WESTERN MICHIGAN
ADULT & TEEN CHALLENGE

# MEN'S CENTER

# STUDENT HANDBOOK

September 2026

# VISION STATEMENT

We exist to develop a life in Christ, with the hope and freedom that is found in Him.

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"Therefore, if anyone is in Christ, the new creation has come: the old has gone, the new is here!"
2 Corinthians 5:17

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# CORE VALUES

GOD'S WORD

PRAYER

WORSHIP

DISCIPLESHIP

UNITY

GRATITUDE

# GENERAL GUIDELINES

I agree to cooperate with the staff and interns of Western Michigan Adult & Teen Challenge. This handbook is intended to serve as basic guidelines for student conduct and community living and does not cover all possible scenarios. I am expected to maintain a willing and teachable disposition at all times.

Respect and honor are foundational to our community and are to be demonstrated at all times. Purpose to have edifying conversations and interactions with fellow students. Gossip, complaining, or conversation that creates division or undermines staff, leadership, or the program is not permitted. Detailed discussion of past substance use or behaviors is not permitted.

Timeliness is valued and expected. Be on time unless permission has been given otherwise.

I understand that WMATC leadership must see that I am applying myself in class, chapel, study hall, work, and in my relationship with Christ. Failure to do so may result in dismissal from the program. Continued progress and growth must be demonstrated.

Students may not use tobacco, drugs, marijuana, alcohol, or other intoxicating substances at any time during the program (including all breaks and passes). THIS IS GROUNDS FOR DISMISSAL.

Sexual activity is permitted only within marriage to a legal spouse. Pornographic material is not permitted at any time. Communication with the opposite sex is not permitted, including direct or indirect communication (such as messages passed through others). Students may not pursue marriage during their time in the program. Students are expected to refrain from engaging with the opposite sex when in mixed company.

Take care of any emergency medical and dental work before entry. Prior to entry, students must obtain a physical exam, along with TB, Hepatitis B, Hepatitis C, and HIV tests, and bring the results with them at the time of entry. If results are not available at entry, WMATC officials will coordinate the physical exam and tests within 45 days.

Students are not permitted to access or engage with any social media platforms at any time while enrolled in WMATC, including during scheduled passes and on any device, personal or otherwise.

Use "student needs forms" for any request or information needed, and place them in the designated box. If a need remains genuinely unresolved, follow the appropriate chain of command. Students may not seek a different answer by going to multiple staff members or bypassing those who have already addressed the situation.

Students must remain within the designated areas of the campus at all times unless given permission by staff or an intern. Students may not position themselves near entrances, parking areas, or visitor spaces without staff direction. If you intend to leave the program, notify a staff member or intern immediately so that the proper exit process can be followed.

Students have the right to seek resolution for any legitimate complaint. A formal grievance policy and process is in place to ensure that concerns are heard and addressed in a fair and timely manner. If you have a complaint that cannot be resolved through normal channels, please speak with a staff member or submit a Student Needs Slip to begin the process. A full copy of the grievance policy is available upon request.

Please note that this process is not intended to address disagreements with established program policies, rules, or procedures.

# Conduct for Chapel, Class & Other Functions

- With prayer, preparation, and alertness, be ready for class, chapel services, and presentations.
- Students should bring a Bible to chapel, and books, a Bible, pen, paper, and any other necessary items (such as tissue) to classes and study hall.
- Take care of bathroom needs prior to chapel, class, study hall, and presentations. When needed, the restroom may be used with supervision.
- Do not lean back on chairs, put feet on chairs, lie on chairs, or "make a bed" for movie nights.
- Students should not talk, pass notes, write letters, or sleep during chapel, classes, study hall, or other functions. Raise your hand if you have questions during class or study hall.
- No communication by mail, phone, or other means with individuals met at presentations or other functions (including while on passes), and nothing may be brought back from churches or outside functions.
- No water bottles are permitted in chapel.
- Students may not be on the platform or touch audio/video equipment or instruments.
- Students are not permitted in chapel after 5:00 PM unless there is a scheduled function. Prayer in chapel is permitted during free time, 5:15 PM - 6:15 PM.

