, including knives and scissors are prohibited.
- 3) By virtue of a student's enrollment in Adult & Teen Challenge of South Carolina (ATCSC), they have agreed to submit (live by) the rules of the program. 24-hour supervision is maintained. All students are expected to address staff as "Brother" or "Sister" followed by their first or last name. Any minister is "Pastor" followed by their first or last name.
- 4) Everything here is God's property and students are expected to treat it as such. Only staff is permitted to operate equipment, including tractors, air conditioners, heaters, fans, and sound equipment/instruments. Students are asked and expected to protect, maintain, and conserve the buildings, vans, any equipment, and the utilities.
- 5) Students should conduct themselves as responsible Christians at all times. The Bible teaches us to put off the flesh (old way of living) and not put stumbling blocks before others. Bragging about your past life and talking or singing about the counterculture (drugs, rock n' roll, partying, sexual experiences, etc.) is absolutely prohibited. Furthermore, the staff reserves the right to dispose of, or send home, any personal items that might hinder the successful attainment of the above in your life or in the lives of those around you. (All drug related articles are prohibited – posters, shirts, incense, etc.) Bulletin boards are for ATCSC information posting only.
- 6) Students are required to follow the daily schedule. They are required to attend all Adult & Teen Challenge events and participate in all work duties and recreational programs. Every student is expected to be on time for all events. Tardiness leads to poor habits; therefore, it will result in discipline. Students are to remain seated during chapel, classes, devotions, study hall, and church services unless they have staff permission to get out of their seat.
- 7) Students may not talk, chew gum, eat candy, pass notes, write letters, or sleep during chapel, class, choir, church, study hall, or other Adult & Teen Challenge events. Students are not allowed to leave class or chapel without special permission from the staff on duty. This includes bathroom trips!
- 8) Morning prayer is a time to seek God and talk with Him. Prayer time is reserved for just that. You are to be in the designated place, praying. You should not be writing letters, studying for your test, or talking at this time. Prayer lists are encouraged to aid you in your prayer time.
- 9) Students are not allowed to have money on their person or in their belongings at any time. All money, bank and gift cards, ID's, social security cards, billfolds, etc. will be stored in the student's name in a secure location. If the student desires personal items, he should fill out a Student Request Form and the request will be processed in a timely manner.

- 10) The following are not permitted: cell phones, candy, gum, teeth whitening agents, vehicles, alarm clocks, radios, CDs, iPods or music players, televisions, flashlights, reading lamps, permanent markers, glue, art supplies, or personal cups. In addition, personal books, magazines, or any other printed material is not permitted. Only a Bible, two approved devotionals, one commentary, and the teaching materials that are provided by ATCSC are allowed.
- 11) Staff members are not permitted to lend or borrow from students, nor have any business arrangements that might include buying, selling, or renting property, cars, money, or personal items. Students should not ask staff and staff should not ask students to enter into any type of business relationship beyond the professional relationship of student and staff.
- 12) First month students are not permitted to be together in pairs off campus and must be in the company of second, third, or fourth month students at all times.

Classroom Policies

- 1) Completion of the 14 Group Studies Classes, 3 Personal Studies Contracts, and your Individual Contract (gospel reading, scripture memorization, and The Cross & Switchblade book report) are required for transfer to second phase induction.
- 2) Failing a Group Studies course or incompleteness of the study guide will result in additional time in the program. All classes must be attended. The Study Guide must be completed before being eligible to participate in Saturday recreation.
- 3) Each Personal Studies Contract must be completed according to the set timetable. Failure to do so will result in academic discipline. If you struggle academically, staff will assist you. Students are expected to work at their desk. Feet on furniture and lounging are prohibited. Leaning chairs back on two legs is not allowed.
- 4) The Teacher will grade the students in the following academic areas: spiritual growth, work conduct, and attitudes. These areas are all considered progress toward completion of the program.
- 5) Before coming to class, a student must be properly groomed. His clothes must be neat and pressed and his hair and body must be clean. Students should make use of the bathroom prior to class. Students should always bring books, pencils, pens, paper, notebook and Bible to class. Adult & Teen Challenge will provide training books and educational material.
- 6) Students are expected to be seated in class two minutes early. Students are expected to show respect to the teacher and other students by being attentive and participating in class. During class, students must sit up straight, keep both feet under their desk, and keep their shoes on at all times. Students may not sleep, eat food or candy, or drink beverages in class. A student must raise his hand to ask questions and receive permission to speak or use the restroom. Talking to other students during class is not permitted.
- 7) Study hall is quiet time at your desk and talking is not permitted, except to ask your instructor questions relating to your studies. Permission must be obtained from your instructor to use the restroom.

