

Adult & Teen Challenge
of South Carolina

Entrance Requirements Packet
&
Student Manual

Adult & Teen Challenge of South Carolina
PO Box 1437
(20515 North Fraser Street)
Georgetown, SC 29442
843-520-4888
843-527-4140 Fax
Email: teenchallengesc@hotmail.com

Adult & Teen Challenge of South Carolina

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.

TABLE OF CONTENTS

What Adult & Teen Challenge Offers	1
Entrance Requirements	2
Introduction for Program Applicants	4
General Policies	5
Classroom	6
Chapel/Praise and Worship	7
Life Consulting/Biblical Coaching	8
Off Campus Activities	8
Work Ethic Training	9
Recreation	10
Dorm Rules	10
Laundry	11
Personal Appearance	12
General Boundaries	12
Dining Room	13
Medical and Medication	14
Telephone and Mail Policies	14
Visitation	15
Discipline	16
Administration Building	18
Daily Schedules	19
Packing/What To Bring List	25
Medical History & Physical Examination Form	appendix
Adult & Teen Challenge Application	appendix

What Adult & Teen Challenge Offers

➤ Christian Discipleship

- Chapel
- Outreach
- Personal Devotions

➤ Educational Opportunities

- Practical Living Classes
- GED Resources

➤ Work Skill Experience

- Job experience
- Personal Discipline

Entrance Requirements for
Adult & Teen Challenge of South Carolina
P.O. Box 1437
(20515 North Fraser Street)
Georgetown, SC 29442
843-520-4888 Fax 843-527-4140

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

1) Males, ages 18-45 years with a drug or alcohol problem; other life-controlling problems (especially addiction to chemicals or other self-abusive behaviors) may be considered. Any male 18-45 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 pending 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. We will also report any violation of the terms for a person being here.

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 will need 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 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.
- A&TCSC 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 (chores) 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 A&TCSC 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 on Mondays, 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 UPON INTAKE. A SOCIAL SECURITY CARD AND A VALID DRIVERS LICENSE OR VALID PICUTRE ID! THIS IS MANDANTORY AND YOU WILL NOT BE ALLOWED IN THE PROGRAM WITHOUT IT.*** A COPY OF YOUR MARRIAGE LICENSE IS ALSO MANDANTORY 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.

***LET'S GO OVER#5 & #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.

Adult & Teen Challenge of South Carolina
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 this program a vehicle to help you change. Today, there are many people who are living productive lives as a result of choosing Teen Challenge and fulfilling their commitment to complete the program.

You need to fully understand the A&TCSC program rules prior to enrollment so you can be sure you are entering the right program.

This program 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 the year.

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 and take notes as part of the program.

We are 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. At times, this love is demonstrated by leadership members 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 a Godly lifestyle. The Bible teaches that a happy, blessed life is a by-product of a right relationship with God.

Upon entering A&TCSC, you will soon discover it is not the 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 from withdrawal of 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 Law Enforcement and have a great relationship with them. 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 not allowed.
- 3) By virtue of a student's enrollment in Adult & Teen Challenge of South Carolina (A&TCSC), 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 referred to as "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, sound equipment/instruments and internet. Students are asked and expected to protect and maintain 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. 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 A&TCSC 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 is poor habit so 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 and 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 and talk with God. 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 follow.
- 9) Students are not allowed to have money on their person or in their belongings at any time. All money, bank and gift cards, etc. will be stored with the student's name in a secure location. If the student desires personal items, Student Request Form is filled out, turned in 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, CD, Ipods or music players, TV's, flashlights, reading lamps, permanent markers, glues, art supplies, and personal cups. In addition, personal books, magazines or any other printed material is not permitted. Only a Bible, 2 approved devotionals, 1 commentary, and the teaching materials that are provided by A&TCSC 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) 1st month students are not permitted to be together in pairs off campus and must be in the company of 2nd, 3rd or 4th month students at all times.

