



Adult & Teen Challenge

Sandhills, NC

STUDENT MANUAL

FIRST & SECOND PHASE

“Where lives are changed”

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Adult & Teen Challenge of Sandhills, NC Mission Statement

Our mission is to provide teens & adults freedom from addiction and other life-controlling issues through Christ-centered solutions.

Introduction for Program Applicants

The Adult & Teen Challenge of Sandhills leadership are 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, there are many people like yourself who are living productive lives as a result of choosing Adult & Teen Challenge and fulfilling their commitment to complete the program.

It is our desire that you 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 genuinely received as Lord and Savior of a person's life, a total transformation will follow. By that we mean the person's life will radically change. Jesus is not just interested in whether or not you go to church or "have said a prayer." He must be Lord of all of your life. In fact, He will deal with your attitude and the motives of your heart.

Therefore, Adult & Teen Challenge of Sandhills 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 (approx. 12 months) will probably be the toughest thing you have ever done in your life. The First Phase is 4 months in Kannapolis, NC; then, we will transfer you to the Second Phase where you will be for 8 months.

Adult & Teen Challenge is governed by love, tough love. It is not always easy, soft love. At times, this love is demonstrated by leadership members confronting you with things you don't want to hear. They 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 Adult & Teen Challenge, you will soon discover it is not the perfect place nor is it full of perfect, easy-to-get-along-with people. There are approximately 24-38 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 (which are Godly virtues) 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 real confident in your learning ability. Many of the students have difficulty with reading, writing, and spelling. The leadership is available to help.

Admissions Requirements

Any male over 18 years old who struggles with a drug or alcohol addiction, who is willing to commit to working our discipleship program for recovery, who is not severely physically, emotionally or intellectually handicapped in a way that would inhibit his participation in the program and is not currently under the influence of mind- or mood-altering drugs may qualify for admittance. Persons ineligible for admissions will be referred to other more appropriate resources.

Steps for Admissions

- Step 1. The candidate desiring help must **call the admission office at 910-947-2944** to complete an eligibility interview.
- Step 2 The candidate must **complete an application for admissions** (application available after completing phone interview).
- Step 3 The candidate must **complete a physical with a physician** using our physical form, along with the laboratory test specified on the physical form. (physical form available after completing phone interview).
- Step 4 The candidate must **return his completed application and his completed physical form, along with each laboratory test result**, to the admission office.
- Step 5 The candidate must **schedule his admissions date and time** with admission personnel.

Our Program

Adult & Teen Challenge of Sandhills, NC program is Christian faith-based residential program for men who are addicted to drugs and alcohol. The program provides food, clothing, a warm bed, recovery curriculum, recovery coaching, GED/college readiness courses, academic materials, etc., which are necessary to ensure the student receives the spiritual, emotional, vocational, and academic training required to help him overcome the problems that led to his addiction. An ideal place for recovery, the program's main campus is located on 31 tranquil acres in the Carthage, NC.

The program is 12-months in length and divided into two phases. The first phase, or Induction Phase, is located at our campus in Kannapolis, NC and is a minimum of 14-weeks in length. The second phase, or Training Phase, is located at our campus in Carthage, NC and is a minimum of eight months in length.

Restoration

Restoration, a special program for graduates that need reinforcement training, is offered at our main campus in Carthage, NC. The Restoration program is a minimum of 90-days in length. To be eligible for admissions into the Restoration program, the candidate must provide proof that he successfully completed an accredited Adult & Teen Challenge program within the last 10-years and follow the admissions steps listed above.

The restoration program is founded on Revelation 2:5, "Consider how far you have fallen! Repent and do the things you did at first." In addition to revisiting elementary recovery principles and identifying the root issues that led the candidate back into addiction, the candidate can expect to re-establish foundational Christian disciplines and character using the Restoration programs recovery curriculum.