Group Studies for New Christians

- A Quick Look at the Bible
- How to Study the Bible
- Obedience to Man
- Growing through Failure
- Successful Christian living
- How Can I Know I'm a Christian?
- Loving and Accepting Myself
- Personal Relationships with Others
- Obedience to God
- Anger and Personal Rights
- Spiritual Power and the Supernatural
- Attitudes
- Christian Practices
- Temptation

Personal Studies for New Christians

Personal studies are an individualized series, which consist of:

- Character Qualities
- Scripture Memorization
- The Lesson Series
- Bible Reading and Summary

Each study course is designed to involve the students in discovering practical ways to apply Biblical truths to problems and challenges facing them today.

Chapel/Praise & Worship

- 1) Chapel is a time of reverence to the Lord and everyone is expected to participate in worship, focusing your attention on the Lord and those conducting the services. You are expected to dress appropriately, bring your Bible, and take notes. Students should arrive five minutes prior to chapel time having already used the restroom.
- 2) The time prior to service is to be used to pray and prepare you to seek God.
- 3) Talking during chapel or leaving is not permitted until the service is over.

Life Consulting/Biblical Coaching

- 1) Consulting is provided in group sessions in Group Studies for New Christians and chapel services as well as personal consulting by an instructor through the Personal Studies for New Christians.
- 2) Students will also be assigned a personal consultant for bi-monthly meetings. If additional consultation is needed, the student will be seen upon request.
- 3) All consulting is for the purpose of spiritual growth in the areas identified by the student and his consultant. A student must realize that the primary focus while he is in the program is to build a growing relationship with Jesus Christ and that consulting is necessary at times to promote his spiritual growth. In all consultations, it is important for the student and the mentor to be open and honest.
- 4) If the student's consultant is unavailable, the student may speak with his secondary consultant or any staff personnel on duty in case of an emergency.
- 5) If a student needs to speak with the Executive Director, they must fill out a Student Request Form to do so.

Off Campus Activities

- 1) All students must assemble in the activities building 5 minutes prior to the announced departure time for all off campus activities. Use the restroom before loading van!
- 2) Everyone must stay together as a group. As students file into the church or event in line, they should sit down in a row, filling every seat until the row is full. Students should not turn around and talk to anyone behind them or put their arms on the back of the chair or pew next to them.
- 3) Special permission must be obtained from the staff on duty to leave the group at any time (to use the restroom, etc.). First and second month students must partner with a third or fourth month student. Students must always be with a partner—never alone.
- 4) At all events and services, students are expected to take notes from those conducting the program.
- 5) No food or beverages will be allowed at any event or church at any time. Students may not talk, sleep, pass notes, chew gum, or eat candy, during services, events, classes, or rallies. Sit up straight and pay attention!
- 6) Talking during or prior to events or a church service is not permitted. The 15 minutes prior to services are to be used for group prayer and preparing to seek God. On some ministry trips, the driver may require a 15-minute time of silence while traveling. Listening to the radio is a privilege, not a right.
- 7) During church services, students must not interrupt the speaker. Also, remember that this is God's house; students should conduct themselves accordingly. At all times, a student should sit up straight and refrain from talking, whispering, or falling asleep.
- 8) Students are not to help themselves to candy/mints, coffee, or snacks without permission of staff.