CLASSROOM

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 2nd 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 on the set time table. Failure to do so will result in academic discipline. If you academically struggle, staff will assist you. Students are expected to work at their desk. Feet on furniture and laying around is not allowed. No leaning chairs back on two legs.

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. 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. We provide training books and educational material.

6) Students are expected to be seated in class 2 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 their 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?
Love 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 individualized writing contract assignments which consists of:

- 1) Character Qualities
- 2) Scripture Memorization
- 3) The Lesson Series
- 4) 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, take notes, and be there five minutes prior to chapel time having already used the restroom.
- 2) The time prior to service is to be used to pray and 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 consulting is needed, the student will be seen upon request.
- 3) All consulting is for the purpose of spiritual growth in the areas identified by a 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 consulting, 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 their 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! The director does not liking stopping for short bathroom breaks!
- 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, especially around another student.
- 3) Special permission must be obtained from the staff on duty to leave the group at any time (to use the restroom, etc.). 1st & 2nd month students must partner with a 3rd or 4th month student. Students must always be with a partner—never alone.
- 4) At all events and services students are expected to fill out chapel notes on those conducting the program.
- 5) No food or beverages will be allowed in any event or church at any time. Students may not talk, sleep, pass notes, chew gum, and 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 is to be used in group prayer and prepare to seek God. On some trips out to ministry the driver may require a 15 minute silence while traveling. The radio is 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 or whispering, or falling asleep.
- 8) Students are not to help themselves to candy/mints, coffee or snacks without permission of staff.

- 8) 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 context or content should be directed to a staff member once we return home.
- 9) 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.
- 10) To help churches be good stewards of resources, do not fill out visitor cards, take church pens, bulletins, mints etc.
- 11) When attending church off-campus, students **SHOULD NOT RAISE THEIR HANDS** when visitors are asked to raise their hands.
- 12) 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.
- 13) 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 A&TCSC 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, you will be prosecuted to the fullest extent of the law.
- 14) Dress code:
Sunday Church A.M./P.M. - 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 an Adult & Teen Challenge Ministry service some exceptions may apply and you will be given prior 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 your own time. All cleaning solution 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 students 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 students physical, emotional, and spiritual health. No recreation, exercise or sports on Sundays. 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 recreation times that are designated by staff.
- 4) All weights and recreation 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 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. Tooth picks 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. Drawers must have all clothes and undergarments folded neatly. 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 anytime. Room searches may occur at anytime.
- 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, A&TCSC will try and 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. Socializing is to be done in the Activities Building. 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 they are 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 at night. 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 or 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. 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 1 load per week. Every other week students are allowed 2 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 uncleanness 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 bath room. 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 A&TCSC. 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. Shirrtails 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) Sweat shirts, 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. Shorts which are no higher than the knee 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. All must be left in van when away on ministry.

7) Students must leave their jewelry at home (bracelets, rings, necklaces, etc.). .

8) Ear or body piercing is prohibited at A&TCSC. 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 follow:

- 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. In that case, students so assigned 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 A&TCSC. 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 table 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 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, the student is 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 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 AND MEDICATION

- 1) A&TCSC is a drug-free facility. Only non-narcotic medication prescribed by a physician and over-the-counter medicine for minor illnesses will be administered. Over-the-counter sleeping pills, sedatives, and muscle relaxers are not allowed. There is a maximum of 5 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) A&TCSC 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 students 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 and 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 A&TCSC. All bills should be sent directly to parents or 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 AND 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. 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, between 11 AM and 7 PM on Saturday and 2 PM and 5 PM on Sunday. Married men with children will make calls first. Otherwise calls will be made on a first come, first serve 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 student. Outgoing mail to a name not on the approved list will not be mailed.
- 8) All incoming and outgoing mail must have a return name, address and it 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 and any students' personal money will be deposited in the students account by the administrative staff and kept in a secure location.
- 11) Girlfriends and fiancées are not permitted on phone, mail, or visitation lists at any time while you are a student at A&TCSC.

