



**ADULT & TEEN CHALLENGE OF  
CENTRAL CANADA STUDENT  
MANUAL**

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# A MESSAGE TO STUDENTS

**W**e are pleased that you are considering Adult & Teen Challenge of Central Canada (ATCCC) Residential Discipleship program to begin your recovery from your life controlling problems.

We believe that real change comes from what God can do on the inside of us. If you are interested in faith-based recovery, ATCCC is the place for you. Our classes, counsel, and environment are rooted in a belief in God and values found in the Bible. We are serious about faith-based recovery because in our professional experience it has provided the most successful care available for overcoming addiction and beginning a new life.

ATCCC is a "Culture of Responsibility." One of our primary goals is to teach you how to take responsibility for your own life. Experience has taught us we all need to "own" the responsibility for our thoughts, choices, and life patterns. Painful experiences can contribute to life-controlling addiction but cannot be a reason for remaining in addiction. At ATCCC, we will help you to take a responsible look at your life so that healing can occur, and to help you learn valuable lessons. Your negative experiences do not need to dictate your future.

Coming to ATCCC can be difficult at first. When drugs and alcohol wear off, and you find yourself away from all that's familiar, you will experience a variety of emotions. Feelings of anger, pain, guilt, homesickness, or even being trapped can creep in on you. As badly as you know you need to begin this journey, this "internal war" can be most challenging. Experience has taught us that once an individual passes through this initial struggle they will adjust to the program.

You have probably had moments where you wanted things to be different but you were unable to break the cycles of addiction. We are determined to help you get your life back. No one can lead your life, but you; we want to help you become that responsible leader!

God wants us to know freedom from addiction and destructive behaviour. While the world promises freedom outside of God's established boundaries, this road leads to entrapment and a life out of control. It is ATCCC's desire to help you take back that control. Regaining control begins when you allow God to change your heart and continues as you learn to live responsibly. There will be some pain in the change as we start to assume responsibility for our thoughts, choices, the company we keep, the places we go, how we treat others or react to mistreatment. In this "Culture of Responsibility," all of our excuses begin to go, but the internal adjustments we need to govern ourselves, honour God, and respect our fellow man will follow in their place.

ATCCC creates an environment where you can experience God! Seeing life as God sees it will begin the growth process. Here you will establish new boundaries and enjoy the freedom that comes from living within them. ATCCC is the time and the place where you can face your fears, your failures, your disappointments, and your successes. You can become all that God intended for you to be.

A student who requires life change does not miraculously transform overnight. Change demands a process over time, and a student must be willing to commit to whatever time is needed to effect change. Many times, students who enter the ATCCC program have spent years trapped in their addictions, and it requires time before they are truly ready to receive the proper tools to change.

The ATCCC Residential Discipleship program is a **minimum** of one year (12 months) in length. Depending upon your circumstances, the program length may be extended but never shortened. ATCCC does not accept students for less than one year, this includes enrolments that are both voluntary and court-ordered. Although the Court may impose less than a one-year adjudication, our program has a minimum length requirement of one year. If a court-ordered student still elects to enrol in the program, they must agree to commit to the entire year, or whatever time it takes for completion of the program. ATCCC will not provide a successful completion letter, or graduation certificate to the Court for any time less than the prescribed time for that student.

Completion of the program is critical to your success. Therefore, you must be supported to this end. Family members should not allow any room for discussion of removing you from the program before you have completed all the requirements of the ATCCC program. Upon enrolment, family members must agree that they will not assist you in exiting the program before completion.

You must be a minimum of eighteen (18) years of age to enter this program, and have a sincere desire to seek answers to the difficulties that you are experiencing in dealing with life's problems.

You must admit that you have a life-controlling problem to be considered for the program.

You must be willing to consider biblical solutions, be teachable, and have no severe physical or mental disabilities that would prevent them from participating in the program.

Living in a residential program brings excellent opportunities for new friendships to develop. With this said, there are guidelines for developing relationships.

- Rather than using last names, we encourage you to address each other as brother or sister. We are all brothers and sisters in Christ.

- Address the staff as either brother/sister or pastor, depending on who they are. Refrain from using nicknames.
- Money or belongings are not to be borrowed, lent, traded or purchased by other students or staff members.
- Starting any new romantic relationship while in the program is strictly prohibited.
- If, at any time, a problem arises with another student, follow the biblical model found in Matthew 18:15-20, which gives the following procedures; Attempt to work it out with the other student in private. If he doesn't listen, try again by taking one or two other students along, so that the presence of witnesses will keep things honest. If he still doesn't listen, bring the disagreement to your program manager along with the witness. The matter will then be dealt with by the Program Department.

### **Reverence for God:**

This is where order begins to come to our lives. It all starts with learning God's word.

### **From God's word we learn:**

That God has a plan for our lives. We're not on earth to just eat, drink and be merry. God has a higher purpose for us than coping with our addiction. You will discover God's plan for your life as you journey through the program.

### **How God feels about things:**

When we see how God feels about things we begin feeling different about the way we've been living. This brings conviction into our lives and lets us know we are accountable for our behaviour.

### **God can forgive anything that I've done:**

God wants to remove the shame you feel from the things you've done. You haven't gone so far that God can't reach you.

### **Respect for others:**

There can be no true relationship without respect. To respect is to feel or show honour or esteem for others. We can learn to respect the boundaries that others set and have meaningful relationships. We can also discover the value of respecting our leaders and remaining under the protection their counsel provides.

## THE 5 R'S

**Repentance** - learning to admit to God when I'm wrong while having the desire to be changed.

Many of us work hard to stay in a state of denial when it comes to facing our problems. To admit being wrong would be to admit defeat. The refusal to face your "self" will mean the continuation of failure, disappointment, and broken relationships. The road to freedom will begin as you become completely honest with yourself. When we are honest, the power of God comes to make things right.

**Retribution** - the reward for doing what is right and correction for the wrong done.

There are always consequences for our behaviour, whether they are immediate or not. To cushion the outcomes of our choices denies us vital self-governing information. We fully expect that you will have some negative behaviour while living at ATCCC. In the past, you may have had enabling relationships that allowed you to continue your negative behaviour; or, a co-dependent relationship where someone else felt guilt; or, has taken responsibility for your life and refused to confront your behaviour. In ATCCC's "Culture of Responsibility," we will help you take responsibility to face the consequences of your actions. We believe that when you have no place to put the blame but yourself that you'll see the need to ask God to help you change.

**Restitution** - learning to make things right when we've been wrong.

Doing this may involve returning property we've stolen or agreeing to repay someone for damages we've caused. Learning to confess to others and make things right is essential to clear our hearts and minds for a new way of living. Having to clean up after yourself helps to train the heart to do what's right in the future.

**Restoration** - is learning to ask for forgiveness, having a willingness to forgive others, and the commitment to rebuild trusting relationships.