- 9) Students are encouraged to respond to altar calls. When responding to go forward, tell the staff personnel present and they will provide permission. Testimonies are not to be given without approval from the staff. Questions about service text should be directed to a staff member once we return home.
- 10) Students are not permitted to speak with the opposite sex, visit with, give or receive phone numbers or addresses from anyone they meet during any type of service or event. There is a 30-second conversation rule as well as a 3-foot rule.
- 11) To help churches be good stewards of resources, do not fill out visitor cards or take church pens, bulletins, mints, etc.
- 12) When attending church off-campus, students **SHOULD NOT RAISE THEIR HANDS** when visitors are asked to raise their hands.
- 13) When the church service, rally, or off-campus event is over, students are to wait for staff to authorize departure. When departing, students should go promptly to the van with a staff member.
- 14) No eating or drinking of any kind is allowed in the van. Any trash that accumulates in the van should be picked up daily. Students are not allowed to yell out of the windows, try to communicate with, or make facial or hand gestures to other people, females, or passing vehicles. Under no circumstances will ATCSC allow its property to be damaged or its vehicles to be stolen. If a student steals a program vehicle, or takes a program vehicle without permission, he will be prosecuted to the fullest extent of the law.
- 15) Dress code:
Sunday Church (morning & evening) - dress shirt, tie, dress jacket (optional), dress pants, and dress shoes.
Wednesday Church – slacks, collared shirt (with or without sweater), and dress shoes. No jeans, work clothes, sweats, shorts, or tennis shoes are allowed at church. If this is a Adult & Teen Challenge Ministry service, some exceptions may apply and you will be given notice. Clothing should be ironed and ready a day before service.

Work Ethic Training

- 1) Everyone will be assigned a chore. Complete your chores or work assignments to the best of your ability. If chores or work assignments are not completed properly, the student will be required to complete it properly during his own time. All cleaning solutions must be mixed by staff only.
- 2) Everyone is expected to be on time for work and put the tools away when the job is complete.
- 3) After completing an assignment, students are expected to report to their supervisor for another assignment.
- 4) Each student's work will be evaluated in two areas: performance and attitude.

Recreation

- 1) Recreation is an important part of the program and is scheduled for the student's physical, emotional, and spiritual health. No recreation, exercise or sports on Sundays. It is a day of rest.
- 2) At times, everyone will be required to participate in an organized sport program. Students are required to be on time, to wear tennis shoes, and be dressed appropriately.
- 3) Students may be eligible to use the weights **AFTER 30 DAYS**. Upon approval, they may be used only during recreational times that are designated by staff.
- 4) All weights and recreational equipment must be put away and wiped down properly at the end of recreation time.
- 5) No one is allowed to lift weights without a spotter at their side.

Dorm Rules

- 1) Absolutely no one is allowed in another student's room or to stand in their doorway (breaking the plane of the door).
- 2) All student fellowship should be done in the dorm living room or the activities building. Students are not allowed in the staff area in the dorm at anytime.
- 3) Students are not allowed to take food and drinks into the dorm. Food and drinks, as well as cups, plates, and utensils, should never be taken out of the kitchen or dining area. Gum is strictly prohibited on campus at all times. Toothpicks and dental picks are not to be used in public.
- 4) At wake-up, you must be out of bed within one minute. Beds are made before breakfast. Nothing is allowed on your bed except bedding materials.
- 5) Rooms must be kept clean, neat, and organized at all times and may be checked at any time. All clothes and undergarments must be folded neatly and placed in drawers. Everything over the top of your hanging clothes must be kept neat and orderly. You are not permitted to rearrange furniture anywhere at any time. Only Bibles and other allowed learning materials are to be on your desk when you are not in the room. No clothes are allowed on your chair when you are not in the room. **No fans are allowed at any time.** Room searches may occur at any time.
- 6) Sinks, showers, and toilets are to be kept clean and scrubbed with cleanser. Counter tops should be clean and neat. A student should flush the toilet each time he uses it. Showers are only to be used during designated times.
- 7) Students are permitted to lie on their beds after 9:30 PM Sleeping or lying around is not permitted anywhere during the week unless you are sick. 9:00-9:15 PM devotions are to be done at your desk. You are not permitted to lie down or sleep in the living room. Students may lie on their bed on the weekends during free time and rest time only.
- 8) Family pictures must be stored in a drawer, not in your Bible. All other pictures are prohibited. No tape, staples, or tacks on the walls.