VISITATION

- 1) Visits are a privilege, not a right. Visitation is the first Saturday of the month from 11-3 PM with approved immediate family only after 1 complete month as a resident in A&TCSC. Visits can only be made on campus. Only approved family may visit, a maximum of six individuals are allowed per visit.
- 2) A Visitation Request Form must be completed and turned into the Program Manager one week prior to the visit before any visit can be approved.
- 3) Food can be brought for picnics. No tobacco, cell phones, animals, music instruments, recreation equipment or barbeques are permitted. We will provide recreation games & equipment.
- 4) Visitors are expected to follow the rules of A&TCSC. Family members are prohibited from smoking and cigarettes must not be displayed in the view of the public including dashboards, on person 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, which 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 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 is prohibited. Physical restraint may be used by local authorities if a student becomes out of control. Students shall not be subjected to any harsh or cruel 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 which 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 ever 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 INFRACTIONS 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 will subject you to dismissal. Once a student has been dismissed from the program, he must wait a minimum of thirty (30) days before re-applying. 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 has chosen to leave the program on his own, A&TCSC holds no obligation for his transportation or return 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 his time of 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 A&TCSC property.

If a student returns to any building other than the administration building during normal business hours, he will be considered trespassing. A&TCSC 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 A&TCSC after 30 days unless otherwise approved by the Executive Director or Program Manager.

Academic Discipline Policy

Students are required to study during recreation until they have completed the studies they are behind in or 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 to 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 student’s case will be reviewed by the Director 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). Please be quiet and considerate.
- 2) All needs, questions, requests, appointments, etc. are to be handled through the staff on duty.
- 3) Students are not permitted in the administrative offices without a permission slip from the staff on duty.

DAILY SCHEDULE – MONDAY

5:45 AM	Cook Wake-up
6:00-6:45	Wake-up, Shower, Shave, Med Call
6:45 - 7:15	Morning Devotions in Front Room of Dorm with Staff
7:15 - 7:35	Breakfast in Cafeteria
7:35 - 8:15 7:45 MEDS	Work Chores as Assigned by Staff
8:15 - 8:45	Chapel - Praise and Worship
8:45 - 9:00	Break to prepare to be in class on time with supplies ready to learn
9:00 - 9:50	Class - Group Studies (Induction Phase) Training Phase – Contracts
9:50-10:00	Break
10:00-10:50	Class Back in Session
10:50-11:00	Break
11:00-11:50	Chapel in Activity Center (Both Induction & Training Phase with Staff)
11:50-12:00	Break & Prepare for Lunch
12:00-12:30	Lunch
12:30-1:00 12:45 MEDS	Work Chores as assigned by Staff
1:00 -1:50	Class with Pastor Adam
1:50 -2:00	Break
2:00 -3:00	Class with Pastor Adam
3:00 – 4:00	Recreation: This physical activity such as Pool, Ping Pong...Ect.
4:00 – 4:45	Free Time: Letter Writing or relaxation (Social Relationship Development)
4:45 – 5:00	Med Call and Wash up for Dinner
5:00 – 5:30	Dinner
5:30 – 6:00 5:45 MEDS	Work Chores
6:00 – 7:30	Study Hall – Both, First & Second Phases in Classroom
7:30 – 8:00	Study Hall – Both, First & Second Phases in Classroom
8:00 – 9:00 8:45 MEDS	Devotion in Front Dorm Room
9:00 – 9:15	Quiet Time
9:15 – 9:30	Prepare for Bed and Med Call
9:30 – 10:00	Quiet Time in Room Only
10:00 – 6:00	Lights Out