Where you have people, you will have differences. The program will provide opportunities to apply restoration principles. Learning to grow through our differences will prepare us for lasting and meaningful relationships once we return to society.

**Rejoicing** - is celebrating our spiritual and emotional growth!

Once you embrace the culture, there will be plenty of reasons for celebrating. As you believe and embrace these principles, you will discover God's presence in your life. The evidence of God's presence in your life will help you know that you belong to God.

Knowing that you are not alone makes it easier to trust that you can become all that God has intended for you to be.

## A MESSAGE TO THE FAMILIES

Proverbs 27:17

Iron sharpens iron, and one man sharpens another.

Families will need to be strong. We must shut the door on every excuse to leave the program prematurely. As brave as the student may appear, fears of facing the challenge of changing their life is real. The family's natural instinct is to relieve pain; however, this will stunt your loved one's growth. We need families to stand firm as we help the student take a hard look at their life. ATCCC needs the family's support throughout the process of change. Whenever they communicate pain, encourage them to stay the course and refuse to support a departure from the program.

When you have questions about what is communicated to you from the student through phone calls or letters, please contact their phase manager. We want you to have a clear perspective as we assist your loved one toward recovery from the devastation of addiction.

# FAMILY DAY

**P**lease note that you must have pre-approval contact privileges to participate in Family Day.

The annual Family Day schedule will be made available to you. The student's phase manager will also be in communication with you regarding their progress and any upcoming events, including Family Days.

We believe that God is the One to bring change to a person's heart; we desire to provide a setting for each student to receive spiritual guidance. It is also our desire to see entire families become spiritually alive and healthy. ATCCC is committed to providing the opportunity for families to come together to worship and establish proper Christian foundations on their households through Family Day.

We strongly encourage all families to be involved in the growth of each student, as we all support the student to take responsibility for their life. We want to facilitate not only the student's restoration with God but also their restoration with you.

You, as the family or support person of an addict, know the pain of addiction and the pain your loved one has caused. As the ATCCC program focuses on the student for a year of discipleship training, we believe several times during that year that we should also acknowledge the family's pain and facilitate healing.

ATCCC is our plan for Life Change. There will be no plan "B" or "C". As your family member, I offer my support, emotional energy, and resources for your recovery at ATCCC. If you choose to leave prematurely I will love you, but I will not support you. When you decide you want to, I'll support your return and successful completion of Teen Challenge.

# ADMISSIONS

**A**TCCC is an accredited organization that is compliant to the standards set out by the ATCCC National Office located in Missouri. A accreditation review is conducted every three years. You can find out more by visiting <https://teenchallengeusa.org/accreditation>

ATCCC has three phases called Admissions Phase (AP), Induction Phase (IP), and Training Phase (TP). All of these phases are mandatory for graduation. AP and IP are a minimum of six (6) months in length combined. TP is a minimum of six (6) months.

## COST OF CARE

ATCCC is a registered charity. The ministry subscribes to strict fiscal standards of operation through CRA and the Canadian Council of Christian Charities. ATCCC is governed by a board of directors and an Executive Director, with daily operations handled by an Executive Team and support staff.

The operating budget is such that per student cost is \$3500.00/month.

We raise daily operational expenses and capital projects through newsletters, church meetings, and a variety of other means such as contract work, our vehicle donation department, and Super Thrift Stores.

We charge an admission fee of \$1000.00 (not refundable) to off set the cost of interviews, processing student files, curriculum, and miscellaneous expenses incurred during the admissions process. The admission fee should be made payable by cheque, debit or credit card to "Adult & Teen Challenge of Central Canada."

All other funds (i.e., student bank, student medications) can be deposited into the student's "in house" bank account, which is managed by the ATCCC program. A student may withdraw funds only if requested and approved by the program department. The student must balance their bank account by providing receipts for all purchases. A student cannot have more than the weekly allowance on their person at any time unless approved by the program department.

## MEDICATION

If you are currently on prescription medication ATCCC will require the following:

- You must provide a plan to cover all medical expenses while in our program.

- You cannot be on any narcotic type of medication.
- No methadone or suboxone.
- You must take all medication as prescribed. A medical doctor must approve any changes to your prescription and submit this in writing to ATCCC.
- Your prescriptions are filled at a pharmacy of our choosing. Any opened or used bottles of pills are not permitted on premises.

## ADMISSIONS PROCESS

The Admissions Department must receive a completed and signed application form. The easiest way to do this is on our website at <http://www.teenchallenge.tc>

Once our Admissions Department has received your application, one of our Intake Coordinators will contact the you within twenty four (24) hours to set up an interview. If you are incarcerated or live more than two (2) hours away from one of our center a phone interview will be permitted.

Applicants from a provincial or federal institution must contact their lawyer to help them fill out the application form.

During the interview process, we will ask the you to provide details of your current situation as well as a filled-out medical clearance form and a recent criminal record check. These records will help us determine whether or not ATCCC is the right program for you. Potential students must have a medical exam completed and submitted before entering into the ATCCC program unless approved by the program department. Except for seasonal ailments, participation in our daily work experience program (WEP) is mandatory. All appointments (i.e., chiropractor, physio, surgery) are required to be dealt with on a student pass unless other arrangements have been made and approved by the program department. A Manitoba Health Card or other provincial health card with proof of out of province insurance is required. ATCCC is NOT financially responsible to cover medical expenses.

Upon acceptance, an entry date will be set contingent on available bed space. If all our beds are currently full, accepted individuals will remain on the waiting list until a bed becomes available. If the applicant does not maintain an appropriate level of communication with our Intake Coordinator, they will be removed from the waiting list and must reapply to the program. Communications and check-ins are at the discretion of the Intake Coordinator.

## ADMISSION DAY

Upon arrival, the you will be checked into the program to meet with the Intake Coordinator to complete the necessary entrance forms. Staff will thoroughly check all of you personal belongings to ensure you have what you need, and what is permitted. Anything that is not permitted or considered contraband will be stored and secured in a storage container along with any other personal belongings such as wallet, cell phone, and personal identification. You are not given access to this container unless approved and accompanied by a staff member. We will dispose of all paraphernalia or medication that is not approved, opened or not adequately labeled.

## PROGRAM BREAKDOWN

### **Admission Phase (AP)**

The ATCCC program starts with a probationary period of thirty (30) days for you to adjust to the residential and structured nature of the program. In the first week of the program all activities are optional to help you acclimate and adjust to the program. During this thirty (30) day probation there will be no phone calls, mail, or any outside contact of any kind. At the end of this probationary period, there will be an evaluation of your effort and progress. The program department will decide if you are ready to proceed and continue on with the program. The major theme for AP is *Salvation*.

### **Induction Phase (IP)**

IP is approximately five (5) to six (6) months in length. The major themes of the IP are *Spiritual Growth* and *Self Image*. To achieve in this phase, you will learn how to follow instructions, have a teachable attitude, and have respect for yourself and others around you.