- 9) Students may not share, trade, or lend anything with other students. If a student has a need for anything and cannot afford it, ATCSC will try to assist that student through a blessing room visit.
- 10) Never go through another student's belongings.
- 11) Students must close their door and turn off their light each time they leave their room!
- 12) Students are to be in their room at 9:30 PM and the lights are to be turned off at 10:00 PM. All personal business should be done before the 9:30 PM quiet time. Students should not be heard from the hallway. No bathroom breaks during quiet time.
- 13) From 10:00 PM until 6:00 AM, students are expected to remain in their rooms. If students are found any place other than their room or the bathroom, they will be considered off premises without permission. Showers are not permitted before wake-up call. No talking after 10:00 PM.
- 14) No loud talking or congregating to talk in the hallway or bathroom. Absolutely no standing in doorways of rooms socializing. At proper times, students may socialize in the living room or activities building with approval. Everyone is expected to be considerate when people are sleeping.
- 15) Bare feet are not permitted at anytime in the bathroom or in the halls. Students must wear shower shoes when taking a shower.
- 16) Students must be fully dressed before leaving their room (shirt, pants, and shoes). Bathrobes are required if the student is on the way to the shower. Sleeveless shirts are prohibited. No one is permitted to walk around in their underwear.
- 17) Windows and blinds are to remain closed. Students may open the blinds during the day but are not to raise the blinds unless approved by staff.
- 18) If a student leaves a personal item lying around at any time, it may be confiscated and not returned. Students are not allowed to sit on the arms of chairs, sofas, counters, or tabletops. Students are not allowed to lie around on sofas at any time. Students are not allowed outside for any reason unless directed by staff on duty. Students are not allowed to roughhouse! Students must keep their hands to themselves. There is to be no physical contact/horseplay.

Laundry Room

- 1) Each student will be assigned a day to do all their personal laundry. Laundry detergent is provided. If you have a preference in detergent, you are responsible for those supplies. The money can be withdrawn from your personal account and purchased for you when a staff member makes a supply run or a family member can deliver it during your family visit.
- 2) Students are expected to do their ironing in the laundry room during their free time and not in their room. No ironing can be done on Sundays. Sewing may be done to mend clothes only. Shoes may be polished or cleaned on porch area only.
- 3) Each student is allowed one load of laundry per week. Every other week, students are allowed two loads. The second load is for your sheets and comforters only. Students will be informed of the specific weeks when they can have their sheets/comforters washed.

Personal Appearance

The Bible says in Romans 12:2, “and be no more conformed to the patterns of this world.” This means no baggy or saggy pants, untied shoes, toboggans, bandanas, or anything that identifies you with the drug culture, gangs, or other sub-culture groups.

- 1) Everyone is to shower using soap and shave daily before breakfast. Personal uncleanliness will not be tolerated. Showers are to be limited to **5 MINUTES**. You are expected to use deodorant. You should brush your teeth after every meal. Do not leave personal items in the bathroom. Clean up after yourself.
- 2) A student’s hair must be moderate in length, not in their eyes, halfway covering their ears or face, and not laying on their collar. No ponytails are allowed. Facial hair, other than a mustache, is not allowed. If the student has a mustache, it must be cut above the side of the mouth. Sideburns can be no longer than the bottom of the ear. Students may not give themselves or another student a haircut (including shaving your head), bleach or dye their hair while at ATCSC. We will arrange for someone to cut your hair as needed.
- 3) Clean and appropriate clothing must be worn at all times. No wrinkled or torn clothing is permitted. Shirtrails must be tucked in and shoes, socks, and belts are required at all times. Dress pants, dress shoes, dress shirts, and ties are needed for Sunday church.
- 4) Sweatshirts, sweat pants, or shorts are not permitted in the class or chapel. Tank tops, sleeveless shirts, and white t-shirts are prohibited at all times. Sandals and flip-flops with socks are permitted only in the dorm. T-shirts are not allowed during class or chapel, only collared shirts. Jeans may be worn, but they must be unstained and presentable as determined by staff. Knee-length shorts may be worn outside from May to September.
- 5) In cold weather, all students must wear a jacket and appropriate clothing.
- 6) Hats and sunglasses may be worn for protection from weather and sun only and are prohibited in the buildings. No toboggans unless otherwise approved.
- 7) Students must leave their jewelry at home (bracelets, rings, necklaces, etc.).
- 8) Ear or body piercing is prohibited at ATCSC. Watches and wedding rings are permitted.

General Boundaries

- 1) The boundaries which encompass the area where the students may move freely during daylight hours are as follows:
 - Students may be in the area immediately surrounding the front of the dorm or the activities building.
 - The general rule is, use the front entrances and exits (or south side of the dorm). STAY WHERE YOU CAN BE SEEN.
 - Students may not roam into the woods or fields.
 - Never walk up to the front gate or roadside.