# Money Procedures

- All cash, credit/debit cards, checkbooks, and other forms of payment will be locked in a safe, labeled with the student's name, for safekeeping.
- Students may not carry any form of payment while in the program unless on a scheduled pass.
- A personal account will be set up for each student to manage personal funds for store runs, outings, etc. However, no funds will be available in a student's personal account until the induction fee has been paid in full.
- Do not purchase items for another student during store runs or passes.
- No money transfers between students are permitted unless approved by the Men's Supervisor.

# Medication/Health

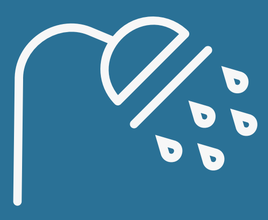
- All medication must be administered at designated times, as scheduled. Bring a water bottle to the medication window.
- Prescription medications must be prescribed by a doctor, and label instructions must be followed.
- Medications may not be stored in the dorm or among personal belongings; all medications must be taken at the medication window.
- Students are permitted up to three cough drops at a time.
- Sharing medications with other students is not permitted.
- Students are encouraged to seek medical care at their own expense. If funds cannot be obtained, or if a medical condition interferes with the student's ability to participate in the program, the student will be sent home. Re-application may be made after 30 days.
- As a rule, over-the-counter medication must either be purchased by staff during a scheduled store run or dropped off unopened and in its original packaging.

# Sick Bed/Illness

- It is the student's responsibility to notify staff or an intern when going on sick bed or coming off of sick bed. Sick bed is for the full day.
- Sick bed must be approved by staff or an intern before going on sick bed. Students must also report at each meal so staff can evaluate the need for continued sick bed.
- Each student is allowed four sick bed occurrences during their program. After four occurrences, days will be deducted from 3-day and/or 5-day passes.
- Each sick bed occurrence must be approved or denied by the Men's Center Supervisor.
- Sick bed is reserved for legitimate illness to allow time for recovery.
- Exceptions are determined by the Men's Supervisor only.

# Personal Hygiene

- Keep neat and clean at all times
- Take a shower every night during designated shower times.
- Always use deodorant and never have an offensive odor.
- Keep clothes clean, ironed and mended.
- Keep nails clean and trimmed.
- Men: keep facial hair neat and trimmed.
- Do not use anyone else's toothbrush, razor, bath sponge, washcloth, towel, etc.



# Shower/Sinks

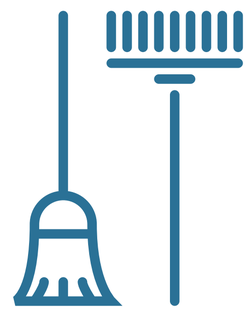
- Do not reserve showers at shower time.
- Refrain from talking in the showers.
- Do not let water run when brushing teeth or shaving.
- You are responsible for cleaning up after yourself in the bathroom, showers, and sinks.

# Haircuts

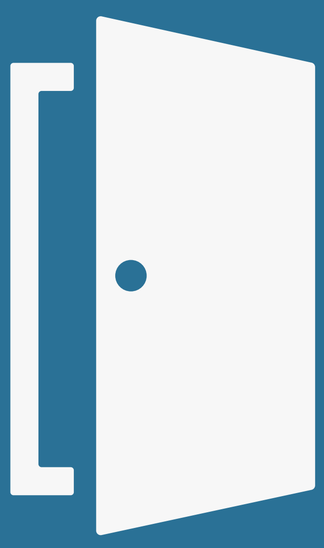
- Haircuts are permitted every two weeks.
- Only the men receiving haircuts are allowed in the barber room.