### **Training Phase (TP)**

TP is the last half of the program, and it takes roughly four (4) to six (6) months to complete. The major themes are *Personal & Family Relationships and Work & Responsibility*. The purpose of TP is to prepare you for a successful return to society by helping you learn to face everyday stresses and problems appropriately and teach you how to achieve continued growth and stability. You will also work closely with the Successful Living Director (SLP) to create a practical, realistic exit strategy before graduating the program.

## WHAT TO BRING ON YOUR FIRST DAY!

Please have the following items available as you enter the ATCCC program:

- Admission fee of a \$1000.00. We accept cheque, debit card, VISA, MC, AMEX or E-Transfer.
- Health card, or proof of medical insurance (if applicable).
- Photo ID or drivers licence (if available).
- Personal money for deposit into student bank account (if available).
- A Bible (New Living Translation.) If you do not own a Bible one will be provided.
- Notebook, paper, pens, pencils.
- Bedding (please contact your center for bed sizes).
- Work clothes.
- Recreation clothes.
- Church/Chapel clothes.
- T-Shirts (no secular musicians, foul language, suggestive or offensive images).
- Underwear and socks.
- Shoes, steel toes boots and sneakers.
- Vitamins will be locked in the medicine cabinet and need to be requested from staff daily.

## WHAT NOT TO BRING!

- Food of any kind.
- Cologne or perfume.
- Secular music or literature.
- Tobacco in any form, matches, or lighters.
- Knives, or weapons of any kind.
- Cell phones, laptops, tablets, or any devices with WIFI capabilities.
- Over the counter medication (unless arranged and approved by the program department).
- Pictures of people who are not immediate family members.
- Protein powder, work out supplements or creatine.
- Workout or gym equipment such as free weights, pull up bars, rubber workout bands etc.

# DAILY SCHEDULE EXAMPLE

At ATCCC we schedule everything you do in the program. Maintaining and upholding a strict schedule will bring stability to your life. There should be no question as to where you should be at any given moment. The program department reserves the right to change the schedule without notice for any reason. Although this isn't a common occurrence, we will always notify everyone involved why the changes were made and for what purpose. Please note that the image below is an example only. Your center will make their schedule available to you upon entry.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM	WAKE UP/MEDS	WAKE UP/MEDS	WAKE UP/MEDS	WAKE UP/MEDS	WAKE UP/MEDS	LIGHTS OUT	LIGHTS OUT
6:30 AM	PERSONAL DEVOTIONS	PERSONAL DEVOTIONS	PERSONAL DEVOTIONS	PERSONAL DEVOTIONS	PERSONAL DEVOTIONS	LIGHTS OUT	LIGHTS OUT
7:00 AM	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	LIGHTS OUT	LIGHTS OUT
7:30 AM	TRANSIT TO WEP	TRANSIT TO WEP	TRANSIT TO WEP	TRANSIT TO WEP	TRANSIT TO WEP	DORM LIFE	DORM LIFE
8:00 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WAKE UP/MEDS	WAKE UP/MEDS
8:30 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	GROUP DEVOTIONS	GROUP DEVOTIONS
9:00 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP
9:30 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	BUILDING/ROOM CLEAN UP	TIME MANAGEMENT
10:00 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	BUILDING/ROOM CLEAN UP	TIME MANAGEMENT
10:30 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	BUILDING/ROOM CLEAN UP	CHURCH
11:00 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	TIME MANAGEMENT	CHURCH
11:30 AM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	TIME MANAGEMENT	CHURCH
12:00 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP
12:30 PM	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP
1:00 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	TIME MANAGEMENT	TIME MANAGEMENT
1:30 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	TIME MANAGEMENT	TIME MANAGEMENT
2:00 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	PSNL CLASS	PSNL CLASS
2:30 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	PSNL CLASS	PSNL CLASS
3:00 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	PSNL CLASS	PSNL CLASS
3:30 PM	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	WORK DETAIL	PSNL CLASS	PSNL CLASS
4:00 PM	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	PSNL CLASS	PSNL CLASS
4:30 PM	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT
5:00 PM	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP
5:30 PM	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP	MEAL TIME & CLEAN UP
6:00 PM	TP & AP GSNL / IP PSNL	TP & AP GSNL / IP PSNL	TIME MANAGEMENT	TIME MANAGEMENT	TP & AP GSNL / IP PSNL	TIME MANAGEMENT	TIME MANAGEMENT
6:30 PM	TP & AP GSNL / IP PSNL	TP & AP GSNL / IP PSNL	TIME MANAGEMENT	CHAPEL	TP & AP GSNL / IP PSNL	TIME MANAGEMENT	TIME MANAGEMENT
7:00 PM	IP GSNL CLASS / TP & AP PSNL	IP GSNL CLASS / TP & AP PSNL	TIME MANAGEMENT	CHAPEL	IP GSNL CLASS / TP & AP PSNL	TIME MANAGEMENT	TIME MANAGEMENT
7:30 PM	IP GSNL CLASS / TP & AP PSNL	IP GSNL CLASS / TP & AP PSNL	TIME MANAGEMENT	CHAPEL	IP GSNL CLASS / TP & AP PSNL	TIME MANAGEMENT	TIME MANAGEMENT
8:00 PM	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	CHAPEL	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT
8:30 PM	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT	TIME MANAGEMENT
9:00 PM	GROUP DEVOTIONS	PERSONAL DEVOTIONS	TIME MANAGEMENT	TIME MANAGEMENT	GROUP DEVOTIONS	TIME MANAGEMENT	TIME MANAGEMENT
9:30 PM	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	GROUP DEVOTIONS	GROUP DEVOTIONS
10:00 PM	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS	DORM LIFE/MEDS
10:30 PM	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT
11:00 PM	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT

# GUIDELINES FOR CAMPUS VISITS, PASSES AND COMMUNICATION

**V**isits and passes are privileges that need to be earned through a trust relationship with ATCCC. You are not entitled to automatic phone calls or correspondence with anyone outside of the program unless approved by the program department. All contacts are screened thoroughly and if deemed appropriate and supportive they will be required to undergo basic training requirements set out by ATCCC. We want contacts to have healthy relationships and influence in your life, but we also know that it was your decisions that led you to us in the first place. We strongly consider this when you request who you should correspond with outside of the program. You must understand and agree to trust us to manage your communications until we feel that you can handle this responsibility on your own. Please note that *girlfriends* or *boyfriends* or any other person deemed inappropriate by ATCCC will not be permitted as either pre-approved or approved contacts. You are not here to work on your relationships with the opposite sex, you are here to work on you.

## PHONE CALLS

You will be given a correspondence sheet with the names, relationships and phone numbers of all approved contacts. There are two levels of contacts. You are only allowed two phone calls per week. You cannot accept incoming phone calls while in the program for any reason.

