



**ADULT & TEEN CHALLENGE
WOMEN'S
STUDENT HANDBOOK**

Last updated March 2018

A Message to Students and Families

A Message to Students

We are pleased that you are considering Adult & Teen Challenge to begin your recovery from addiction.

Adult & Teen Challenge is the largest and most successful faith based recovery support programs in the world; we contribute our success to our foundation in our Christian faith. We believe that true change comes from what God can do on the inside of us. If you are interested in faith based recovery, Adult & Teen Challenge is the place for you. All 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 it has provided the most successful care available for overcoming addiction and beginning a new life.

Adult & Teen Challenge is a “Culture of Responsibility.” One of our basic 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. Difficult experiences can contribute to life controlling addiction but cannot be a reason for remaining in addiction. At Adult & Teen Challenge we will help you to take a responsible look at your life, so healing can occur and important lessons can be learned. Your negative experiences do not need to dictate your future.

Coming into Adult & Teen Challenge can be difficult at first. When drugs and alcohol wear off, and you find yourself away from all that’s familiar a variety of emotions can be experienced. 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 difficult. 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 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!

A Message to Families

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, but growth will be stunted without it. We need families to stand strong as we help the student take a hard look at their life. Adult & Teen Challenge 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 your student through phone calls, or letters, please contact admissions. We want you to have perspective as we assist your loved one toward recovery from the devastation of addiction.

Adult & Teen Challenge, "A Culture of Responsibility"

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 Adult & Teen Challenge'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 begin 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.

Adult & Teen Challenge 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. This 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.

Components of a Responsible Culture

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

- Staff is to be addressed as either brother/sister or Pastor, depending on who they are. You must refrain from using nicknames, but rather address each other with respect.
- You are not allowed to borrow or lend money to / from other students or staff, likewise you are not allowed to buy or trade any belongings with other students or staff.
- You are prohibited from starting a new romantic relationship with someone inside or outside of the program.
- 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 she won't listen, try again by taking one or two other students along, so that the presence of witnesses will keep things honest. If she still won't listen, bring the disagreement to your program manager along with the witness. • The matter will then be dealt with by the Program Manager.

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. This is one battle you must lose. 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 right and correction for wrong done.

There are always consequences for our behaviour whether they are immediate or not. To cushion the consequences of our choices denies us vital self governing information. We fully expect that you will have some negative behaviour while at Adult & Teen Challenge. 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 Adult & Teen Challenge's "Culture of Responsibility" we will help you take responsibility and to face the consequences of your actions. It is our belief 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.

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

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

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.

Admissions

Adult & Teen Challenge Residential Program

Adult & Teen Challenge is a minimum of one - year, faith based, residential program for life controlling behaviours and addictions. Brandon Adult & Teen Challenge has three phases called Induction Phase, Training Phase and Re-entry. All the phases are mandatory for graduation. Induction phase is a minimum of 6 months in length. The Training Phase is a minimum of 6 months in length and Re-entry has additional options based on the students need.

Finances

Adult & Teen Challenge is a registered charity. The ministry subscribes to strict fiscal standards of operation through CRA and the Canadian Council of Christian Charities. Adult & Teen Challenge 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 bed cost is \$3000.00 per month (per student).

Daily operational expenses and capital projects are raised through newsletters, church meetings, and a variety of other means such as contract work, our vehicle donation department etc.

How you can help us

On going support for the cost of the students in the program is provided partially by monthly partners. The partners can be parents, relatives, churches, friends or concerned individuals. Talk to the Admissions Department to get your partner forms.

The admission fee is \$1000.00 (non refundable) to cover the cost of interviews, processing student files, curriculum and miscellaneous costs incurred during the Admissions process. The Admission fee should be made payable by cheque or debit or credit card to “Adult & Teen Challenge”.

All other funds (i.e. student bank, student medications) should be made out to “Adult & Teen Challenge, to be deposited into the in house student accounts. Student bank accounts are maintained by Adult & Teen Challenge as students are not allowed to keep funds over their weekly allowance on their person. We like for the student to have \$200 in their bank.