# Work Duties

- Students perform work assignments not as employees, but solely for their own benefit, to further their spiritual growth, maturity, character development, and readiness for the workforce after completing the program.
- Students should check the work duty list for their assignment and report to the multi-purpose room for "call downs" at 12:20 PM. Report to your assigned work duty for instructions from the crew leader.
- Be ready for work duty at 12:20 PM and wear clothing appropriate for manual labor (jeans or work pants, shirt, socks, work shoes).
- Students found in areas other than their assigned work duty without permission will receive an automatic all-day.
- Work duty must always be inspected by the work crew supervisor or crew leader.
- Students are not allowed in certain areas (kitchen, pantry, garage, barbershop, laundry room, prep room, etc.) unless doing assigned work there.
- Work duties may include buildings, grounds, and other minimal on-grounds or off-grounds work.
- Do not drop needs slips during work duty.
- Work duties are assigned; do not ask to switch.
- When working on ground crew, keep a separate set of shoes in the boot room so dirt, snow, etc. is not tracked through the building.
- Continue working throughout work duty time. If you run out of work, ask your crew leader for direction.
- No talking to the barber or off-duty cooks during work duty time.
- No work duties are permitted near the 4-plex buildings on weekends.
- Do not use the side doors of the multi-room to throw away trash.



# Men's Office



- Knock on the door before entering the office.
- Refrain from hanging out in the office.
- Submit a "needs slip" for any needs you have. Come to the office only when called.
- There is an "open door policy" for students under 30 days with the Men's Intake Coordinator. Please knock before entering.
- Only use the bathroom by the men's office when given permission; otherwise, use the dorm bathrooms.

# Kitchen Guidelines

- Only students assigned to the kitchen are allowed in the kitchen.
- All food is to be served and eaten in the designated cafeteria space.
- Food is not to be traded or given away.
- No special diets are permitted, except for documented food allergies.
- Do not use another person's utensils or dishes until they have been properly cleaned.
- Students working in the kitchen, coolers, or pantry are not allowed to eat or drink anything beyond what the student body receives.
- Students will not be denied food at regular meal times.
- Wait to be seated or touch a plate until everyone is present for the meal. Fill in empty tables.
- Refrain from claiming a plate or swapping plates.
- The "serving dorm" must wash hands before serving and wait to be seated with the other students.
- One scoop only of all extra food and/or condiments.
- Water only in water bottles.
- The office worker's tray should reflect what is being served.
- Fifteen minutes are permitted for eating, beginning once everyone is present and seated.

# Dress Code

- Chapel and class attire is business casual (nice shirt, pants, or jeans). A belt must be worn. Attire should be modest, conservative, and free of tears.
- Presentation attire is pants, a nice shirt, and shoes, unless otherwise recommended by the church. A belt must be worn.
- Shirts may be tucked or untucked.
- Hoodies are not allowed when "chapel attire" is required.
- No bare feet, except in bed. Socks must be worn unless wearing slippers or sandals during study hall or free time.

- Be fully dressed before leaving the dorm.
- Shirts must have sleeves and may not be cropped.
- Shorts should be no more than three inches above the knee.
- When going to the showers, wear a robe and slippers. Men's Campus: wear shorts and a t-shirt, with shorts worn under the robe, fully covered.
- Wear underwear while sleeping.
- Make sure all dirty clothes are placed in the laundry to be cleaned on the assigned laundry day. No dirty clothes should be left in drawers.
- On your dorm's laundry day, clean clothes must be put away between 5:00- 6:50 PM.

