

LOUISIANA ADULT & TEEN CHALLENGE (LAATC)

STUDENT MANUAL

The essence of the LAATC program is the love of Jesus Christ. The goal is a re-direction of lifestyle, brought about through strict discipline, balanced with genuine love, faith, counseling and work therapy. The program aims toward the transformation of the whole man: spirit, soul and body.

Our home seeks to be as non-institutional as possible because the rehabilitation processes must take place on an individual basis. In this way, the Christ-like love and care of the staff creates an atmosphere which allows healing a chance to work in each individual's life.

ADMISSION PROCEDURE

Interview: An appointment within the Intake Counselor must be made for an interview. The Intake Counselor will determine the applicant's eligibility and can admit the applicant immediately, providing required medical tests are completed and if there is room in the facility. If there is no room, the applicant's name will be placed on the Admission Waiting List, and he will be notified when a place is available.

Admission Waiting List: When the applicant's name is put on the waiting list(s), he must personally call no less than two (2) times a week. The call must be placed between 9:00 a.m. - 5:00 p.m., Monday through Friday. If he fulfills this requirement, he will then be allowed to enter the program when there is room.

Applicants are encouraged to attend three church services a week while on the waiting list.

Re-Admission: If you leave before completing the program you must wait 30 days before another interview is granted. A committee is available to help evaluate re-admission and make recommendations. If you have any pending court issues you can not re-enter the program until all of the court issues have been handled.

This is by no means to be interpreted by you as leniency on our part, nor that we expect you to leave. You might consider that, from our past experiences, only a few make it after repeated times of leaving the program. Settle it in your mind that you honestly want help. Plan to stay for the entire program, which is a minimum of twelve months. Give us a fair chance at helping you. Remember, we want to help you.

Pre-Induction: The first two (2) weeks of residency is a pre-induction phase including program orientation and client assessment.

Induction Fee: There is a \$750.00 one-time induction fee. This covers costs of the admission process & start up educational materials. This is NON-refundable.

WHAT TO EXPECT

1. Sincerity: If you want to play games, we cannot help you.
2. Honesty: If you are accepted into the program, you and your belongings will be thoroughly searched. We also need to know if you are in any legal trouble. It will not necessarily hurt your chances to become a resident, and we may be able to help you.
3. Commitment: Be prepared to put yourself totally into the program and stay for a minimum of twelve months. Completion is based on final evaluation. When you enter the LAATC, you are placing yourself in our hands. We take our responsibility seriously.

WHAT YOU CAN EXPECT OF US

1. Genuine Love and Concern: We are glad you are coming to LAATC. We will do all that we can to help and encourage you.
2. Discipline and Guidance: We believe that we can help you to re-direct your life. We assume that if you are here, you want to change in a real way, and you are asking us to have a part in bringing this change about.
3. A Testimony of Jesus Christ: The whole program revolves around Jesus and the Bible. We do not want to "shove religion down your throat", but you need to know that the help you are looking for will come from Jesus.

ADMITTANCE TO THE PROGRAM

1. Upon admission, the resident will submit all clothing and possessions for a thorough inspection medication prescribed by a doctor for a physical condition (not including "psychological problems") will be administered by the staff. NO METHADONE.
2. Required tests are: Hepatitis Panel, HIV/AIDS, RPR and a T.B. skin test *prior* to entering the program. For females, a pregnancy test will also be required. A physical examination is also required and all male students should be able to lift at least 70 pounds of weight. If the examination shows that you are unable to lift at least 70 pounds we will choose the appropriate campus inside of LAATC for you to be placed.

For applicants of some of our induction centers a Statewide Criminal Background Check is also *required prior* to acceptance.

3. Initially, all money shall be surrendered and placed in a personal account; also, credit cards and checkbooks. You will be receipted for your money and all items that are placed within your account. Training phase students are allowed to hold their personal monies but are not allowed to loan monies to Induction Phase students.