Admissions Process

Submit application and criminal record check to the Admissions Department.

Once the application and criminal record check have been received you will be contacted to arrange an interview. An on site interview is required with all applications. If you are further then 2 hours away from Winnipeg, a phone interview will be permitted.

If you are currently incarcerated read this manual thoroughly and fill out the application. When the application has been filled out have your lawyer send it to Adult & Teen Challenge Admissions along with your criminal records with particulars.

Upon acceptance, an entry date will be set contingent on available bed space.

If it is determined that you are eligible for the program you will be placed on our waiting list. While on that list you will be required to call each Monday in order to maintain your position on the list until a spot becomes available.

Admission Day

Upon arrival you will be checked into the dorm and meet the staff member to complete the necessary entrance forms. All belongings will be thoroughly checked to make sure you have only what is allowed, as mentioned on the Admissions information sheet.

At this time you will also be checked to make sure you are not carrying contraband on your person.

Physical Health

Potential students must have a medical exam completed and submitted prior to entering Adult & Teen Challenge. Except for seasonal ailments, students are expected to participate in the daily work experience program. All appointments (ie. chiropractor, physio, haircuts, doctor, dentist) need to be dealt with on student passes.

Identification

A Manitoba Health Card or other provincial health card with proof of out of province insurance is required for program entry.

Admission Phase

The Adult & Teen Challenge program starts with a probationary period of 30 days (acclimation period) for the student to adjust to the residential and structured nature of the program. This is a trial period and at the end of this phase there will be an evaluation of your effort and progress. Together we will make the decision if you are ready to proceed to Induction Phase.

Induction Phase

The Adult & Teen Challenge Induction phase can be completed in 6 months. You will be working on Salvation, Self Image, and Spiritual Growth as part of your studies during this part of the program. To complete this phase you will learn how to follow instructions, have a teachable attitude and have respect for others around you. You will have monthly student evaluations to mark your progress in the program.

Training Phase

The Adult & Teen Challenge Training phase can be completed in 6 months. You will be working on family relationships as well as work and responsibility as part of your studies during this part of the program. The purpose of this phase is to prepare the student for a successful return to society by helping students learn to face every day stresses and problems appropriately, and to show continued growth and stability. To complete this phase you will be involved with Stay Sharp (youth outreach), Choir, Canvassing, or other outreach teams as part of your program. You will have monthly students evaluations to mark your progress in the program. Re Entry (exit plan) During the last month, prior to completing the Training Phase, the student is assessed and plans are made for the type of re-entry program most beneficial for the student. Each re-entry program is unique and is designed to fit the student's specific needs. Your Training Phase Team will assist you in your re-entry plans.

The 5 Pillars of Adult and Teen Challenge Personal Studies for New Christians (PSNC)

- 1) Salvation
- 2) Self Image
- 3) Spiritual Growth
- 4) Relationships
- 5) Work Ethic

Daily Schedule

Monday through Friday

<u>Time</u>	<u>Activity</u>
6:30am	Wake Up
7:00am	Devotions
7:00am	Chores/Meds
7:30am	Breakfast
8:00am	Admissions- Class, Ind. & Training- Thrift for the day
9:30am	Work Detail (Jewelry/Property/Kitchen)
12:00pm	Time Management/Meds
12:30pm	Lunch
1:30pm	Work Detail (Jewelry/Property/Kitchen)
5:30pm	Supper
6:30pm	Class
9:00pm	Time Management/Meds
9:30pm	Devotions
10:00pm	Dorm Life
10:30pm	Lights Out

Saturday

<u>Time</u>	<u>Activity</u>
8:00am	Wake up
8:30am	Devotions
9:00am	Breakfast
10:00am	Chores
12:00pm	4 Hour Visit
12:30pm	Lunch
1:30pm	Personal Study Time
3:30pm	Group Study HW
5:30pm	Supper
5:30pm	Movie Night
9:30pm	Time Management/Meds
10:00pm	Dorm Life
10:30pm	Lights Out

Sunday

<u>Time</u>	<u>Activity</u>
8:00am	Wake up
8:30am	Devotions
9:00am	Breakfast
10:00am	Church
12:30pm	Lunch
1:30pm	Time Management
5:00pm	Supper
5:30pm	Church
9:00pm	Time Management/Meds
10:00pm	Dorm Life
10:30pm	Lights Out

What to bring on your first day!