DAILY SCHEDULE – TUESDAY

5:45 AM	Cook Wake-up
6:00 - 6:45	Wake-up, Shower, Shave, Med Call
6:45- 7:15	Morning Devotions in Front Room of Dorm
7:15- 7:35 7:45 MEDS	Breakfast
7:35- 8:15	Work Chores
8:15- 8:45	Chapel - Praise and Worship
8:45- 9:00	Break
9:00- 9:50	1st Class - Group Studies Training Phase - Contracts
9:50- 10:00	Break
10:00-10:50	Classes Back in Session Training Phase - Contracts
10:50-11:00	Break
11:00-11:50	Chapel in Activity Center (Both Induction & Training Phase & Staff)
11:50-12:00	Break & Prepare for Lunch
12:00-12:30 12:45 MEDS	Lunch
12:30- 1:00	Work Chores
1:00- 1:50	Pastor Willie Cooper/Pastor Bill Eubanks
1:50- 2:00	Break
2:00- 3:00	Pastor Willie Cooper/Pastor Bill Eubanks
3:00 – 4:00	Recreation
4:00 – 4:45	Free Time – This is for social activities without physical exertion. Table games....ect.
4:45 – 5:00	Med Call and Mail Call-Wash up for Dinner
5:00 – 5:30	Dinner
5:30 – 6:00 5:45 MEDS	Work Chores
6:00 – 7:30	Study Hall Both Phases together in classroom
7:30 – 8:00	Study Hall Both Phases together in classroom
8:00 – 9:00 8:00 MEDS	Personal Reflection Time
9:00 – 9:15	Devotion in Front Chapel with staff
9:15 – 9:30	Prepare for Bed and Med Call
9:30 – 10:00	Quiet Time in Room Only
10:00 – 6:00	Lights Out Pg. 20

DAILY SCHEDULE – WEDNESDAY

5:45 AM	Cook Wake-up
6:00 -6:45	Wake-up, Shower, Shave, Med Call
6:45- 7:15	Morning Devotions in Front Room in Dorm
7:15- 7:35 7:45 MEDS	Breakfast
7:35- 8:15	Work Chores
8:15- 8:45	Chapel - Praise and Worship
8:45- 9:00	Break
9:00- 9:50	1st Class - Group Studies Training Phase - Contracts
9:50- 10:00	Break
10:00- 10:50	Class Back in Session Training Phase - Contracts
10:50- 11:00	Break
11:00- 11:50	Chapel in Activity Center
11:50- 12:00	Break & Prepare for Lunch
12:00-12:30	Lunch
12:30-1:00 12:45 MEDS	Work Chores
1:00 - 1:50	Study Hall (First Phase w/PSNC work) Study Hall (Second Phase w/contracts)
1:50 – 2:00	Break
2:00 – 3:00	Choir and Drama Practice or Staff & Student Chat Time
3:00 – 4:00	Choir and Drama Practice or Staff & Student Chat Time
4:00 – 4:45	Free Time – Time to be used in social interaction NOT PHYSICAL EXERTION before church.
4:45 – 5:00	Med Call -Wash up for Dinner
5:00 – 5:15	Dinner
5:15 – 6:00 5:45 MEDS	Work Chores
6:00 – 6:30	Prepare for Wednesday Church (Normal Departure for Church Travel is 6:30 unless told different)
7:00 – 8:30	Church Service
8:30 – 9:00 8:45 MEDS	Travel Back to Campus & Wednesday Night Snack
9:00 – 9:15	Reflection and Private Devotions in Rooms Only
9:15 – 9:30	Prepare for Bed and Med Call
9:30 – 10:00	Quiet Time in Room Only
10:00	Lights Out No later than 10:00 p.m.