4. No radios, CDs, videos, DVDs, tapes, or Wi-Fi devices are to be brought into the center.
5. You will have to kick "cold turkey" at the center. There will be a staff worker available to pray with you as you are coming off drugs. If you feel you need to detox discuss this with the counselor before entering LAATC.
6. During your stay you will be evaluated on performance in these areas by our staff: academic work, spiritual progress, conduct, work ethics recreation and dorm life.
7. Upon entering the program, all students will be required to apply for food stamp benefits. Should a student maintain income preventing food stamps benefits, that student will be required to pay \$200 a month toward his/her food expenses. If you receive any kind of government issued check you will be required to give LAATC 2/3 of it.

AGREEMENTS

While you are living at LAATC you will have to be in agreement and consent to the following:

1. I will not use any form of drugs.
2. I will not use any form of tobacco.
3. I will not use any form of alcohol.
4. I will not use profane or loose language.
5. I will not brag about my past life.
6. I will not go off the property without permission from the staff.
7. I will not be involved with cliques.
8. I will not listen to non Christian music.
9. I will not read books or magazines without permission and approval of the staff.
10. I will participate in all scheduled activities including class, chapel, work, recreation and church services.
11. I understand that LAATC is a minimum 12-month program and I am willing to commit myself to the program for this specified amount of time.
12. If I leave the program without taking my clothes or personal belongings, I understand that LAATC is not responsible for any loss, at any time. My clothes and belongings (left longer than 7 days) will become the property of LAATC.
13. If I do not have a high school diploma, I understand that I will be required to obtain my GED before I graduate.

I HAVE READ THE ABOVE RULES AND POLICIES AND AGREE TO ABIDE BY THEM, SHOULD I BE ACCEPTED INTO THE TEEN CHALLENGE PROGRAM.

Signature of Applicant

Date

Witness Signature & Title

POLICY

Remember, that you are not forced to stay here at LAATC. You can leave if you so desire. We are never happy when this happens because we do want each of you to make it. If you decide to leave, you might first consider our 30-day wait policy on acceptance if you want to return. If you want to return and have any court issues they must be resolved before you can return.

ACTIVITIES

1. Students shall participate in ALL scheduled activities, unless excused by a medical doctor.
2. Students are to stay together as a group, under supervision of a staff member during any kind of activity. Students may have their family sit with the group in church after the 30-day period with approval of Director. We would prefer that the families not come to the church for the first 30 days if it has not already been their home church.

APPOINTMENTS

Notify the staff on duty if you need to make emergency type appointments or keep a doctor, dental, or other type of appointment in advance. Arrangements will be made in accordance with the availability of staff. Students will be responsible for all expenses incurred.

BATHROOM COURTESY

Be considerate of others waiting to use the bathroom. Throw out papers, straighten the bathmat, and wipe out the tub and sink before you leave. Replace empty roll of toilet paper. Always, wash your hands before leaving the bathroom.

BEHAVIOR

No running will be allowed in the facility. Inappropriate behavior, such as screaming, yelling, and rough housing inside or outside is not allowed. Be sensitive to others.

CHURCH

All restroom needs are to be tended to before any meeting begins. Students are to enter the meeting quietly and pray upon arrival. Sit together at a place designated by the staff. You must stay with the group at all times. Your family may sit with the group upon

approval of the director but this is not to be considered visiting time. Do not talk during the service.

No students are to leave church until the staff member in charge is ready.

Be on time and take your Bible with you. Sermon notes are to be taken. Chewing gum and candy are not allowed in church services.

CONVERSATION

Do not talk extensively or dwell about your past life. Only songs that glorify God are to be sung. All staff and their spouses are to be addressed as Bro. or Sis. No talking to the opposite sex is allowed.

DISCIPLINE

Discipline for disobedience and wrong attitudes will be given. Memory verses, extra work hours, restriction from privileges, essays and even dismissal will be used. No corporal punishment will be used by any LAATC staff or volunteers as it is prohibited. Physical restraint may be used if a student becomes out of control. Students shall not be subjected to any harsh, cruel, or excessive discipline. Withholding basic food for disciplinary purposes is prohibited and no one will be forced to fast. Discipline of a student shall not benefit a staff member personally in any manner. Discipline will be administered in a just and equitable manner. The reasons for any restrictions from student behavior shall be explained when the measures are imposed and appropriate alternative behavior shall be described. These incidents will be documented in your student file. Reasons for dismissal are listed below.