1. **PRE-APPROVED** - These are people that you can make phone calls to only under the direct supervision of your phase manager. This is to ensure that the relationship and context of discussion remains peaceful, respectful, and edifying. If the program deems the relationship as too much of a distraction or the relationship itself has deteriorated where it is no longer beneficial for you and your program, we will immediately remove the contact from your correspondence sheet.
2. **APPROVED** - This contact is a supportive and trusted confidant of both you and ATCCC. The program has deemed this contact to be a benefit to your overall growth and development. At this stage, you may have private conversations and correspondence.

## MAIL

You will be allowed to write after the probationary period and review from the program department has been completed and only to those approved on your correspondence sheet.

- All incoming and outgoing mail is read and screened by your phase manager for the proper subject matter, language, contraband, or inappropriate content and themes.
- Any letters found to have foul or vulgar language, inappropriate content, or questionable themes will be marked "returned to sender," and you will not receive it.
- We will turn over any package or letter that contains illegal contraband to the proper legal authorities.

### **Notice to family and friends:**

*Never include funds or money in mail intended for students. Please send a cheque only. Please mark the envelope "student account." The cheque should be made payable to ATCCC with the student's name posted on the memo line.*

*ATCCC will deposit all unexplained funds into our general donation account.*

## VISITS

Each of our centres have their own policies as to which days of the week visits occur. Only those approved on your correspondence list will be allowed on site. Exceptions are children under the age of eighteen (18) who are related to you. Before each visitation, visitors must phone our mainline and report themselves to the staff on duty. Our team will decide the appropriate place for you to conduct your visit. ATCCC has an open-door policy, which means that nobody is to be behind closed doors at any time for any reason. All visits must be in general public areas and on camera.

Visitors are welcome to bring food, snacks, and beverages; however, they must be consumed on-site during the visiting hours. Any excess food will be donated to the foodservice department.

We want visits to be an enjoyable experience for both you the student and your visitors. If you or your visitors become agitated, loud, abusive or disruptive, we will cancel the visit immediately, and we will escort the visitors off-site.

## PASSES

Passes are a privilege and not a right. There is a general outline for passes below. It is essential to remember that this is an outline only. ATCCC does not guarantee that you will be eligible for offsite passes. Our team will decide when and if you would benefit from an offsite pass or outing. Passes may be revoked at anytime as part of a Restorative Support Plan. Here are some general guidelines for passes:

- You are only allowed offsite passes with approved contacts only.
- Travel time is generally not included.
- You must request all passes in writing through your phase manager two weeks in advance.
- All the program rules still apply while you are on an offsite pass.
- Passes are intended for you to accomplish essential tasks such as appointments, phone calls, civil legal matters, and dentist appointments. If you require these tasks to be completed in the program you may apply to do so, using up any pass, phone call or visit allowance that you are eligible for, except in the case of a medical emergency.
- You cannot use drugs, tobacco, alcohol or unapproved prescription drugs. You are drug tested upon returning to the program. If you test positive you may be offered a Restorative Support Plan or in some cases be discharged from the program.
- You must submit a hour for hour timeline with all pass requests. This timeline ensures that you are held to a strict accountability schedule. Any deviation from this schedule must be approved by both the phase manager and the approved contacts.
- You must not be late returning from passes. Returning late may jeopardize your next pass or other privileges, or possibly extend your time in the program.
- Staff will search you upon returning to the ATCCC for contraband.
- Upon returning to campus, you may not be given food items or drinks for future use, as all food products are not allowed in the dormitory rooms. Staff will confiscate all items of this nature on your return to campus.
- When returning from a pass or off-site visit, you must report to staff on duty before being permitted on campus or the dorm areas.
- Failure to respect these policies could result in the loss of all future passes or dismissal and may also jeopardize the approval statues of all upcoming passes.

**PASS ALLOWANCE EXAMPLE (SUBJECT TO CHANGE)**

<b>MONTH</b>	<b>VISIT</b>	<b>PASS</b>
1	ONE 4 HOUR VISIT	NONE
2	ONE 4 HOUR VISIT	NONE
3	TWO 4 HOUR VISIT	ONE 3 HOUR PASS
4	TWO 4 HOUR VISIT	ONE 3 HOUR PASS
5	TWO 4 HOUR VISIT	ONE 8 HOUR PASS
6	TWO 4 HOUR VISIT	ONE 8 HOUR PASS
7	TWO 4 HOUR VISIT	ONE 12 HOUR PASS
8	TWO 4 HOUR VISIT	ONE 12 HOUR PASS
9	TWO 4 HOUR VISIT	ONE 24 HOUR PASS
10	TWO 4 HOUR VISIT	ONE 24 HOUR PASS
11	TWO 4 HOUR VISIT	ONE 24 HOUR PASS
12	TWO 4 HOUR VISIT	ONE 24 HOUR PASS

# RECREATION & TIME MANAGEMENT

**A**s part of the program, recreation participation is mandatory for all students. Recreation is a privilege, not a personal right. The program reserves the right to revoke recreation privileges due to disciplinary action or if you are behind in their studies. Recreation serves as one of the many facets of holistic recovery but should not become the primary reason for your enrolment into our program.

ATCCC does not allow any work out supplements such as but not limited to creatine, protein, whey powder, protein bars, energy drinks.

As recreation usually falls under an off-site activity, the following off-site procedures must be followed:

## OFFSITE PROTOCOL

1. You will be assigned an accountability partner. You must stay within eye distance of their partner at all times.
2. We depart as a group and arrive as a group. Staff will advise departure and arrival times, and it is your responsibility to be on time.
3. No talking to anyone who is not in the program. If it can't be avoided the discussion must be kept short.
4. You must be visible to staff on duty at all times.
5. No prearranged visits.
6. Use the washroom before you leave. If you absolutely must go, inform the staff on duty.

## TIME MANAGEMENT

Time management is not defined as free time. We define it as time spent on other responsibilities. Just like in real life, your day doesn't necessarily end after work. You may have to mow the lawn, go grocery shopping, or pick up the kids from school. Time management is time spent catching up on academic requirements, cleaning your dorm or desk, reading, journaling, praying, and ministering to one another. You are not permitted to be in your dorm for time management unless approved by the program department.

If you have fulfilled all of your primary responsibilities, then you may enjoy a game of pool, ping pong, chess, or hang out in the lounge and socialize. Not only will you get a sense of satisfaction from the completion of today's goals and objectives, but you will be able to bask in the freedom of earned downtime. We highly recommend that you bring a in-expensive digital watch. It will help you set alarms and timers to stay on top of your busy schedule.

# EDUCATION PROGRAM

The Education Program of ATCCC pledges to broaden knowledge, build character and exemplify the Christian lifestyle to every student through Christ centred teaching and mentoring, personalized studies, and practical application.

## GROUP STUDIES FOR NEW LIFE IN CHRIST (GSNL)

Group Studies for New Life in Christ (GSNL) are discipleship tools that are conducted in classroom or small group environments. GSNL has helped countless individuals develop a deeper relationship with Christ. These studies teach Biblical principles and practical applications for our daily lives.