Adult & Teen Challenge of Sandhills, NC

What Is Offered

- Discipleship Courses
- Chapel with Praise & Worship
- Recovery Coaching
- Prayer
- Devotions
- Work Ethic Training
- GED/College Prep. Classes
- Carpentry and Automotive Class*
- Recreation
- Exercise Equipment**
- Dorm Living
- Meals
- Choir & Drama
- Church Attendance
- Opportunities for evangelism/outreach
- Social Skills Development

*Subject to availability of an instructor

**Subject to eligibility and availability of leadership supervision

PROGRAM PROGRESS STRUCTURE

- 1) The program is divided into two phases. The first phase, or Induction Phase, is located at our campus in Kannapolis, NC and is a minimum of 14 weeks in length. The second phase, or Training Phase, is located at our campus in Carthage, NC and is a minimum of eight months in length.
- 2) Upon successful completion of the first phase, you will be classified as a second phase student and entitled to second phase privileges.
- 3) Please see the Transferring to the Second Phase section of this manual for detailed information about eligibility requirements and the process.
- 4) Graduation is NOT automatic after your eighth month in the second phase. It is only upon the recommendation of your recovery coach and the approval of the executive director and the senior leadership. A student may disqualify himself from graduation if there are any infractions of the guidelines in the last month as a student.
- 5) Please see the Graduation Eligibility Requirements section of this manual for detailed information about eligibility requirements and the process.

GENERAL POLICIES

*RESPECT YOUR COMMITMENT TO GOD AND THE PROGRAM

*RESPECT YOURSELF

*RESPECT OTHERS

*RESPECT THE PROPERTY

- 1) All local laws must be kept.
- 2) Possession of drugs, alcohol, tobacco materials, or weapons of any kind, including knives and scissors are prohibited.
- 3) By virtue of your enrollment in ATCSandhills, you have agreed to follow (live by) the rules of the program and fully participate in assigned activities. 24-hour supervision is maintained.
- 4) Everything here is God's property, and you are expected to treat it as such. Only leadership is permitted to operate equipment including air conditioners, heaters, fans, sound equipment/ instruments. You are asked and expected to protect, maintain, and conserve the buildings, vans, any equipment, and the utilities.
- 5) The Bible teaches us to put off the flesh (old way of living) and not put stumbling blocks before others. Therefore, any discussion, except with a Recovery Coach, about your past life and talking or singing about the counterculture (drugs, partying, sexual experiences, non-Christian music, gangs, prison talk etc.) is prohibited. Furthermore, the leadership 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 ATCSANDHILLS information posting only.
- 6) Everyone must follow the daily schedule and be on-time to each activity. If tardiness is unchecked, it leads to poor habits so it will result in disciplinary action.

7) Morning Prayer is a time to seek & talk with God. You are to be kneeling at your bed or desk chair praying. You should not be writing letters, studying for your test, reading your Bible, or using the restroom at this time. Prayer lists are encouraged.

8) You are not allowed to have money on your person or in your belongings at any time. All money, billfolds, and luggage will be stored in your name in the Administrative Office. If you desire to know the amount in your account or need personal items, a leadership person will purchase them for you in a timely manner after a Student Request Form is filled out and turned in.

9) The following are not permitted at ATCSandhills: any electronic devices, alarm clocks, electric hair clippers, any form of alcohol, candy, gum, vitamins, teeth-whitening, vehicles, flashlights, reading lamps, permanent markers, glues, art supplies, water bottles and personal cups. In addition, personal books, magazines or any other printed material is not allowed. Only a Bible and the teaching materials that are provided by ATCSandhills are allowed.

CLASSROOM

- 1) Completion of the Academic Program classes and Personal Studies Unit contracts are required to successfully complete each phase of the program.
- 2) Failing an Academic Program class will result in additional time in the respective phase of the program to attend the class again, and successfully complete the course. All classes must be attended.
- 3) Each Personal Studies contract must be completed by the specified completion date. Failure to do so will result in academic discipline. Students are expected to work at their desk. Feet on furniture and lounging are prohibited.
- 4) You are expected to be seated in class 2 min. early, show respect to the teacher and other students by being attentive and participating in class. You must raise your hand to ask questions and receive permission to speak or use the restroom. Talking to other students after class has started is not permitted.
- 5) Study hall is a quiet time at your desk to work on your Academic Program class homework 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.

First Phase Academic Program (GSNL)

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

First Phase Personal Studies for New Life

Personal studies is an individualized series which consists of:

- 1) Character Qualities
- 2) Scripture Memorization
- 3) The Lesson Series
- 4) Bible Reading and Summary

The First Phase students will complete:

- 1) Unit 1 – Salvation
- 2) Unit 2 – Self Image

Second Phase Academic Program

Every Man A Warrior – Book 1
Every Man A Warrior – Book 2
Every Man A Warrior – Book 3
Where is the Image of God in You?
Authentic Living in an Artificial World
A Passionate Pursuit of God
Model Man
Five Love Languages
Conquer Series #1
Conquer Series #2
Truth Project
Undercover
Living Free Coordinator Training

Second Phase Personal Studies for New Life

Personal studies is an individualized series which consists of:

- 1) Character Qualities
- 2) Scripture Memorization
- 3) The Lesson Series
- 4) Bible Reading and Summary

The Second Phase students will complete:

- 1) Unit 3 – Spiritual Growth
- 2) Unit 4 – Family Relationships
- 3) Unit 5 – Work and Responsibility

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 prepare yourself to seek God.
- 3) Talking during Chapel or leaving is not permitted until service is over. You must request permission from a leader to use the restroom or the water fountain.