DISMISSAL

You can be dismissed from the program for the following:

1. Using drugs or alcohol, or having them in your possession.
2. Leaving the property or group without permission.
3. Continuously being uncooperative.
4. Fighting.
5. Cheating on tests.
6. Theft of any kind.
7. Students are expected to show respect and not argue or talk back to staff personnel. Foul or abusive language will not be tolerated towards a student or staff person. Proper care of LAATC property is expected and required at all times. Violation of the above shall be cause for immediate dismissal from the program.

DORM RULES

Everyone is expected to take care of their clothes and personal belongings and to keep all clothes put away. Beds are to be made every day before breakfast and be kept that way all day. Lights are to be turned off before leaving the room. Each person's "space" is private and is not to be violated. You are to observe "Quiet Time" (Devotional Time) and "Lights Out" as assigned by staff.

NOTIFY THE SUPERVISOR: When you see someone feeling extremely troubled, or about to leave, get in touch with the supervisor. Remember, this is your home, if you do not protect it, who will? Report any drugs on the property immediately -- if you love your brother...

Keep personal items in their proper place. Do not use nails, stickers, tape, etc. on the walls or furniture and doors without permission.

You may not enter another student's room/cabin without permission. Stay in dorm assigned to you, even though you use the same bathroom facility. This eliminates anyone going into other's belongings.

Consideration should be given to students trying to rest. Students shall refrain from loud talking or rough housing in the dorms.

Food or drink is not allowed in the dorms at any time. Moving from one assigned bed or dorm to the other is NOT permitted without prior approval from the Dean of Students.

Visitors are allowed to tour the dorms *with* the staff on duty. Others in the dorm should be notified as a matter of courtesy.

Personal devotions begin at 9:30 p.m. Students should be ready for bed and finished in the bathrooms by this time. Talking is allowed up to devotion time at 9:30 p.m. Lights out at 10:00 p.m.! At Mt. Grace Training Center for Men the chapel is open 24/7. After lights are out you may go only to the chapel to pray. You must walk directly to the chapel and back to your cabin.

DRESS CODE

- Your clothing must be appropriate, clean and modest. - Underclothes must be worn.
- Tight and revealing clothes are not to be worn.
- Clothing/shirts with printing on it contrary to Christian principles are not to be worn.
- Dress shoes must be worn for church.
- Dress pants and dress shirts (or a modest dress/ blouse and skirt for women), or specified uniform should be worn to church and church related activities.
- Collared shirts, socks and shoes must be worn to chapel and class.
- Dress relating to your past drug lifestyle (hats, bandanas, do rags, etc.) will not be

permitted.

- Each person is responsible for his own hygiene. Showers and shaving must be done daily. Men's hair must be kept combed clean and cut above the collar.
- Shoes are to be worn at all times. You may go barefoot or wear socks in the dorms only. No shower shoes/prison slippers are to be worn outside the room.
- Some type of clothing is to be worn to sleep in.
- Any jewelry which ties you to witchcraft or to your past will be kept by the staff or sent home. No body piercings are to be worn by men. Women may wear pierced earrings only.
- Men's Centers: Going without a shirt and tank tops are only allowed inside your dorm room.
- Hair styles and manner of dress may be required to be changed *at leadership discretion*, if not acceptable.
- Men's Centers: Full and neatly trimmed mustaches are allowed.

DUTIES

- You are to do your chores promptly at assigned times. No goofing around. The same person who does a job incorrectly must correct it.
- When special needs arise, your cooperation in doing extra duties will be expected and appreciated. - No arguing about duties with the staff or the ones you are working with. - Any arguments can result in disciplinary action.

FIRE ALARM PROCEDURE

1. Walk, don't run, to the nearest exit.
2. Close all (doors and windows) and turn off lights in your location.
3. Remain outside until instructed to return.

NOTE: NOTIFY A STAFF MEMBER IMMEDIATELY - IN CASE OF A FIRE.