# DORM GUIDELINES

- Students are only permitted in their assigned dorm.
- Be quiet after lights out at the scheduled time
- May not get into another person's belongings or wear another person's clothing.
- May not sit or lie on another person's bed.
- Get out of bed, make your bed, and clean your area as soon as lights come on. Cooks and students going to presentations must do their best to maintain the same standard.
- No lying down on weekdays (after lights come on) before 4:30 PM.
- Do not "tent" beds (exception: Dorm 1, Bed 2).
- May not sell or trade anything (including CDs, clothes, shoes, etc.).
- Keep belongings orderly in your designated area. Personal belongings (including fans, pictures, backpacks, etc.) must be stored away during the day.
- Stay in the dorm during "Dorm Life." Exceptions: bathroom, showers, iron room, and med line.
- "Dorm Life" begins at the first set of glass doors entering the breezeway.
- Refrain from talking at all during "Dorm Life," unless it's an emergency. Quiet Time is 9:00--10:00 PM (exception: Little Brother/Big Brother for the first 3 days).
- May not eat or drink anything in the dorm, except water from a clear water bottle.
- Refrain from loud noise and conversation in designated "quiet zones."
- May not get out of bed after lights out or before lights on, except to use the restroom (reading material may not be taken to the restroom). Students may lie in bed and read their Bible or a book.
- No studying, opening drawers, listening to music, etc. during lights out.
- Serving dorm, presentation teams, and cooks must remain respectful of other students when getting up early. No talking, loud noise, or light (a small flashlight is permitted).
- Do not spray air fresheners, Lysol, etc. in the dorm.
- Aerosol products are not permitted anywhere.
- No personal products containing alcohol as an ingredient.

# DORM GUIDELINES CONTINUED

- Shoes may not be worn in the dorms (Men only: Monday - Friday from 12:20 PM to 4:30 PM, and 9:00 AM to 11:30 AM on Saturday. These times correspond with outdoor work duties).
- Students may only go to the dorm during work duty or between classes with permission.
- Refrain from placing items in windows or on top of the closet.
- Windows, A/C units, fans, and blinds are to be opened or turned on by the dorm servant only.
- Cut finger and toe nails in the sink area, and always clean up clippings.
- When getting into bed, pull the green blanket back and have a sheet on your bed.
- No working out in the dorms, including push-ups and sit-ups.
- No going back to bed after the scheduled wake-up time.

## CLEANING

- Vacuum floor Tuesday, Thursday, and Saturday after breakfast
- Dust as needed (no cleaning solvents)
- Clean mirrors and windows as needed
- Empty trash cans daily (turned over during class and chapel)

## BEDS

- Should be kept tight throughout the day
- Bed must be made up with the green blanket
- No lying on top of the bedspreads; sit upright only
- Extra blankets are okay under the green blanket
- Two pillows allowed at the head of the bed (at the wall side)
- Nothing kept under the mattress or pillow
- Empty beds should be kept neat

## UNDER BED

- Bus tubs, shoes, book bag, and prayer pad should be neat and in a straight line, with nothing else under the bed

## BOOK BAG

- To be placed neatly under the bed or in a drawer

## DRESSERS/DRAWERS

- Items in drawers should be arranged in a neat and orderly fashion
- Students should use only their assigned drawers
- Keep like items together and folded
- No dirty clothes in drawers
- Unopened toiletries may be kept in a drawer, but must be kept neat
- The miscellaneous drawer is for odds and ends and should be kept neat
- Alarm clocks only on top of the dresser (fan okay at night)

## BOOKSHELF

- Allowed books and copy of Men's Student Handbook.
- Keep neat at all times.

## CLOTHES RACK

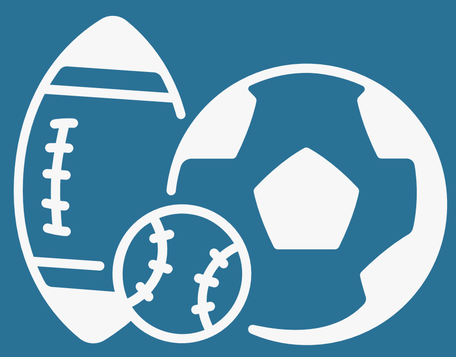
- Only use the designated area assigned
- Nothing should be on the floor under the clothes rack

# Prayer Time

- Respect those who are praying, and respect others while you are praying.
- Refrain from sitting at the table during scheduled prayer time. Do not sit against the wall.
- No reading, talking, doing homework, writing of any kind, or bathroom use during prayer time.