- 2) All offices, storage rooms, and the kitchen are off limits to students unless assigned to work there. Students assigned to those areas may be in those areas only during scheduled work times. Students must receive permission from the staff on duty to go to the administration building.
- 3) After dark, students must have permission from staff to walk from building to building.
- 4) When guests appear on the property, inform a staff member immediately and/or direct them to the main office.
- 5) Leaving the grounds or being out of the boundaries without permission is interpreted as a decision to terminate your involvement with ATCSC. Breaking this rule will constitute automatic dismissal.

Dining Room

- 1) All meals will be served in the dining room at the scheduled times. Students are expected to be at all meals on time unless they are sick. When a student is sick, they are to remain in bed for the day and food will be brought to him.
- 2) Each student must eat all the food on his plate. A student may refuse any food or request smaller portions of any item. It is unacceptable to throw away food. From time to time, seconds may be served.
- 3) Students are not allowed to share food or drinks at any time (for protection from communicable diseases). Students are not to eat or drink except when they are sitting at the dining room table.
- 4) Only those students having assigned kitchen duties are permitted in the kitchen. They are not to leave until dismissed by staff. If you are not assigned to the kitchen, stay away and do not socialize from outside the kitchen entrance.
- 5) Students assigned to the kitchen are not to consume food or drink while on duty in the kitchen. This position does not imply special privileges.
- 6) Students are expected to return their trays to the dirty dish container and throw away their trash. If a mess is made, students are expected to clean up after themselves.
- 7) Food and drinks, as well as cups, plates, and utensils, should never be taken out of the kitchen or dining area.
- 8) If a student desires to fast a meal, a Student Request Form must be turned in with an explanation of why the student would like to fast. This must be done by noon the day before the student desires to fast.
- 9) Students must get everything they need for a meal the first time through the line. Students must ask staff on duty to return to the kitchen for any reason, including the assigned kitchen crew.
- 10) Only one cup of coffee is allowed during breakfast. If abused, the coffee privilege will be revoked.

Medical/Medication

- 1) ATCSC is a drug-free facility. Only non-narcotic medication prescribed by a physician and over-the-counter medicine for minor illnesses provided by ATCSC will be administered. Over-the-counter sleeping pills, sedatives, and muscle relaxers are not allowed. There is a maximum of five prescriptions allowed.
- 2) All prescribed medication will be stored in the dorm office according to state law and will be given out by senior staff on duty at designated times prior to breakfast, lunch, dinner, and bedtime unless otherwise prescribed. The medication must be taken exactly as prescribed. All medications given out will be logged on student medical charts.
- 3) ATCSC is not a medical facility; therefore, any major medical problems that may arise while you are here will constitute release from the program and referral to a medical facility of the student's choice for treatment at his expense.
- 4) If a student is sick:
 - They must immediately tell the staff on duty to obtain permission to stay in bed.
 - They must remain in bed all day. The student cannot read, write letters, nor do any class work. This is the student's time to rest and get better. The student will be served cereal & juice for breakfast, soup & crackers for lunch, and dinner in bed.
 - Students needing over-the-counter medication for headaches or minor illnesses will need to turn in a written explanation and request. They will be seen by the staff and given the appropriate medication and may be assigned to bed for the day.
- 5) Adult & Teen Challenge is not responsible for any doctor or dentist bills for work performed on students who are in the program. Bills should not be addressed or sent to the ATCSC. All bills should be sent directly to parents, nearest relative, or the student's home address. Students may have their parents send money to cover the bills before the scheduled appointment. Appointments will only be made for reasons needing immediate attention. If a student needs an appointment, he must fill out a medical request form and submit it to the program manager, who will then set up the appointment.

Telephone/Mail Policies

- 1) Phone calls are a privilege, not a right. Students may call their family on the first Saturday after two full weeks in the program. Special consideration will be given to those who do not have family. Calls are limited to one 15-minute call per week. Only one call can be made during the 15-minute time allotment. Calling cards are allowed.
- 2) Phone calls are made on Saturday and Sunday only. Calls will be made between 11:00 AM and 7:00 PM on Saturday, and between 2:00 PM and 5:00 PM on Sunday. Married men with children will make calls first. Otherwise, calls will be made on a first come, first served basis.
- 3) Calls being made by students will only be from the dorm office unless otherwise approved by staff.
- 4) All calls must be dialed by staff and logged. No conference calls allowed.
- 5) It is the student's responsibility to hang up the phone at the end of the 15 minutes. Going over the allotted time will result in loss of phone privileges.