RECOVERY COACHING

- 1) Recovery coaching is provided in group sessions in the Academic Program classes and chapel services, as well as personal recovery coaching by an instructor through the Personal Studies for New Life.
- 2) You will also be assigned a personal recovery coach for bi-weekly meetings. If additional consulting is needed, you will be seen upon request.
- 3) If your recovery coach is unavailable, you may speak with any recovery coach or any leadership personnel on duty, in the case of an emergency.
- 4) If you need to speak with the Director, you must fill out a weekly student request form to do so.

OFF-CAMPUS ACTIVITIES

- 1) All students must assemble in the day rooms in the dorms 5 minutes prior to the announced departure time for all off campus activities. Please use the restroom before departure time.
- 2) Everyone must stay together as a group. All students sit together.
- 3) At all services you are expected to focus your attention on those conducting the service, and not staring at the people around you.
- 4) Talking during or prior to church services is not permitted. The 15 minutes prior to services is to be used to pray and prepare yourself to seek God.

- 5) Students are encouraged to respond to alter calls. When responding to go forward, tell the senior leadership personnel present and he will provide permission. Testimonies are not to be given without approval from the leadership. Questions about service text should be directed to a leadership member once we return home.
- 6) 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. To help churches be good stewards of resources, we request that you do not fill out visitor cards, take church pens or bulletins.
- 7) Dress code: Sunday—dress shirt, tie, dress jacket (optional), dress pants, and dress shoes. Wednesday—slacks, collared shirt (with or without sweater), and dress shoes. No jeans or work clothes allowed at church. If we have a service that we are involved in, ATCSandhills shirts are mandatory unless instructed otherwise. Clothing should be ironed and ready a day before service.

WORK ETHIC TRAINING

- 1) Everyone is expected to be on time for work and put tools away when job is completed.
- 2) Complete your chores or work assignments to the best of your ability 3 times a day.
- 3) After completing an assignment, you are expected to report to your supervisor for another assignment.
- 4) Your work will be evaluated in two areas: performance and attitude.

RECREATION

- 1) Recreation is an important part of the program and is scheduled for your physical, emotional, and spiritual health. No recreation, exercise or sports is permitted in the dorms or on Sundays.
- 2) Everyone is required to participate in the 15 minutes of calisthenics and organized sports programs. You are required to be on time, to wear tennis shoes and be dressed appropriately in athletic attire.
- 3) Upon approval, exercise equipment may be used. Please refer to the Students Approved for Exercise Equipment list posted for your assigned days and times. Supervision by leadership is required.
- 4) No one who is on discipline may use the exercise equipment, regardless of their name being on the approved list that has not been updated.
- 4) All recreation equipment must be put away properly at the end of recreation time.

DORM

- 1) Absolutely no one is allowed in another student's room or to stand in their doorway.
- 2) At wake-up, you must be out of bed within three minutes. Beds are made before breakfast.
- 3) Rooms must be kept clean, neat, and organized at all times and may be checked at any time. You will be graded on room cleanliness. You are not permitted to rearrange furniture any where at any time. Only Bibles are to be on your desk when you are not in the room.
- 4) Everyone will be assigned a chore. If chores are not completed properly, you will be required to complete it properly during your own time. All cleaning solution must be mixed by leadership only.
- 5) You are permitted to be on your bed after 9:20 PM, and no time before. Sleeping or lying around is not permitted anywhere during the day unless you are on sickbed. 9:00-9:20 PM devotions are to be done at your desk. You are not permitted to lie down or sleep in the dayrooms.