When attending group teaching, students should all sit together.

If you arrive late to class, you should find a seat within the group: not on the outskirts of the group. Be considerate of your teacher, pastor, and fellow students by keeping with the following:

- No idle chatter.
- Raise your hand before shouting out comments or questions.
- Do not talk while the teacher or other students are talking.
- No restroom break or water breaks will be allowed once the class is in session.
- Do not get up during class.
- Do not work on written studies, disciplines, or any other assignments during Group Class.

Study guides for GSNL should be completed by the testing date. Completed study guides will be required to take the final tests.

If you do not complete your study guide on time may have to redo the class from the beginning.

You will not move from your current phase to the next until all required GSNL study guides are completed.

There are a total of fourteen (14) GSNL study guides in AP & IP with tests in total.

## PERSONAL STUDIES FOR NEW LIFE IN CHRIST (PSNL)

Personal Studies for New Life in Christ (or contracts) are discipleship tools that are ideal for small groups, counseling, mentoring, or personal growth. PSNL has helped countless individuals develop a deeper relationship with Christ. These courses teach us how to apply Biblical principles to every area of our lives. PSNL are personalized to help you with major life themes such as salvation, spiritual and personal growth, self-image, relationships and family, work, and responsibility. You will work on your PSNL in conjunction with your GSNL classes.

- Your phase manager will personalize the PSNL contract for you. This will include a set completion date.
- Some contracts may extend longer, depending on the study. If you do not finish your contract by the expected completion date, to help you catch up with your work, ATCCC may choose to revoke extra privileges to give you the time and opportunity to do so.
- Before further studies are issued, you must complete all prior work; time to work on personal contracts will be regimented.
- Memorization of scripture and character quality definitions should be met throughout the contract and not saved for the end.
- The student's phase manager will assist them in staying on task with every aspect of the contract.
- All AP students must complete one (1) contract before phase-promoting into the IP. All IP students must complete three (3) contracts before phase-promoting into the TP. All TP students must complete two (2) contracts before graduation, including an exit plan.

## STUDENT DESKS AND STUDY AREAS

You will be assigned a personal desk.

The following items are permitted on your desk carrel:

- 1 Bible/sermon notebook;
- Note pad/journal/daily devotional;
- Recent GSNL and PSNL workbook;
- Books for contract reading plans;
- Pens, pencils, sharpener, earplugs, page tabs, highlighters, index cards, tape;
- See-through water bottle;
- ATCCC forms;
- Discipline assignments;
- Pictures of family members, drawings from your children.

If you desire to use a different Bible translation, concordances, or other study tools, please ask permission from staff. This needs to be done before class starts. When class finishes, this material needs to be returned to where you found it. It cannot be left on the student's desk when class is not in session.

You are not permitted to have the following at you desk carrel:

- Clothes/snacks/music player/coffee, tea, juice, milk.

You are encouraged to bring all finished class material to your dorm, so that your desk carrel does not get cluttered. Please keep your old assignments in a box or bag under your bed, which can make excellent reference material for when you finish the program!

During regular class times, you are only to work on designated assignments. Writing letters, drawing pictures, and working on projects unrelated to the classroom is not permitted.

## DAILY DEVOTIONALS

Morning devotions are very important to your overall spiritual growth. It is personal time spent with God. There is no better way to start the day! Spend this time meditating on scripture and talking to God.

You should be at every scheduled devotional, on time, and with your Bible and journal.

While in personal devotions, you may read their Bible or devotional only. No other material is permitted.

Working on any other work, whether it is class or discipline work, is not allowed—no sleeping at desks either. You are strongly encouraged to use the restroom before all devotional time.

## MONTHLY STUDENT EVALUATIONS

Each month student evaluations are completed by the program department, which allow you insight into areas that need to be looked at and addressed for further personal development. All relevant staff participate in this and contribute their unique perspectives based on their interaction with you. The total average must equal or exceed 75% to be considered a pass.

Your phase manager will share the evaluation results with you every month. They will discuss highlights and low points and create a plan for you to achieve a higher potential in your spiritual and emotional growth.

If you get below 75% for two (2) months in a row and do not show any sign of improvement or growth, you may be discharged from the program and may re-apply to start over at a time when you feel ready for serious change.

The following categories are areas that you will be evaluated on each month:

- ATTITUDE
- SUBMISSION
- DISCIPLINE
- SOCIAL
- GSNL & PSNL CLASS
- APPEARANCE
- ATTENDANCE
- VOCATIONAL
- SPIRITUAL
- PARTICIPATION
- OVERALL MATURITY

# GENERAL WORK EXPERIENCE PROGRAM (GWEP)

**T**he General Work Experience Program (GWEP) at ATCCC is work-related occupational therapy that serves as an instructional method in a vocational experience. This program is to assist you to develop a strong work ethic, self-discipline, identity, and self-esteem while taking an active role in your own recovery. This will also teach you to be responsible, productive, and develop personal dignity about work.

GWEP is designed to develop and promote an understanding of job success through supervised work experience. ATCCC staff or a responsible designee of the ATCCC program supervises all job sites. GWEP is an integral part of the program; you do not work for personal wages. All income or revenue generated helps offset the cost of living and program expenses. For a comprehensive insight into where ATCCC allocates its funds, please call the head office at (204) 949-9484 and speak with the Finance Department.

## WORKPLACE PROTOCOL

Our purpose for being on the job is to complete our contractual agreement promptly and with excellence. Horseplay, recreation, or the use of vocational partner's property or facilities for personal enjoyment is not permitted. Here are some general established ground rules:

- You are not to develop personal relationships with individuals employed by or a volunteer of any of the vocational partners that ATCCC works for. You should always be courteous while remaining focused on your tasks.
- The Vocational Department or approved designees must approve any changes in assigned responsibilities on the job site.
- Please keep interactions with our vocational partners to business purposes only.
- Please refrain from giving phone numbers or addresses to anyone on work sites.
- Please do not ask for food or drinks.
- Money should never be accepted as a tip or reward for a job well done.
- You are not permitted to make adjustments to the contractual agreement. Any invitations to meetings should be cleared by the Program Director.

## WORK CREWS

- Do not take anything from the work crew sites.
- Do not talk to site staff members or of the opposite sex while working unless necessary to accomplish the tasks at hand.
- Completing all the work assigned to the specific job is a requirement of the ATCCC program.
- You must listen to your assigned crew leader and be obedient to their instruction.
- All "on campus" rules and dress codes apply at "off-campus" work sites unless amended by the Program Director.
- There will be a "Work Detail" posted on the student board daily, which will have the details of the student's designated workplace.
- If you are unable to participate in GWEP long term due to health or injury reasons, you may need to recover off-campus. Once cleared by a medical professional, you may re-apply to the ATCCC to start the program over.
- You are only allowed breaks that are in place by the work location. If working at the residential site you are not permitted to be in your room during regular work hours.
- While at work, safety should be everyone's top priority. Please avoid and report any unsafe work conditions to your supervisor immediately.