- 6) The names, addresses, and phone numbers of the student's family members or other approved correspondents must be recorded in the student's file and in a binder in the dorm office.
- 7) Mail received from persons not on the student's approved list will not be delivered to the student. Outgoing mail to a person not listed on the approved list will not be mailed.
- 8) All incoming and outgoing mail must have a return name and address and will be read.
- 9) All outgoing mail must be stamped and delivered, unsealed, to the Program Manager.
- 10) Incoming mail will be opened and read. All students' personal money will be deposited in the students account by the administrative staff and kept in a secure location.
- 11) Girlfriends and fiancés are not permitted on phone, mail, or visitation lists at any time while you are a student at ATCSC.

Visitation

- 1) Visits are a privilege, not a right. Visitation is the first Saturday of every month from 11-3 PM. Visitation is allowed after one complete month as a resident in ATCSC. Visits may only be made on campus. Only approved family may visit and a maximum of six individuals are allowed per visit.
- 2) A Visitation Request Form must be completed and turned into the Program Manager two weeks prior to the visit before any visit can be approved.
- 3) Food can be brought for picnics. No tobacco, cell phones, animals, musical instruments, recreational equipment, or barbeques are permitted. We will provide recreational games & equipment.
- 4) Visitors are expected to follow the rules of ATCSC. Family members are prohibited from smoking and cigarettes must not be displayed in the view of the public (e.g., on dashboards, in a shirt pocket, etc.).
- 5) Visitors must stay in the visiting area on campus. Visiting areas include outside in front of the dorm or activities building, or in the activities building. No visitors are allowed in the student's rooms. It is the student's responsibility to inform family of the visitation boundaries.
- 6) Visitors are expected to check in any money, personal property, and gifts to students through the staff on duty. An inventory form will be filled out itemizing each article and/or the amount of money that was left. The staff on duty and the giving parties must sign this form. The gift articles will then be given to the student and the money will be put in an envelope to be deposited in the student's account by the administrative staff. It is the student's responsibility to inform their visitors if they are unaware of this policy.
- 7) Inappropriate dress or physical contact between a student and his wife (or any visitor) is prohibited and may result in termination of the visit.
- 8) Students that do not have visitors are not permitted to visit with other families.

Discipline

Corporal discipline shall be prohibited. Local authorities may use physical restraint if a student becomes out of control. Students shall not be subjected to any harsh, cruel, or excessive discipline.

- 1) All infractions of the rules will be written up on an Incident Report form.
- 2) Write-ups will not always result in disciplinary action, but may result in a written warning.
- 3) Minor offenses are violations of any of the policies and procedures, such as leaving a light on, messy room, tardiness, talking during study hall, etc.
- 4) Major offenses include being out of bounds, using foul language, any verbal or physical threat, showing disrespect to a staff member, continuously displaying a poor attitude, having any drugs or weapons, repeated infractions, or anything deemed major by the Program Manager or Executive Director.

Standard Disciplines

The following is a list of possible disciplines that are typically assigned. There may be other forms of discipline as determined by staff.

- Initial written warning
- Loss of recreational privileges.
- Writing assignments.
- 4 hours of additional work duty on Saturday.
- Loss of privileges, including phone calls and/or visits.

Visitation and other privileges will be denied if you are on discipline.

- If a student receives more than three (3) infractions in a one (1) week period, it may result in losing a phone call.
- If a student receives more than eight (8) infractions in a one (1) month period, it may result in losing your visit.
- A student must complete the Discipline Follow-up Form and be informed by their personal consultant that they are no longer on discipline.

Discipline Policy

Students are required to work on writing assignments during recreation until they have completed them. Students should be sitting alone and there should be no talking during this time. Students may work on their writing assignments during their free time. Under no circumstances is a student to work on their discipline at any other time. Any infraction in this area may result in a doubling of their existing discipline.

Discipline will be determined according to the attitude of each individual.

WITHOUT EXCEPTION, IMMEDIATE DISCIPLINARY ACTION WILL BE TAKEN FOR INFRACCTIONS OF THE FOLLOWING REGULATIONS AND MAY RESULT IN DISMISSAL:

- The use of tobacco.
- Going outside the boundaries of the campus.
- Taking anything that does not belong to you.
- Verbally or physically threatening anyone.