- 6) Family pictures must be stored in your desk drawer not in your Bible. All other pictures are prohibited.
- 7) Students may not share or trade anything with other students. If you have a need for anything and cannot afford it, ATCSandhills will assist you.
- 8) The following are not permitted at ATCSandhills: Opening and closing windows, adjusting the thermostats; adjusting media or sound equipment; any physical contact such as: touching, rubbing, punching, slapping, wrestling, horseplay, running in, being loud in, or exercising in the dorms. Feet are not allowed on the furniture neither is leaning the chairs back.
- 9) You must close your door and turn off your light each time you leave your room.
- 10) You are expected to be in your room at 9:30 PM and lights are to be turned off at 10:00 PM. All personal business should be done before the 9:30 PM quiet time. You should not be heard from the hallway.
- 11) From 10:00 PM until 6:00 AM you are expected to remain in your room until released by leadership. If you are found anywhere other than your room or the bathroom, you will be considered off premises without permission. Showers are not permitted before wake-up. No talking after 10:00 PM.
- 12) No loud talking or congregating to talk in hallway or bathroom. You may socialize in the day room or you may socialize in the gym upon approval. You are expected to be considerate at all times. Bare feet are not permitted at all anywhere at any time.
- 13) You must be fully dressed before leaving your room (shirt, pants, shoes). Bathrobes are required if you are on your way to the shower. Sleeveless shirts are prohibited.
- 14) Windows and blinds are to remain closed at all times unless approved by leadership. You are not permitted to walk around in your underwear.

LAUNDRY ROOM

- 1) Laundry must be placed in the laundry room for second phase student, or given to the laundry man for first phase students, by 7:45 AM. Items will only be washed on scheduled days. Shoes, clothes that are turned inside out or knotted up will not be washed.
- 2) Only the assigned laundry man is permitted to do laundry. Laundry soap will be provided for the normal washings. Laundry is not permitted after 5pm or on weekends.
- 3) You are expected to do your ironing in the designated area in your free time and not in your room. Sewing may be done to mend clothes only. Shoes may be polished or cleaned on porch area only.
- 4) You are allowed 2 loads per week. Every other week you are allowed 3 loads including your sheets.

PERSONAL APPEARANCE

The Bible says in Romans 12:2, "and be no more conformed to the patterns of this world."

This means no baggy, saggy pants, untied shoes, toboggans, bandanas, or anything that identifies you with the drug culture.

- 1) Everyone is expected to shower and shave daily before breakfast, using soap. Personal uncleanliness will not be tolerated. Showers are to be limited to 3 minutes.
- 2) Your hair must be moderate in length, not in your eyes, halfway covering your ears, and not laying on your collar. Sideburns can be no lower than the ear. Beards are not allowed. You may not give yourself or another student a haircut (including shaving your head or neck), bleach, or dye your hair while at ATCSandhills.

- 3) Clothing and shoes will be limited to what is approved on the “What to Bring” list due to limited space. Clean and appropriate clothing must be worn at all times. Shirrtails must be tucked in and shoes and socks are required at all times. Flip-flops and socks are permitted only in the dorm. No wrinkled or torn clothing is permitted. Shorts may not be worn outside from October to May.
- 4) White t-shirts are only allowed to be worn as undergarments. Sweat shirts and sweatpants, or shorts are not permitted in the classroom, chapel, or dining hall. Tank tops and sleeveless shirts are prohibited at all times.
- 5) In cold weather, all students must wear a jacket and appropriate clothing and are prohibited from congregating outdoors.
- 6) Hats and sunglasses may be worn for protection from weather and sun only and are prohibited in the buildings.
- 7) Leave your jewelry at home (bracelets, rings, necklaces, etc.). Only traditional watches & wedding rings are permitted. Smart watches are prohibited.
- 8) Ear or body piercing is prohibited at ATCSandhills.

GENERAL BOUNDARIES

- 1) The general boundaries which encompass the area where the students may move freely during daylight hours are as follow:

First Phase General Boundaries

- a. During free time, students are permitted to be in assigned room, assigned bathroom, and dayroom or outside within the enclosed area designated for students.
- b. Students are permitted in the dining area during meal times only. Please arrive for meals no earlier than three minutes.
- c. The kitchen is entirely off limits for students.
- d. The administrative office, storage rooms, leadership, living quarters, woods, parking area, driveway and front gate are off limits for students.
- e. Students are permitted to travel between the Dorm and the Multi-Purpose Room for scheduled services, classes, and activities, but must be accompanied by leadership on duty.
- f. During recreation times, the field and parking area may be used for organized activities and exercise with permission and supervision from leadership on duty.