MARRIAGE RELATIONSHIPS

It is part of our program to provide counseling sessions with both husband and wife. Visits by spouse not in the program are subject to same regulations as all other visits. Our purpose in working with married couples is to establish them in a Christ-Centered marriage.

Goals for married couples who wish to be counseled:

1. To acquaint both parties with the LAATC.
2. To work out problems.
3. To get to know each other better.
4. During the second phase MARRIED students are allowed one (1) overnight pass every 30 days based on prior staff approval.

When a married person comes into the program, he or she must leave family problems outside until they can be dealt with in a counseling session. Commit spouse and children

to the Lord.

MEALS

-Only staff, cooks, and students assigned to kitchen work detail are permitted in the kitchen.

-Do not come up for seconds until cook calls seconds and you have eaten all that is on your plate. After each meal, dishes are to be stacked. All garbage should be put in the trash can.

-Do not go into the pantry or refrigerators or use the kitchen appliances without staff permission.

MEDICINE

All medicine, vitamins and aspirins will be kept in a locked closet in the office. Only a staff member can give medication to you. It must be logged into the medication log and *signed*, not initialed by the staff and you. The student has the right to give informed consent to refuse treatment or medication and to be advised of the consequences of such a decision. You may not have any Benadryl, pseudoephedrine, anything containing caffeine, and no workout supplements. You may have one multivitamin a day.

MONEY

Although, it costs an average of \$1600.00 per month, per resident, LAATC does not charge for services rendered. However, tax deductible donations are needed and welcomed. A non-refundable \$750.00 initial induction fee is required for admission. Residents' personal money will be kept in a locked safe. Induction students are not allowed to keep money on them. Half of personal money comes to center if fees were not paid. Second phase students are allowed to hold their own money. If you leave the program, all monies on your account go to LAATC.

OFFICES

No one is allowed in the offices at any time without permission of the office staff. No student is to take or borrow any supplies, pens or pencils from any desk in the office without permission. Prior to entering the offices, you must knock first.

RELATIONSHIPS

Students are not allowed to develop romances or special relationships while in the program.

There will be no pairing off with a member of the opposite sex. You must stay with the group. Speaking with the opposite sex is NOT allowed.

Telephone numbers and addresses are not to be exchanged with anyone as you are not

allowed to have any contact with them.

Students are not allowed to invite members of the opposite sex as special guests, except for immediate family. You will not have ANY communication (visits or mail) with girlfriends or fiancés. With PRIOR approval from the Director, the mother/father of your children MAY be allowed.

PACKAGES AND MAIL

All packages and mail will be screened by the Dean of Students. Packages will be opened in the presence of a staff member. Students are allowed to receive and write letters to immediate family, pastors and lawyers. Any other persons must be cleared through the Dean of Students. Upon mailing letters, they must be approved by the Dean of Student. The Director may occasionally read any student's mail that he feels needs to be monitored after the student opens the letter. Staff will never open the student's mail, and the mail needs to be from your pre-approved list.

STAFF

Address the staff as brother or sister. You may not enter a staff member's room or office without permission. Do not go to their rooms before breakfast or after 9 p.m., except in the case of an emergency. Please show respect and courtesy, and try not to disturb staff members when they are not on duty.

GUIDELINES FOR VISITORS

1. Only immediate family members will be allowed to visit; any other family members must be approved by the Director in a minimum of three days prior to the requested visitation date. Visitors need to be on your list.
2. Visiting hours are on Saturday or Sunday please check with your center's schedule.
3. All visits are to be monitored by the staff on duty and will only be held in designated areas.
4. There will be no tobacco use on the property by your visitors at any time.
5. There will be no drugs or alcoholic beverages of any kind allowed on the property at any time.
6. All packages brought by the visitor must be given to the staff member on duty before given to the student.
7. Tours will be given upon request by the staff member on duty with the student and his family. Other than the staff supervised tour, visitors are not allowed in the dorm/cabins.
8. No hand delivered mail from your guest is allowed at any time for any reason.
9. Special visits from family members may be requested for the possibility of extended visiting hours and a visiting day.