DAILY SCHEDULE - THURSDAY

5:45	Cook Wake-up
6:00- 6:45	Wake-up, Shower, Shave, Med Call
6:45- 7:15	Morning Devotions in Front Room of Dorm
7:15 – 7:35	Breakfast
7:35 – 8:15 7:45 MEDS	Work Chores
8:15 – 8:45	Chapel - Praise and Worship
8:45 – 9:00	Break
9:00 – 10:00	Work Assignments
10:00	Work Day
11:00	Work Day with possibility of a Chapel being conducted
11:50-12:00	Break & Prepare for Lunch
12:00-12:30	Lunch
12:30- 1:00 12:45 MEDS	Work Chores
1:00 – 4:30	Job Assignments for outside work
2:00	Work or Class with Pastor Adam if inclement weather dictates.
3:00	Work or Class with Pastor Adam if inclement weather dictates.
4:00	Work or Class with Pastor Adam if inclement weather dictates.
4:30 – 4:45	Clean-up & Putting Tools Away Properly
4:45 – 5:00	Med Call and Mail Call-Wash up for Dinner
5:00 - 5:30	Dinner
5:30 - 6:00 5:45 MEDS	Work Chore Assignments
6:00 - 7:00	Personal Time, letter writing, reflection, reading... *Cornerstone Once Month
7:00 - 9:00 8:45 MEDS	Game Night in Activity Center: Board Games and Snacks
9:00 - 9:15	Devotion in Front Dorm Room with Staff Guiding
9:15– 9:30	Prepare for Bed and Med Call
9:30- 10:00	Quiet Time in Room Only
10:00- 6:00	Lights Out

DAILY SCHEDULE – FRIDAY

5:45 AM	Cook Wake-up
6:00 – 6:45	Wake-up, Shower, Shave, Med Call
6:45- 7:15	Prayer in Chapel
7:15 – 7:35	Breakfast
7:35 – 8:00 7:45 MEDS	Work Chores
8:00 – 8:30	Chapel - Praise and Worship
8:30- 9:00	Meet for Work Assignment for the day with Instructions
9:00–10:00	Work
10:00	Work
10:00	Work
11:00-11:45	Work
11:45-12:00	Break and Med Call
12:00-12:30	Lunch
12:30-1:00 12:45 MED	Work Chores Assignments
1:00-4:00	Work or Class with Pastor Adam if inclement weather dictates.
4:00	Showers and Free Time
4:45	Med Call and Mail Call
5:00	Dinner
5:30 5:45 MEDS	Work Chores
6:00	Friday Night Movie Night
8:30 8:45 MEDS	Friday Night Movie Night
9:00	Group Wrap-up of the day in Front Dorm Room with Staff Guiding
9:15	Prepare for Bed and Med Call
9:30	Quiet Time in Room Only
10:00	Lights Out

DAILY SCHEDULE – SATURDAY
Visitation Day-First Saturday of Each Month

7:45 AM	Cook Wake-up
8:00 MEDS	Wake-up, Shower, Shave, Med Call
8:30	Gather in Chapel Area for Morning Prayer
9:00-	Breakfast
9:30	Work Chores, Clean Rooms, and Campus G.I.
10:00	Departure for those with off-campus visits passes
11:00	Phone Call Made with Staff in Dorm Office
	Doors open for on-campus visitors
12:15 PM	Med Call
12:1:00	Lunch
1:30	Work Chores - Kitchen Only
5:15	Med Call
5:30	Dinner
6:00	Work Chores - Kitchen Only
6:30	Free Time
7:00	Choir Practice, or Drama Practice/Social Activities and discussions.
8:30	Prepare Clothes with Ironing and Shining Shoes for Sunday Service.
9:15	Prepare for Bed and Med Call
9:30	Quiet Time in Room Only
10:00	Lights Out

Adult & Teen Challenge of South Carolina
Packing/What to Bring List
Maximum Allowable Items

1) Identification:

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

YOUR IDENTIFICATION & SOCIAL SECURITY CARD IS MANDATORY UPON ENTRANCE.
WITHOUT IT, 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 & stationary (envelopes, paper, stamps)
- Bible, notebook, paper, and pens
- Envelopes and stamps
- Shower shoes (rubber thongs)
- Clothes Hangers

4) Clothing (Please limit to 1 weeks 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

*****4 pairs of shoes MAX!**

Items not allowed

- No clothing having offensive logos or slogans will be allowed. (Beer company name, rock music logos, sexual suggestions, etc.).
- No tobacco products of any kind including vapes
- 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 iPod's.
- 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 (ABSOLUTLEY NO CHECKS) in the amount of \$1,200.00. YOU WILL NOT BE CHECKED-IN WITHOUT THIS.**

***NO MORE THAN TWO SUITCASES OF CLOTHING AND ONE HANGING BAG.**