Repeated infractions of any of the guidelines and expectations, 12 infractions in a 30-day period, fighting, purposely damaging property, or use of drugs or alcohol are grounds for immediate dismissal. Once a student has been dismissed from the program, he must wait a minimum of thirty (30) days before reapplying. Acceptance back into the program will be considered based upon attitude and available bed space. The Executive Director or Program Manager will authorize all dismissals.

If a student is dismissed or chooses to leave the program of his own accord, ATCSC has no obligation to provide transportation home. If a student leaves the program or is dismissed, or if he walks off the property (which will result in his dismissal), he should carry all his personal effects with him at the time of his departure. Personal funds will only be available to be dispensed during normal business hours Monday through Friday from 8:00 AM to 5:00 PM. If funds are left, they will be mailed to the address on the student's application. After his exit from the program, that student is no longer allowed on ATCSC property.

If a student returns to any building other than the administration building during normal business hours, he will be considered trespassing. ATCSC is NOT responsible for, nor will we replace, any missing or damaged items belonging to the student if he does not carry his things with him at departure. All items left behind will become the property of ATCSC after 30 days unless otherwise approved by the Executive Director or Program Manager.

Academic Discipline Policy

Students are required to study during recreation time until they have completed the studies in which they are behind or until they have passed the next class. Students should be sitting alone and there should be no talking during this time.

Student Rights

No student shall be deprived of civil rights by reason of treatment. The student shall not be discriminated against. The student shall have the right to inspect his/her record. If the student is denied access to his/her record, he shall have the right to appeal this denial following the standard grievance procedure. The student may request correction or removal of information from the file, may submit rebuttal of information in the records.

Student Grievance Policy

In the event that a student is unsatisfied with any aspect of the program, he may turn in a written grievance report to his assigned personal consultant. His personal consultant shall respond within 24 hours. If the student is not satisfied, he may report to the Director. The Director will review the student's case and he will issue a judgment on the matter.

Administration Building

- 1) The administration offices are for taking care of business and are frequented by visitors; therefore, all students are asked and expected to be in the administration offices only when it is absolutely necessary (work chores, appointments, etc.). Please be quiet and considerate.
- 2) All needs, questions, requests, appointments, etc. are to be handled by the staff on duty.
- 3) Students are not permitted in the administrative offices without a permission slip from the staff on duty.

Packing List/What to Bring

What to bring with you: (Please note maximum allowable items)

1) Identification:

- Social Security Card is mandatory
- Valid Driver's license or valid pictured ID
- Marriage certificate. Mandatory if you want to have contact with your wife.

PLEASE NOTE: YOUR IDENTIFICATION & SOCIAL SECURITY CARD IS MANDATORY UPON ENTRANCE. WITHOUT THEM, YOU →WILL NOT← BE CHECKED-IN.

2) Bed linens:

- Pillow
- Twin sheets
- Blanket or comforter
- Personal bath towels and washcloths (limit 3)

3) Personal items:

- Phone calling card (Walgreens is usually a good source)
- Razor & blades
- Mouthwash (alcohol-free only)
- Shaving cream
- Toothbrush & toothpaste
- Hair brush and comb
- Shampoo
- Bar soap & deodorant
- Classroom supplies & stationery (envelopes, paper, stamps)
- Bible, notebook, paper, and pens
- Envelopes and stamps
- Shower shoes (rubber thongs)
- Clothes Hangers

4) Clothing (Please limit to 1 week's worth) Remember, this is just a guideline:

- Casual slacks/khakis
- Casual shirts
- Dress pants
- Dress shirts
- Suit/dress coat (optional)
- Jeans/work jeans/work pants
- Work shirts
- Under shorts & undershirts (10 pair)
- 2 changes of gym clothes
- Socks
- 1 bathrobe
- 1 everyday coat suitable to work in
- 1 pair dress shoes also suitable for class
- 1 pair work shoes
- 1 pair gym shoes
- 1 pair of nice casual shoes
- Ties
- Belts

NOTE:

A maximum of four pairs of shoes will be allowed.