Second Phase General Boundaries:

- a. The parking area and the area immediately surrounding the front of the dormitories.
 - b. The general rule is: use the front entrances and exits. Stay Where You Can Be Seen.
 - c. Students may not roam the woods or field unattended.
 - d. Dorm side of pond only upon approval from leadership on duty.
 - e. Back lake is out of bounds.
 - f. You are prohibited from entering or being in the area of a dorm you are not assigned
 - g. Never walk up to the front gate or roadside.
- 2) All offices, storage rooms, the kitchen and leadership housing 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. You must receive permission from the leadership on duty to go to the office.
 - 3) After dark, students must have permission from leadership to walk from building to building.
 - 4) When anyone “appears” on the property, inform a leadership member immediately.
 - 5) Leaving the grounds or being out of the boundaries without permission is interpreted as a decision to terminate your involvement with ATCSandhills.

DINING ROOM

- 1) All meals will be served in the dining room at the scheduled times. You are expected to be at all meals on time unless you are on sick bed.
- 2) Each student must eat all the food on his plate. You may refuse any food or request smaller portions of any item. It is unacceptable to throw away food. No seconds will be served.
- 3) Students are not allowed to share food or drinks (for protection from communicable diseases).
- 4) Only those students having assigned kitchen duties are permitted in the kitchen. You are not permitted to open the kitchen door for any reason, unless you are assigned to work in the kitchen.
- 5) Students assigned to the kitchen are not to consume food or drink while on duty.
- 6) You are expected to return your tray to the dirty dish container and throw away your trash. If you make a mess, you are expected to clean up after yourself.
- 7) No food or drinks are allowed out of the dining room area.
- 8) If you desire to fast a lunch, please turn a weekly student request to the drop box with an explanation of why you would like to fast one week before you desire to fast.
- 9) You must get everything you need for a meal the first time through the line. You must ask leadership on duty to return to the kitchen for any reason including the assigned kitchen crew.

MEDICAL & MEDICATION

- 1) ATCSandhills is a drug-free facility. Only non-narcotic medication prescribed by a physician and over-the-counter medicine for minor illnesses provided by ATCSandhills will be administered. Vitamins and personal medicines are prohibited.
- 2) All prescribed medication will be stored in the administration building according to state law and will be given out by leadership on duty 15 minutes prior to breakfast, lunch, and dinner unless otherwise prescribed.
- 3) ATCSandhills 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 your choice for treatment at your expense.
- 4) If you are sick:
 - a. You must personally obtain written permission from the leadership on duty to stay in bed.
 - b. You are required to come to the dining room to eat your meals.
 - c. Students needing over-the-counter medication for headaches or minor illnesses will have to turn in a medication request form and will be assigned to bed until the following morning.

TRANSFERRING TO THE SECOND PHASE IN CARTHAGE, NC

- 1) You must have successfully completed the 14 Group Studies requirements and Units 1 & 2 Personal Studies contracts in order to be eligible for transfer to the 8-month second phase in Carthage, NC.
- 2) Social, emotional, and spiritual growth including attitude and overall behavior as a student will determine the time you will be transferred.
 - A. Student may be disqualified from transferring to the second phase if there are any infractions of

the ATCSandhills guidelines in the last month as a first phase student. A student that is on discipline disqualifies himself from transferring to the second phase.

B. Characteristics of a man ready to transfer according to Scripture

- Commitment to a new manner of living (**Eph. 4:22-24; 1 Peter 4:1-5**)
- Lifestyle of repentance and leaving the old life behind (**Galatians 5:19-26**)
- Commitment to completing the program (**2 Cor. 8:11-13**)
- Respectful to others (**Romans 12:18; 1 Peter 2:17**)
- Submission to authority (**Romans 13:1-6; Hebrews 13:17**)
- Does work without complaining (**Colossians 3:13**)
- Positive influence on campus that promotes unity (**Eph. 4:3**)
- Man of prayer (**Eph. 6:10-20; 1 Tim 2:1-2**) & Man of the Word (**Psalms 1:1-6, 119**)
- Man who is in control his tongue (**Matthew 12:35-37; Eph. 4:29; James 1:26**)
- Man who is in control his emotions (**Eph. 4:31; James 1:19-20**)

- 3) Families will be notified two weeks in advance when a student may be eligible to be transferred to the second phase and arrangements for a one-time off campus 8-hour pass will be made at that time.
- 4) **A student may be transferred to the second phase campus in Carthage, NC** upon successfully completing the 14 Group Studies classes **but not be given second phase privileges**, such as off campus passes and two phone calls a week, until the student has successfully completed Units 1 & 2 of Personal Studies contracts.