## SPECIAL EVENTS

ATCCC has numerous fundraising events throughout the year. It can be an enjoyable thing for you to participate or serve at if you are doing well in the program. The Program Director will give final approval on whether a student participates.

## THE KITCHEN

The kitchen is considered a job site and should be treated as such. It is not your personal kitchen. You may not enter the kitchen area without permission. The Food Service Manager is responsible for all daily kitchen schedules and duties. Here are a few things for you to remember:

- Mealtimes are scheduled events, and you are required to be on time.
- Do not take more food than you can eat.
- Food portioning is available on an individual basis with permission.
- All food served must be eaten in the designated area, never in your dorm.
- ATCCC may not facilitate “special” diets, such as vegetarianism, or gluten free diets. This may not be possible as most food is donated to our ministry.
- Phase Managers must approve all fasting requests. Mandatory fasting is not required at any time. You must demonstrate a working knowledge and understanding of what fasting is before embarking on a fast. Fasting will not be used to manipulate or control people to change your situation here at ATCCC (ie, going on a hunger strike).
- Staff will conduct roll call, make announcements, and pray before each meal. You may be called upon to pray for the meal.
- Conversations are allowed in the dining area but do not yell or make loud noises.
- After eating, please clean off your plate and tray and place them in the designated area.
- Meal clean up, and chores happen after every meal. Please check to see if you are scheduled to clean up. You cannot trade or have your responsibilities covered by another student without permission from the staff on duty.
- The dry storage or the "blessings room" is off-limits for all students unless the Food Service Manager gives special permission.

# CAMPUS RULES AND GUIDELINES

**R**efusing to adhere to any guidelines set forth by ATCCC will result in discipline or dismissal from our program.

ATCCC is a non-smoking facility. Smoking on or near any of our campus's is strictly prohibited. The use of cigarettes, e-cigarettes or tobacco in any form while in the ATCCC program is considered a serious violation and will not be tolerated. ***We are a non-smoking facility.*** Here are a few pointers to look out for:

- No cursing, negative joking or jesting.
- Please show respect to all pastors, teachers, SURGE students, and staff at all times.
- Fighting, stealing, or threatening is grounds for immediate dismissal; this includes but is not limited to horseplay, nicknames, wrestling, punching, threatening in a joking fashion, or making racial comments.
- Possession of knives, matches, lighters, solvents, glue, pornography, drug paraphernalia, playing cards, or any other unapproved item is prohibited. (Games like Uno, Phase 10, Dutch Blitz, are permitted.)
- Manipulating the program or staff to impose your own will is not tolerated.
- You will be dismissed for possession or use of drugs or alcohol. You may reapply to the program when you are serious about change.
- Newspapers or any unapproved literature are not welcome at ATCCC.
- When in need, always go to your Phase Manager first. Do not approach those who are off duty, except in an emergency.
- Please refrain from talking about street life, drugs, or use street slang.
- Please ensure that you settle all your business affairs before coming into the ATCCC Program, which includes major medical and dental appointments and unapproved civil court matters.
- Leaving the campus at any time without permission is considered leaving the program.
- You are not allowed to open the building doors or let people onto the premises for any reason.

- No loitering in the stairwells or hallways.
- When leaving the building, a staff member or approved person must accompany you at all times.
- Staff will supervise all students for loading or unloading at the front or back of the building.
- Any damages done to the building or property will be charged to your student account.
- You are not permitted to move any furniture unless staff gives permission.
- Do not sell, lend, or gamble to other students or staff.

## DORMS

Dorms are shared accommodations within the residential program. Regular room checks are conducted to ensure these policies are being followed:

- When you get up in the morning, you may not lie down again until after work detail.
- You are responsible for the cleanliness of your room.
- You are not allowed to go through other students' belongings.
- You must make your bed as soon as they wake up each morning.
- The garbage must be emptied weekly.
- Clothes are to be hung neatly on hangers or neatly folded in the dresser.
- Do not tamper with the thermostat (if applicable.)
- Shoes must be neatly placed under the bed.
- Towels need to be hung in the bathroom.
- The toilet, shower, sink, and floor need to be cleaned once a week.
- Suitcases and backpacks must be kept under the bed.
- Laundry must be in a laundry basket and placed under the bed.
- Do not move furniture around without staff permission.

- You are not permitted in other students rooms unless you are a hall captains or dorm leader.

## WAKE UP & PREPARATION FOR THE DAY

- You are required to be out of bed ten (10) minutes after wake up call. You are required to shower, shave, and brush your teeth every day. Once you are in TP you may be permitted to grow a beard.
- Hair must be presentable every morning prior to devotions.
- There is a limit of ten (10) minutes per student in the washroom.
- Backpacks or bags are not permitted on work sites unless approved by the Program Director.

## SICKNESS

If you are sick, it is your responsibility to inform the staff on duty. The staff will decide on the next course of action.

If you require bed rest for more than two (2) consecutive days, you must provide a note from a doctor.

All prescriptions obtained from medical personnel must be filled at a pharmacy that ATCCC designees at the student's expense. Returning to campus with open prescription medication will not be tolerated.

## WHAT IS A SICK DAY?

A sick day is a day of rest and recuperation. We know that sometimes sickness and injury are unavoidable. Please observe the following procedures when asked to take a "sick day."

- You are required to self isolate in your dorm or a dorm of ATCCC's choosing.
- You must remain in your dorm at all times except in an emergency.
- A person will bring soup, crackers and water up to you. If your sick day is due to injury this meal plan can be amended.
- Staff will periodically check up on you.

- If you are feeling better you may only come out of your room the following morning to inform staff.

## QUIET TIME & LIGHTS OUT

You must be ready for bed before lights out. No talking during quiet time and after lights out. It is important to respect one another. Staff or hall captains/dorm leaders may check in to make sure this policy is enforced.

You are not permitted to leave your dorm after lights out. Doing so may result in the building alarm being triggered.

## DRESS CODE

Your centre may have its own dress code. Seasonal amendments will be communicated to you. Here are a few examples of what to expect:

- Shorts may be worn during work duties, free time and recreation periods only.
- Chapel/class/Sunday wear is a collared shirt, slacks, clean, pressed jeans with no rips, belt, shoes (not sneakers), and socks.
- Work detail attire is blue jeans, sweat pants, a sweater, a T-shirt, and proper footwear (steel toe boots where required).
- Only an inexpensive watch and wedding ring may be worn. No piercings, jewellery or other types of body or appearance modifications are allowed.
- You must keep your clothes clean and have your laundry done at least once a week.
- Pants should be pulled up far enough that underwear does not show.
- You must have socks, closed toe shoes and a shirt on within the kitchen or chapel.
- Do not wear hats, sunglasses, or hoods at any time in the building. There are cameras throughout for the safety and protection of all staff and students, and students/volunteers/staff must be able to be properly identified.
- No bare feet or tank tops or other shirts with exposed armpits are allowed at any time.
- Students may not be shirtless outside their dorm areas.