Items not allowed

- No clothing having offensive logos or slogans will be tolerated. (Beer company name, rock music logos, sexual suggestions, etc.).
- No tobacco products of any kind.
- No nicotine withdrawing substances of any kind.
- No guns, knives, scissors, sharp instruments, or other weapons.
- No beards, goatees, facial hair (except mustaches), long sideburns, or ponytails.
- No earrings, necklaces and body piercings (must be removed).
- No jewelry except watch and wedding ring.
- No TV's, radios, Walkmans, musical instruments, CD's, MP3 players, or iPods.
- No alarm clocks or regular clocks.
- No cell phones.
- No foods, snacks, drinks, candy, etc.
- No nutritional supplements.
- No magazines or books other than your Bible, one commentary, and two devotionals. No other Christian books.
- No after-shave that is alcohol based.

It is necessary that each student has a personal account set up with available cash (recommended \$50) for any personal needs that may arise such as haircuts, stamps, transportation to appointments, etc.

Upon Check-In, you will need:

NON-REFUNDABLE MONEY ORDER OR CASH (ABSOLUTELY NO CHECKS) in the amount of \$1,200.00. YOU WILL NOT BE CHECKED-IN WITHOUT THIS.

You are limited to two suitcases and one hanging bag.



Application for Admission

General

Name: _____ SSN: _____ - _____ - _____
Last First Middle

Address: _____
Street City State Zip

Birthdate: ____/____/____ Phone: _____

Spouse's Name: _____ Are you an American citizen? Yes ____ No ____

Last Grade Completed: 3 4 5 6 7 8 9 10 11 12

College Completed: 1 2 3 4 Degree/Major: _____

Hobbies/Recreation: _____

Special Abilities: _____

What significant changes have occurred in your life recently? _____

Legal

Have you ever been arrested? Yes ____ No ____ How many times? _____

Date	Charge	Convicted		Sentence	Jail Time	
		Yes	No		Yes	No
_____	_____	Yes	No	_____	Yes	No
_____	_____	Yes	No	_____	Yes	No
_____	_____	Yes	No	_____	Yes	No
_____	_____	Yes	No	_____	Yes	No

Are you on probation or parole? Yes ____ No ____ Time Remaining: _____

Drug History

Explain your first drug experience: _____

Why did you become involved with drugs? _____

Explain any patterns of drug/alcohol abuse: _____

Instructions for Completion of Medical Form

- 1) Make an appointment at a local doctor of your choice. Tell them you need a doctor to take several blood tests for entrance into a drug recovery program. The following are the tests/shots **required** for entrance:
 - **RPR Test**
 - **Liver Function Test**
 - **Hepatitis Screening**
 - **Tuberculosis Test**
 - **Tetanus Toxoid Shot**
 - **Measles/Mumps/Rubella Immunization**
 - **HIV Test**

- 2) When the doctor has completed the exam, made comments, signed the form printed on the next page, and **attached all lab reports** for all the tests performed, you will need to contact my office and fax the results to me. Our fax number is 843-527-4140. Please let us know to be looking for them.

- 3) **DO NOT SEND THE FORM IF IT IS INCOMPLETE OR DOES NOT HAVE THE PROPER TESTS ATTACHED, AS IT WILL BE REJECTED IMMEDIATELY.**

- 4) Upon proper review, my office will assist you in reserving an admission date.

Name: _____ Birthdate: _____

1. The following lab work and copies are **MANDATORY** for admission to the program and must be included with application before time of entrance:

HIV Test: Date of result: _____
 Positive Negative

Hepatitis Screening: Date of result: _____
 Hepatitis B Positive Negative
 Hepatitis C Positive Negative

Tuberculin Text/PPD: Date read: _____
 Size: _____ If 5mm or greater a chest x-ray is required
 Chest X-ray: Positive Negative Date of result: _____

**Lab results and documents from the above items must be included with this form.
 Results included should be no older than 6 months prior to admission to the program.**

2. PE: BP _____ T _____ HR _____ RR _____ HT _____ WT _____

	NL	ABNL	If ABNL, please explain.
GEN			
HEENT			
CV			
PULM			
ABD			
M.SKEL			
DERM			
NEURO			
SEIZURES			
OTHER (specify)			

3. Please list any allergies you have to any medications, foods, or other substances: _____

4. Past medical history: _____

5. Past drug and alcohol history: _____

6. Current/routine medications:

	MEDICATION	DOSAGE
1.		
2.		
3.		
4.		

Name of Examiner (Please Print)

Address

Signature of Physician

Date of Examination

Form will be UNACCEPTABLE if examiner's title and address are ILLEGIBLE.