GRADUATION ELIGIBILITY REQUIREMENTS

- 1) Graduation is **NOT** automatic after your eighth month in the second phase. It is only upon the recommendation of your recovery coach and the approval of the executive director and the senior leadership. **A student may disqualify himself from graduation if there are any infractions of the guidelines in the last month as a student.**
- 2) You must have successfully completed the 2nd Phase Academic Program classes and Units 3-5 Personal Studies contracts in order to be eligible for Graduation.
- 3) You must have successfully completed the Student Exit Strategy form, in coordination with your Recovery Coach. You may ask your Recovery Coach for the Student Exit Strategy form 90-days before your anticipated graduation date. Your Student Exit Strategy form will be evaluated by your Recovery Coach for approval. The spirit behind this process is to develop, coordinate, and put onto paper a safe and effective strategy for transition to set you up for the greatest opportunity of success upon graduation.
 - a. Successfully completing the Student Exit Strategy form includes identifying:
 - i. **Housing:** Safe and stable housing is a mandatory requirement for graduation.
 - ii. **Prospective Employment:** A minimum of one prospective employment opportunity must be identified to graduate.
 - iii. **Support Group:** Your recovery coach will provide you with a list of at least two addiction-recovery support groups in the area you will be living.
 - iv. **Prospective Home Church:** Identify a prospective home church is a mandatory requirement for graduation.
 - v. **Accountability:** A Spiritual/Recovery Mentor and a Financial Accountability Partner must be identified and agree to serve in these capacities for you in order to graduate.
- 4) Please see the Employment and Resumes section for detailed information about how you will be able to identify prospective employment and develop or edit your resume.

EMPLOYMENT, RESUMES AND INTERNET USE

- 1) Identifying prospective employment opportunities through networking within your existing relationships will be made possible by coordinating with your Recovery Coach.
- 2) Internet use will be limited and subject to the supervision of your Recovery Coach, if your Recovery Coach deems internet access is essential for you to identify prospective employment.
- 3) The use of job search websites, personal emails, and personal cell phones are categorically prohibited. To establish communication between yourself and a prospective employer, you must use your recovery coach's email and office phone number, while you are a student in the program.
- 4) A resume is an essential component of your Student Exit Strategy. If you need to create a resume or edit an existing resume, you may do so in coordination with and under the supervision of your Recovery Coach.
- 5) Adult & Teen Challenge of Sandhills, North Carolina is not able to guarantee that you will secure employment prior to graduation. However, we will work with you to identify prospective employment opportunities and help you develop a strategy to implement upon graduation and transition.

TELEPHONE AND MAIL POLICIES

- 1) **First Phase:** You may call your immediate family after two weeks. Special consideration will be given to those who do not have immediate family. Calls are limited to one 15-minute weekend call per week. Calling cards are encouraged.
- 1) **Second Phase:** You may call your family twice a week; once on Thursdays between 3-4pm and once on the weekend. Each call will be limited to 10 mins.
- 2) Weekend Phone calls are made on Saturday and Sunday only, between 10 AM and 5 PM. Married men with children will make calls first. Calls will be made on a first come, first serve basis.
- 3) During weekend phone calls, students are only permitted in and in front of the main building and in dormitories.
- 4) All calls must be dialed by leadership and logged. No third-party calls allowed.
- 5) It is your responsibility to hang up the phone at the end of the 10 minutes. The student may disqualify himself from his next phone call if he exceeds the required time limit.
- 6) The names, addresses, and phone numbers of six immediate family members must be recorded and approved for your file. Mail received from persons not on your approved list, will be returned to sender. Mail is given out Monday-Friday at 4:30 PM.
- 7) All incoming and outgoing mail must have a return name, address and will be monitored. All mail must be deposited in the Student Mail Box.
- 8) Incoming mail will be monitored, and all students' personal money will be deposited in the students account by the administrative leadership and kept in the Administrative Offices. No personal checks will be accepted, cash and money orders only.

- 9) Girlfriends and fiancées are not permitted on phone, mail, or visitation lists at any time while you are a student at ATCSandhills. Further, it is prohibited for students to communicate through family or any approved correspondents via mail, social media, email, or phone calls to unapproved correspondents.