## OFFICE & STAFF AREAS

- You may not enter any office without prior approval. Please knock if the door is open. If the door is closed, do not knock on the door unless it's an emergency.
- You are not permitted in any staff/SURGE quarters at any time for any reason.
- The administration and lobby areas are off-limits.
- Staff and visitor washrooms are off-limits and should not be used by students.
- You may not be given building keys or access cards for any reason.

## HALL CAPTAINS/DORM LEADERS

Hall Captain/Dorm Leader is a senior student who has demonstrated servant-like leadership qualities in their lifestyle. These select students usually get private rooms. Their purpose is to encourage you, lead by example, and uphold the rules and procedures of the "ATCCC Student Handbook." Hall Captain/Dorm Leader's are required to sign an agreement with ATCCC that outlines their responsibilities. Hall Captain/Dorm Leader's who do not perform the requirements of their duties will have this privilege and title revoked.

Example duties of Hall Captain/Dorm Leader's:

- Help with wake up Monday - Friday
- Help to ensure students are using their quiet time effectively (praying with, encouraging, or reporting) and adhering to the "lights out" policy.
- Hall Captain/Dorm Leader's are permitted to go into any student's room. They must knock first before opening the door and may only enter if given permission.
- Hall Captain/Dorm Leader's are not permitted to be in other student's rooms after lights out.
- Hall Captain/Dorm Leader's also take turns assisting with the AP students.

## MUSIC AND INSTRUMENTS

Christian music is the only music allowed on any personal music device. The only place and time you are allowed to listen to music devices are in your room, after evening devotions, driving to or from a work detail (not while operating a vehicle), or when attending any off-site activity.

Digital music devices are to be formatted completely. Only program approved music shall be loaded onto digital devices.

CHVN 95.1 is the only approved radio station. No exceptions.

If you own a musical instrument such as a guitar, you must receive permission from the Program Director to use it. Please fill out a request and submit it through your Phase Manager.

ATCCC instruments may be stored in a “choir room” and are off-limits to all students unless the student has permission. Treat all of our instruments and the room itself with the utmost respect.

## CHAPEL

No food or beverages allowed in the chapel. You are allowed to have a see-through water bottle only.

You may not talk, pass notes, write letters, read books, work on class material, or sleep during chapel.

During chapel service, do not interrupt the speaker. Hold all questions until after the service, unless the speaker specifies that he or she is open to receiving questions.

Please give the speaker your undivided attention.

Do not get addresses from or give addresses to the chapel speaker or other guest participants.

Everyone is expected to be at the chapel service on time.

Remember to bring your Bible, Sermon Notebook, and a pen to chapel.

Please follow the appropriate chapel dress code.

Use the washroom before or after chapel time. If you absolutely must use the restroom quietly, ask permission from a staff member.

You must not leave the chapel area alone or without permission from a staff member.

If chapel is an off-site activity, please refer to the off-site protocols.

## CHURCH

On Sunday morning, you must be ready and fully prepared to leave for church at the scheduled time.

- Once at church, you are to proceed directly to the sanctuary as a group and remain in an attitude of prayer.
- AP students must sit in the front row with the Hall Captain/Dorm Leader's.

- Use the washroom before or after church. If you absolutely must use the restroom quietly, ask permission from a staff member.
- You will sit together as a group with a staff member. Staff may move students around to help with chatter.
- Do not talk to members of the opposite sex.
- Do not sit with family members or friends. If you have a family member or friend who comes to church, you are still required to sit with the rest of the group. A brief greeting lasting no more than two (2) minutes may be permitted and only with prior staff supervision and approval.
- When the service is over, please stay seated and wait on direction from a staff member. When instructed, proceed promptly to the exit.
- Bring your Bible, Sermon Notebook, and pen to every service.
- You are required to take notes at church. After returning to the center, please hand in your sermon notebook to the staff member on duty.
- Do not raise your hand as a first time visitor or to receive information from the church.
- Follow the appropriate dress code.
- Please refer to the off-site protocols.

# RESTORATIVE SUPPORT

ATCCC is a program of strong work ethics and focused discipline. We understand that these things can be hard; however, the benefit is they help build character.

Inappropriate behaviour may include the breaking of written rules, policies, or failure to take direction from staff, resulting in disciplinary action.

Discipline may include writing projects, extra work duties, loss of pass or visits, added time to the program, and the loss of other privileges. Severe or repeated inappropriate behaviour can result in dismissal from the program.

It is essential to realize that disciplinary action is not a personal attack on you. It is NOT punishment. It is actually to help you! So embrace it! You have asked ATCCC to be your eyes and point out your blind spots, so don't be surprised or offended when we do that.

It is also important to learn how to own your part in life, take responsibility for your actions and feelings, and stop blaming others!

All offenses are recorded and saved to your digital file. ATCCC uses this information to help generate a clear picture and report on what each you struggle with.

## GROUP ONE OFFENSES

Group one (1) offenses are breaches of the rules in which a correction, rebuke, or scripture memorization is sufficient.

## GROUP TWO OFFENSES

Group two (2) offenses require some form of minor discipline. You may receive the loss of privileges, during which time you will be doing extra chores or extra written assignments to help you focus in those problem areas.

## GROUP THREE OFFENSES

Group three (3) offenses are repeating and frequent breaches against the rules. Immediate attention will be given to you by your Phase Manager and Program Director to help you learn how to overcome some of the root issues that cause certain lifestyle choices. This immediate attention may come in the form of one (1) month Full Restorative Support Plan.

Full Restorative Support includes but is not limited to:

- A restoration plan (Studies, readings, etc.)
- No phone or mail use (except emergencies or legal matters)
- No visits or passes
- No recreation
- No seconds at meals
- No desserts, snacks, pop, or candy.
- No use of student bank, pool table, board games, ping pong table, or TV/ Movies.
- You will be required to spend all your time management either at your cubicle or table in the study hall, working on your extra assignments.
- Extra chore related work.

Restorative Support in any form will always be written out for you in detail. You will have a meeting with your Phase Manager to discuss the implementation and changes this will be to your program.

If you are still uncooperative and chooses not to submit to this plan, you will be choosing to no longer participate in the program. You will be asked by the program department to pack up your belongings and leave the premises. You may re-apply after thirty (30) days to start the program over.

## GROUP FOUR OFFENSES

These are offenses result in immediate dismissal from the program.

Unfortunately, when a student reaches this point, they have demonstrated an unwillingness to submit to the rules and to learn what is taught in this discipleship program. They will be notified of the duration in which they may re-apply to the program to start the program over although it may not be guaranteed.

# DISCHARGE PROCEDURE

## DURING BUSINESS HOURS

If you decide to leave during business hours you will be processed between 8:00 AM - 4:00 PM, Monday to Friday.