# Free Time

- Put away all games and items used during free time. Leaving items out will result in forfeiture of privileges.
- Refrain from throwing balls in the courtyard area. Use the open field beyond the basketball court instead.
- Students may not be in the "back forty" after dark or in the morning before class or chapel.
- No bouncing balls indoors, except in the multi-room during recreation time only.



# Phone Calls

- Phone calls are for immediate LEGAL family ONLY
- All phone calls are on an approved basis
- Allowed 14 days after entry
- Phone calls are 10 minutes long
- Phone calls are made Saturday, 10:30 AM - 1:30 PM
- Zoom calls are encouraged and may be used in place of a phone call; the same time limits apply
- Calls may be used to contact a family member not attending the afternoon visit
- If there is a legitimate reason a student was unable to make their call, make-up time is determined by Program Supervisor
- All phone calls and Zoom calls are monitored by staff or an intern
- Pastoral calls are permitted from YOUR church pastor only

## Married Students

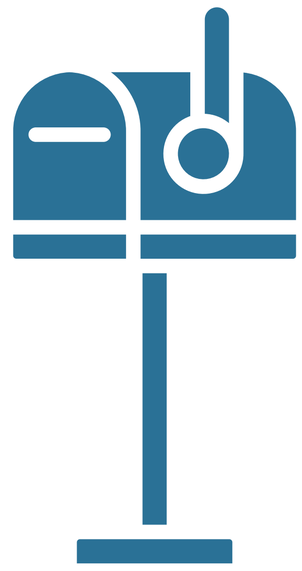
- Married students are permitted 10 minutes with their spouse and 3 minutes with each legal, minor child
- Married students are permitted a 10-minute phone call to another family member, other than their spouse, in place of a visit

## Single Students

- Single students are permitted 3 minutes with each legal, minor child
- Single students are permitted a phone call in place of a visit

# Mail

- Allowed 14 days after entry
- In addition to family, students may write and receive mail from approved individuals of the same gender, confirmed by family as a good influence
- All incoming and outgoing mail is monitored by assigned staff or an intern
- Stamps will be kept in the office
- Do not change your address to 440 Pontaluna Rd. or have mail forwarded by the post office; instead, inform personal contacts such as family, doctors, courts, etc. of the change, and inform them again when you leave the program



# Visit Guidelines

- Visits with immediate family members are allowed 14 days after entry, once the visiting family member (if 18 or older) has submitted an approved visitation application and completed family orientation.

- Pastoral visits are allowed 14 days after entry from YOUR personal pastor only, and must be scheduled in advance, Monday through Thursday.

## Visit Hours

Saturday.....2PM - 4PM
Holidays.....1PM - 4PM

- Students may sit with their visitors at church.

- All visitors must be introduced to a staff member or intern upon arrival.

- Anything brought to a student by visitors must be approved by staff or an intern.
  - Hand all items to a staff member or intern to be searched upon arrival
  - Approved items will be given to the student; unapproved items will be returned
  - Stamps and personal items may be brought at any time and will be held in the office
  - If a student forgot or was unable to bring an essential item, most essentials can be supplied when necessary
  - Students may not arrange for items to be held, transferred, or delivered outside of approved visit procedures

- Students may not bring bookbags or bags of any kind to a visit.

- Nothing may be brought for other students.

- Visitors are allowed in designated areas only. Basketball, football, and similar activities are not permitted on WMATC property.

- If a visitor is bringing food for the visit, they must also bring all necessary utensils, cups, plates, etc.

- If family would like to bring a food donation, they must speak with the Kitchen Supervisor first.

- Wait until called down by staff or interns before joining your visitor.

- No smoking or drinking alcohol is permitted on WMATC property.