NOTE: Any violation of these guidelines or any other student rules may result in termination of visiting privileges.

LAUNDRY ROOM

1. Only the assigned student may operate laundry equipment.
2. Laundry shall be delivered to the laundry room.
3. Laundry days are assigned according to a room chart.
4. Extra washings are made after the day's scheduled laundry if there is enough time remaining in the work schedule.
5. Students are allowed in the laundry room to drop and pick-up clothes only.

TELEPHONES

Students are allowed two, ten-minute phone calls per week; one outgoing and one incoming. Any additional calls must be approved by the Dean of Students. Messages will be relayed by the staff member on the phones. Any other calls must be approved. These calls must be either local or collect calls. Only staff are allowed to answer phones. We do not accept collect calls. Extended time should be given to out of state children/spouses when they aren't able to visit.

HOUSEKEEPING RULES AND PROCEDURES

Dining Room and Kitchen Rules:

1. Students are allowed in kitchen area to complete work assignments only.
2. Students assigned cleaning duties in the kitchen and dining room are to eat first and finish quickly in order to get clean-up started promptly.
3. Students assigned cooking or cleaning duties in the kitchen and dining room are to complete their duties as scheduled and remain in the area they are working in until their assignment is completed.
4. In consideration of clean-up crews, students are requested not to remain in the dining area for prolonged periods of time after they are through eating.
5. Cooking and eating utensils are to remain in the kitchen and dining areas.
6. Students are requested not to congregate in the doorway to the kitchen.
7. Pets are not permitted in kitchens.

GRIEVANCES

All students have the right to submit a complaint in writing and to have assistance in writing the complaint if they are unable to read or write. Grievances on the student's part towards a staff member needs to be brought to the attention of that specific staff member. If there still seems to be a problem with them, bring it to the Director's attention. He will bring in the student and staff member in question for a conference. The student shall be informed of the findings and recommendations within 7 calendar days. All complaints are acknowledged and documented within 24 hours or 72 hours on weekends. Grievances on the student's part towards LAATC should be brought to the attention of the Director, by appointment only. **DO NOT COMPLAIN TO OTHERS STUDENTS OR STAFF.**

PERSONAL PROPERTY

Individual students shall be responsible for their own property brought into the program and shall not hold Greater New Orleans Teen Challenge, Inc. dba: Louisiana Adult & Teen Challenge (LAATC) liable in the case of damage, fire, or loss of said property. The only jewelry allowed is your wedding ring/band and watch, or costume jewelry for women. LAATC is not responsible for any lost or stolen jewelry.

Illegal and inappropriate items not allowed in the program shall be subject to confiscation. Any item identified by LAATC as illegal, inappropriate or as not being needed while in the program, shall be returned to the student's family or significant other at the student's expense.

Upon leaving the program all personal property should be taken. Any items left after thirty (30) days become property of LAATC.

RETURN TRIP HOME

Students entering into the program are required to bring sufficient funds to purchase a bus fare for a return trip home upon leaving our facility. A minimum of \$25.00 to cover the cost of transportation to the bus station and the additional cost of bus ticket is the total to be brought for us to hold for your departure.

MEDICAL EXPENSES

1. LAATC is not responsible for Student Medical Expenses. - LAATC shall not be responsible for the medical or dental needs of a student prior to entry or during program attendance. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. This shall include accident or injury while enrolled and participating in the program. If you have insurance bring ID card with you.

2. If an applicant has medical problems prior to entrance into the LAATC program, he or she is expected to take care of that problem before entering the program.

IF AN APPLICANT IS ON PAROLE OR PROBATION, REPORTING PROCEDURES SHOULD BE WORKED OUT BEFORE ENTERING THE PROGRAM. IT IS THE PAROLEE/PROBATIONER'S RESPONSIBILITY TO MAKE THESE ARRANGEMENTS AND REPORTING AS AGREED.

WHAT TO BRING

Items listed are not mandatory but it is the maximum you can bring!

NOTE: Because of lack of space, all students must limit the amount of materials and clothing they bring.