FIRST PHASE ON CAMPUS VISITATION

- 1) Visitation is the last Saturday of the month from 12-4 PM with approved immediate family only after 30 days as a resident in ATCSandhills. Only approved family may visit, a maximum of six (6) per visitation. Food can be brought for picnics. No tobacco, cell phones, laptops, iPads, any other electronic device, animals, music instruments, energy drinks, recreation equipment, or barbeques are permitted.
- 2) Visitors are expected to follow the general rules. Family members are prohibited from smoking and cigarettes must not be displayed in the view of the public (dashboards, etc.).
- 3) Visitors must stay in the visiting area on campus. No visitors are allowed in the dorms or student's rooms. It is the student's responsibility to inform family of the visitation boundaries.
- 4) Visitors are expected to check in any money, personal property, and gifts to students through the leadership person on duty. A visitation gifts form will be filled out itemizing each article and the amount of money, which was left. The leadership on duty and the giving parties must sign this. The gift articles will then be given to the student after being checked and approved by ATCSandhills leadership and the money will be put in an envelope to be deposited in the student's account by the Administrative Office personnel on Monday. It is the student's responsibility to inform their visitors if they are unaware of the policy.
- 5) Inappropriate dress or physical contact between a student and his wife or any visitor is prohibited.
- 6) Students that do not have visitors are not permitted to visit with other families.
- 7) No mail or letters may be exchanged during visitation.

SECOND PHASE OFF-CAMPUS EIGHT HOUR PASS

- 1) You may be eligible for one off-campus eight-hour pass per month. Eight-hour passes are conducted on the Saturday of the last weekend of every month from 9am-5pm. This sole purpose of this privilege is for you to spend time with family and take care of personal needs.
- 2) You will receive your first eight-hour pass at the end of your first month as a Level One student, if you are eligible. Eight-hour passes will never be permitted on major holidays and will always occur in sequence with Induction's Family Day/Visitation weekend.
- 3) When you are eligible for an eight-hour pass, your families will be notified one week in advance by the administration office and arrangements will be made.
- 4) Before each pass, the Eight Hour Pass Agreement must be read and signed by you and your approved family member in the presence of a leader.

SECOND PHASE OFF-CAMPUS MARRIAGE PASS

- 1) Married men with marriage certificates on file may be eligible for one off-campus marriage pass per month. Marriage passes are conducted on the last weekend of every month. The marriage pass will be from 9am on Saturday to 5pm on Sunday. This sole purpose of this privilege is for you to spend time with your wife and take care of personal needs.
- 2) You will receive your first marriage pass at the end of your first month as a Level One student, if you are eligible. Marriage passes will never be permitted on major holidays and will always occur in sequence with Induction's Family Day/Visitation weekend.
- 3) When you are eligible for your marriage pass, your spouse will be notified one week in advance by the administration office and arrangements will be made.
- 4) Before each pass, the Marriage Pass Agreement must be read and signed by you and your spouse in the presence of a leader.

SECOND PHASE OFF-CAMPUS FOUR DAY PASS

- 1) You may be eligible for only one off-campus four-day pass, two months prior to your anticipated graduation month.
- 2) Four-day passes will be conducted on the last weekend of every month, no exceptions. The four-day pass will be from 4pm on Thursday to 5pm on Sunday. This purpose of this privilege is for you to spend time with your family, take care of personal needs, and to begin working on your Student Exit Strategy, specifically identifying prospective employment, in coordination with your recovery coach.
- 3) You may be eligible to receive your four-day pass two months prior to your anticipated graduation month. You may opt to reserve this privilege for the month before your graduation month.
- 4) Your four-day pass will take the place of your Eight Hour/Marriage pass for the month that you take it in.
- 5) When you are eligible for your four-day pass, you may request the privilege verbally through your recovery coach and by filling out a weekly student request at least two weeks in advance. If you do not communicate your desire for this privilege at least two weeks in advance, an Eight Hour/Marriage Pass will be arranged.
- 6) Before the four-day pass, the Four Day Pass Agreement must be read and signed by you and your spouse in the presence of a leader.

CHRISTMAS BREAK

- 1) During the week of Christmas, every student will receive a 5-day Christmas Pass to be with family
- 2) It is important that each student, prior to enrolling in the program, understands that during the 5-day Christmas Pass, the campuses and offices will be closed. It is essential to have a plan with your family about staying with them during the Christmas Pass.

- 3) Exact dates and times of the Christmas Pass will be made available and communicated to families by the leadership at the beginning of November. The Christmas Pass will always take place during the week of Christmas.