- Students may not use a visitor's phone (messaging, phone calls, video calls, etc.). Visitor phones must remain in the vehicle, purse, etc., and may not be visible during the visit.

- Under no circumstances may a student visit with another student's visitor.

- A visit will be canceled if the student is on an all-day work duty (minor children may still be called).

- If a student is on a scheduled pass, it replaces visits and/or phone calls for that weekend.

- No pets are allowed on property.

# Student Days Off

## 4 Months

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

## 6 Months

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

## 8 Months

- Three consecutive days off (unsupervised)
- Student must return within 72 hours of leaving
- Replaces overnight that month if married
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

## 10 Months

- Five consecutive days off (unsupervised)
- Student must return within 120 hours of leaving
- Replaces overnight that month if married
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

- Days off may be altered for corrective purposes. Passes requested during test week are approved at the discretion of Men's Program Supervisor.

## Married Student's Overnights

4 Months - One 24-hour pass with spouse each month (45 mile radius)

8 Months - After 3 day pass, one 24-hour pass two times per month (staggered)

11 Months - 24-hour pass each week

## Restoration

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- Married students: one overnight pass at 3 months (replaces the eight-hour pass)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

- Students are expected to maintain all program standards while on pass and continue walking in the new life established in the program. Environments, activities, or associations that lead back to past behaviors are not permitted.

- Students are not permitted to have access to personal cell phones during any 1-day, 3-day, 5-day, or overnight passes. All phones will remain secured by staff and will be returned upon graduation.

- Students staying on campus during their 3- or 5-day passes are excused from daily routines but are still expected to attend Chapel and evening prayer.

- Upon return from a pass, all belongings must be brought to the office and checked by staff before being taken to the dorm.

- If a student is unable to return at the designated time, he must call prior to the expected return time and speak directly with the Men's Program Supervisor. Failure to do so will result in dismissal.

# MISCELLANEOUS

Use sidewalks whenever possible.  If necessary, wipe off or remove shoes before entering the building.

No standing or sitting in front of the building before classes, chapel, or during free time. Do not stand at the multi-room doors overlooking the four-plex.

Hats are not to be worn in church, chapel, during class, or during prayer.

CD players and non-radio music devices are allowed but must be used with headphones. Only approved Christian music is permitted, and staff or interns may review playlists at any time. Downloadable devices must be turned in before going on a pass and will be returned upon arrival back to campus. Music devices and headphones may only be used during free time and dorm life, and may not be worn or in use during chapel, class, prayer, or study hall.

All books, CDs, pictures, etc. must be cleared through staff or interns and are subject to pastoral approval.

Luggage may be placed in front of the student storage room; nothing else may be placed in front of that door.

No new tattoos or body piercings are allowed while in the program.

Reserve the front seat for senior student in ATC vehicles.

Only staff & interns are permitted in the staff dorms or staff lounge.

Respect all posted signs, including quiet zones. The women's restroom is for women only.

This handbook cannot cover every situation. Students are expected to follow leadership with humility, respect, and a Christlike attitude, trusting that all directives align with God's Word.

## Bereavement Leave

In the event of the death of an immediate family member (father, mother, spouse, child, brother, sister, or grandparent), time off may be granted to attend the funeral. All arrangements must be approved through the Men's Supervisor.

# Receipt of Student Handbook

I, _____, hereby verify that I have received and reviewed a complete copy of the Student Handbook for Western Michigan Adult & Teen Challenge.

This handbook cannot cover every possible scenario. When a staff member, intern, or leader gives a directive, students are expected to follow with humility, respect, and a Christlike attitude, trusting that leadership is guiding in alignment with God's Word (Hebrews 13:17, Philippians 2:3-5).

Obedience and accountability are key to discipleship. Responding with a teachable spirit and honoring leadership fosters growth, unity, and transformation (Proverbs 3:5-6, 2 Corinthians 5:17).

_____

Signature

_____

Date