You may choose **one** of the three options below:

1. Two (2) small suitcases
2. One (1) large suitcase
3. One (1) small suitcase and a hang-up bag.

Below is a list of items you will need:

CLOTHING :

- 5 pairs of jeans
- 5 work shirts
- 3 pairs of dress pants
- 5 collared/polo and/or dress shirts
- 2 ties
- 1 pair of black pants

SHOES:

- Tennis shoes (sports, working)
- Casual shoes (school)
- Dress shoes (church)
- Slippers
- Work boots
- Black dress shoes (church)

UNDERGARMENTS:

- 7 T-Shirts
- 7 Underwear
- 3 Pairs of dress socks
- 5 Pairs of white socks (work)

PERSONAL ITEMS: Blow dryer, colognes, towels, shampoo, razors, toothpaste, toothbrush, comb, deodorant, soap, laundry soap, new bed pillow & case, laundry bag.

MONEY: Return fare, spending money (can be placed in personal account), Induction Fee.

Women's Clothing

5 pairs of jeans, capris or shorts to the knee
5 work shirts or t-shirts, no tank tops (except to be worn underneath blouses)

5 outfits for church (dresses, dress slacks, dress blouses)

1 pair dress black pants

2 pairs of tennis shoes or work shoes

2 pairs of church shoes, slippers, flip-flops and an additional pair of casual shoes for wearing to activities.

1 jacket, sweatshirt or sweater for cooler days.

1 Coat for/in winter

Undergarments:

5-7 bras, no color under white blouses

7 pairs of underwear (no thongs)

Camisoles or undershirts to wear under blouses

5-6 pairs of socks

2 pairs of modest pajamas

Pillows, sheets, blankets, etc. are not necessary but towels, pillows and an extra blanket is allowed & recommended.

CLASSROOM ITEMS:

NIV or NAS version Bible, notebook, pencils, pens, paper, postage stamps, binder.

NOTE: Bring a recent picture of yourself if you have one.

SOCIAL SECURITY CARD, PICTURE I.D. / DRIVER'S LICENSE & MARRIAGE LICENSE IF MARRIED.

DO NOT BRING RADIOS, TV, VEHICLES, PETS, STEREOS, PLAYING CARDS, TOBACCO, CELL PHONES, MAGAZINES, MEDICATION FOR WITHDRAWALS.

ADMISSION INFORMATION

NO ONE WILL BE ADMITTED WHO COMES IN UNDER THE INFLUENCE, OR IS SUSPECTED OF BEING UNDER THE INFLUENCE.

Applicant must arrive at center at the specific time and date indicated by the Director. Failure to do so may result in the applicant being turned away. If for any good reason the applicant cannot arrive on the specified time, a call should be made to the Intake Director giving the reason.

The Medical Report and Blood Test results must be filled out in full by the applicant and physician by the date of admission. All medical results and records must be in the hands of the intake counselor or the Residential Director on the day of admission.

You and Your belongings will be thoroughly searched on the day of admission.

BRING THE FOLLOWING INFORMATION *WITH YOU*:

Names, addresses and Phone numbers of: Parole and probation officers, attorneys or public offenders.

Full information regarding court and court appearances: Date, time, court, judge, charge, etc.

Names, addresses, and phone numbers of your **IMMEDIATE FAMILY** who might visit you or write while you are in the program. If you do not bring the list of **IMMEDIATE FAMILY**, we will "return to sender" all letters sent which are not on the list.

Dear Director of LAATC:

I have read the entire manual.

I understand that these rules are designated to make time at the LAATC center more beneficial to my Christian growth. I am aware that they are necessary to maintain a pleasant atmosphere for everyone living here, and they help set high standards for Christian living.

The rules for the classroom will be followed to keep it running smoothly and quietly, to create an atmosphere for study so that my time in school will be most successful.

If I break any of these rules, I realize that I will receive discipline, which could mean extra work hours, restriction from privileges, essays, or even dismissal.

I agree to do my best to follow these rules outlined in the manual for the benefit of my own Christian life and those around me.

Sincerely,

Student Signature

Witness

Date