DISCIPLINE

Corporal discipline shall be prohibited. Physical restraint may be used by local authorities 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.
- 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 light on, tardiness, talking during study hall, etc.
- 4) Major offenses are being out of bounds, using foul language, any verbal or physical threat, and/or physical contact or any repeated infraction of any of the policies and procedures.

STANDARD DISCIPLINES

- Initial written warning
- Loss of recreational privileges. This includes the pond and rec. field, and writing assignments.
- Loss of privileges for one week, including phone call.

Visitation will be denied if you are on discipline

*If a student receives three (3) infractions in a one (1) week period, he may disqualify himself from a weekly phone call.

*If a student receives eight (8) infractions in a one (1) month period, he may disqualify himself from a monthly visit.

***You must complete the discipline follow-up form and be informed by your life consultant that you are no longer on discipline.

Discipline Policy: You are required to work on writing assignments during recreation until you have completed them and been released by life consultant. You should be sitting alone and there should be no talking during this time.

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:

- 1) The use of tobacco
- 2) Going outside the boundaries of the campus
- 3) Taking anything that does not belong to you
- 4) Verbally or physically threatening anyone or being involved in a fight
- 5) **Repeated infractions of any of the guidelines and expectations, 12 infractions in a 30-day period or use of drugs or alcohol will subject you to dismissal**

Academic Discipline Policy: You are required to study during recreation until you have completed the studies you are behind in or passed the next class. You 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 recovery coach. His recovery coach 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.

WEEKLY STUDENT REQUEST

Weekly Student Requests will be handed out every Saturday. Each student must turn in their request by 4pm on Monday. For the request to be considered, the Weekly Student Request form must be signed and dated by the student. Each student is limited to turning in one Weekly Student Request form a week. If you have multiple needs, list those needs on one Weekly Student Request form. Request that are deemed legitimate needs and are within the realm of possibility for Adult & Teen Challenge of Sandhills, NC to meet or facilitate will be addressed in a timely manner. **If you have an emergency, please do not wait to turn in a Weekly Student Request and verbally inform a member of leadership immediately.**

ADMINISTRATION BUILDING

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.

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DAILY SCHEDULE

Monday-Wednesday:

6:00 am Wake-up & shower
6:30 Breakfast
7:00 Prayer
7:30-8:00 Work Chores
8:00-8:45 1st Class—Group Studies
9:00-9:45 2nd Class—Personal Studies
10:00-10:45 Chapel
11:00-11:45 3rd Class—Personal Studies
12:00-12:30 pm Lunch
12:30-1:00 Work Chores
1:00-1:45 4th Class—Group Studies
2:00-2:45 Drama & choir practice
3:00-3:45 5th Class—Personal Studies
4:00-4:50 Free time & mail call
5:00-5:30 Dinner
5:30-6:00 Work Chores
6:00-6:45 Study hall
7:00-8:30 Recreation (Wed. church)
9:00-9:20 Devotions
9:30-10:00 Quiet time/Room time
10:00 Lights out

Thursday & Friday:

6:00am Wake-up & shower
6:30 Breakfast
7:00 Prayer
7:30-8:00 Work Chores
8:00-8:45 Chapel
9:00-11:45 Work Program
12:00pm Lunch
12:30-4:30 Work Program
4:30-5:00 Showers
5:00-5:30 Dinner
5:30-6:00 Work Chores
6:00-6:50 Study Hall
7:00-8:30 Recreation
9:00-9:20 Devotions
9:30-10:00 Quiet time/Room time
10:00 Lights out

Saturday

8:00 – Wake up & shower
8:30 – Breakfast
9:00 – Prayer
9:30 – Work Chores
10:00 – Meet in gym
10:15-12 – Recreation
12:30-1pm – Lunch
1:00-1:30 – Work Chores
1:30-5:00 Recreation
5:30 – Dinner
6:00-6:30 – Work Chores
6:30 – Chapel/Movie
8:30 – Showers
9:00-9:20 – Devotions
9:30 – Quiet time/Room time
10:00 – Lights out

Sunday

8:00 am - Wake-up & shower
8:30 – Breakfast
9:00 – Prayer
9:30 – Work Chores
*10:00-12:00pm – Church
12:30 – Lunch
1:00 – Work Chores
1:30-4:30- Rest
5:00 – Dinner
5:30 – Work Chores
7:00 – Student Assembly
(Unless choir outing)
8:30 – Showers
9:00-9:20 – Devotions
9:30 – Quiet time/Room time
10:00 – Lights Out

*Schedule may change
according to service times.