- You will have your primary approved contact contacted by the program department to inform them of your poor decision to leave the program prematurely.
- You will be asked if you would like to call your approved contact to inform them of your decision.
- If you do not have an approved contact you may not be permitted to use the phone. You can do so after you have departed from the premises.
- ATCCC will not assist in a premature discharge in any way as it was clearly established through the intake process that this is the correct program for you.
- You will be required to take all of your belongings at the time of departure. ATCCC will not send them at a later time. Any items left behind becomes the property of the ATCCC after three (3) business days.
- You will be asked if you want to be transported by ATCCC to an air terminal, or local homeless shelter.
- You will not have access to your student bank funds for thirty (30) days after discharge. All of the student funds will be returned by way of cheque to the original contributor of the funds.

## AFTER BUSINESS HOURS

- You will have your primary approved contact contacted by the program department to inform them of your poor decision to leave the program prematurely.
- You will be asked if you would like to call your approved contact to inform them of your decision.
- If you do not have an approved contact you may not be permitted to use the phone. You can do so after you have departed from the premises.

- You will be required to take all of your belongings at the time of departure. ATCCC will not send them at a later time. Any items left behind becomes the property of the ATCCC after three (3) business days.
- The police will be contacted to remove any student refusing to leave the premises. If a student returns to any ATCCC building, without an appointment, they will be considered trespassing. ATCCC is not responsible for, nor will we replace, any missing or damaged items belonging to the student if they do not take their belongings with them at the time of departure.

***ATCCC will not allow the students poor choices to alter the program schedule for other students, become a crisis or distraction to the rest of the student body.***

## RETURNING AFTER DISCHARGE

If a student decides to leave ATCCC they may be eligible to re-apply to start the program over again.

# STUDENT RIGHTS

You do not waive your rights as a citizen when you enter ATCCC. Our facilities recognize the right to confidentiality. None of this chapter is intended to either contravene or violate applicable federal, provincial, and local statutes or ordinances pertaining to a person's civil and human rights. Where a conflict exists between adopted student rights, policy procedures, and standards and applicable federal, provincial, and local statutes or ordinances, statutes or ordinances shall prevail.

You have the right to a safe environment in which to grow and mature in Christ when you enter into the ATCCC Program. You may file a grievance if you feel that your rights have been violated by being subjected to inappropriate behaviour such as physical, verbal, or sexual abuse by another student, staff, or volunteer. Such complaints and grievances shall be filed by using the following procedures.

Write out your grievance or complaint on paper within twenty four (24) hours of the incident indicating the circumstances relevant to the complaint. Students who cannot read or write are entitled to have an individual assist them in the process. Hand the complaint to the staff in charge, where they will give it to the Program Director or his designee for review. You will be able to meet with the Program Director or his designee at some point in the investigative process to discuss the complaint or grievance's details. This investigative process shall take place within twenty four (24) hours on weekdays and within seventy two (72) hours on weekends. Any action required on the complaint or grievance will be addressed within seven days of staff notification.

Any rules, procedures, policies set forth by this handbook are not considered violations of federal or provincial rights as all participants of the ATCCC program are here willingly and voluntarily and have signed and agreed all appropriate consent forms to allow ATCCC the privilege to manage their lives on the students behalf while enrolled in the ATCCC program.

# SUCCESS RATES

by Jeff Bonzelaar

A question I am often asked or expected to address is, "What is your success rate?" It is a question that frustrates and perplexes me. It is complex for many reasons.

In most industries, the question is fairly straightforward. For a coach, success is about wins. For a school district, test scores. In retail, it's about profit. In the automotive industry, the "concept of zero."

In my "industry," the recovery world, it is not that simple.

What actually constitutes success? Sobriety? Clean-time? Emotional stability? Gainful employment? Conversion and baptism? What if an alcoholic is sober but depressed? Or a junkie is no longer shooting up but daily ingesting methadone as prescribed? Success means different things to different people.

In fact, what may be considered success for one person may be failure for another. C.S. Lewis wrote, "When a man who has been perverted from his youth and taught that cruelty is the right thing does some tiny little kindness, or refrains from some cruelty he might have committed, and thereby, perhaps, risks being sneered at by his companions, he may, in God's eyes, be doing more than you and I would do if we gave up life itself for a friend."

A few years ago, a young man who graduated from our program overdosed on heroin five months later. He had rededicated his life to Christ and became a leader among his peers. He had been reunited with his family and was loved and respected by all. Yet in a moment of weakness, he made a choice that cost him his life. Was he successful? Were we successful? The answer depends on who is asked. While his parents still deeply grieve his loss, both would say "yes" to either question. Their son was successful, and we were successful.

God's standards of success vary from person to person. While freedom from alcohol and substance abuse is important, God often has other priorities in his recovery "program" for individuals. Breaking a man of his pride, for instance, and bringing him to a place of surrender and trust may be much higher on God's agenda than his immediate sobriety.

But supposing we can agree upon a definition of success, when is it valid to make an assessment? Can an accurate reading of a person's recovery be made after the one-year anniversary of his graduation from the program? Must more time pass (3, 5, 10 years)?

Many addicts flounder for years before they finally break free from the vicious cycle of recovery-relapse. Others experience a more sudden, dramatic deliverance.

When looking at Jesus' success rate, one would arrive at different percentages depending on when the assessment took place. On the night of his betrayal, he had a zero-retention rate. Fifty days after resurrection, there were over three thousand followers. Timing is everything. So we must be careful, as Paul reminded us, to not judge before the "appointed time" (1 Cor. 4:5).

Finally, how does one measure success in the first place? A person's devotional life and church attendance? But what if reading the Bible, praying, and attending weekly worship services is done out of a spirit of legalism? That would actually be a sign of regression. What about a person's contentment level? An inner calm may be a positive sign. Then again, it may not be. One may be too settled, maybe even indifferent, when he or she should be more ambitious and disturbed.

Who is to know? We can't read hearts. We don't have all the information. The work of the Spirit is mysterious, beyond human comprehension.

I just can't get caught up in "success rate." It's not mine to determine in the first place. I don't have the power to change hearts and create faith. One plants, another waters, but God gives the increase (1 Cor. 3:7). My calling is to be faithful . . . whatever that looks like and whatever it results in.

At the end of the day, for those short on time and who don't really want an extended answer, my simple response to the question, "What is your success rate?" is: 100% for those who take the medicine.

In the final analysis, God's "success" always looks different. The outcomes are not normally what we envision or hope for. But in a curious way, they are strangely better. The cross is testimony of this.

# ADDENDUM

The ATCCC handbook, rules, and guidelines therein are adhered to and enforced by all ATCCC staff. However, these rules do not limit staff in certain circumstances, from making exceptions or the Program Director from making general changes. The Program Director may revise this handbook at any time.

For revisions and latest handbook, please email your nearest ATCCC Director.

Please note that revised versions of this handbook make all previous versions obsolete.

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