Please have the following items available as you enter the Adult & Teen Challenge program:

Admission fee \$1000 Cheque, debit card, Visa, MC, AMEX or Paypal

Provincial Medical Card or proof in medical insurance. Personal Money (for personal needs, please make the cheque payable to Adult & Teen Challenge)

A Bible (New Living Translation) Notebook, paper, pens, pencils

Postage stamps, envelopes

Bedding - Single sheet set and comforter

Clothing - Church, class, work duties and leisure. Laundry is done once per week so no more than a week's worth of clothes should be brought (max two suitcases):

- Church Clothes - dress pants, dresses (need to be knee length) Dress shirts (Must cover cleavage)
- Work Details Clothes - clothing that can get dirty (sweats, old shirts, ect.)
- 3 pairs of jeans and shorts (shorts must be knee length)
- Gym clothing
- T - Shirts (no secular musicians, foul language, suggestive or offensive images)
- Underwear and socks
- Tank tops (straps must be 3 fingers wide)
- Shoes (Dress shoes, Work boots, and sneakers)

Court Orders (if applicable)

If you choose to bring vitamins they will be locked in the medicine cabinet and need to be requested daily.

DO NOT BRING THE FOLLOWING ITEMS

Secular literature.

Tobacco in any form, matches, lighters, knives.

Cell phones, mp3 players, iPods, or cd player.

Pictures of people who are not immediate family members.

Program Length

A student who is in need of life change does not miraculously transform overnight. Change requires a process over time, and a student must be willing to commit to whatever time is needed in order to effect change. Although many recovery programs are much shorter in length, there are no other programs that have as great a success as Adult & Teen Challenge. This is due, in part, to the length of the program. Many times, students who enter the Adult & Teen Challenge program have spent years trapped in their addictions, and it requires time before they are truly ready to receive the proper tools to change.

ATCCC is a minimum of one year in length. Depending upon circumstances, program length may be extended, but will never be 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, he must agree to commit to the entire year, or whatever time it takes for completion of the program. Adult & Teen Challenge 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 the success of the student. Therefore, it is imperative that he is supported to this end. Family members should not allow any room for discussion of removing the student from the program before he has completed all requirements of Adult & Teen Challenge. Upon enrolling a student in Adult & Teen Challenge, family members must agree that they will not assist the student in exiting the program before completion.

The program is available to individuals who are at least 18 years of age, who have a sincere desire to seek answers to the difficulties that they are experiencing in dealing with life's problems.

Applicants must have a life controlling problem to be considered for this program.

Applicants must be willing to consider biblical solutions, be teachable, and have no severe disabilities that would prevent you from participating in the program.

Guidelines for campus visits and passes

Guidelines for On Campus Visitations and Off Campus Passes

Only those contacts approved on a student's communication list will be allowed to visit with them on their visitation.

A student is prohibited from communicating with boyfriends that are not on their approved contact list.

Male visitors should not mix with other Adult & Teen Challenge students and must remain with family members in public areas at all times.

A student is not allowed to visit any person of inappropriate character or any place of questionable reputation.

A student may not smoke, use tobacco products, use drugs or alcohol. Also, a student may not use other drugs that are narcotic types drugs while he is in the program. If a student is under a physician's care that feels the student must take narcotic type drugs that student should seek a medical or psychiatric facility for assistance, as Adult & Teen Challenge is not a medical facility.

Family and friends are requested to refrain from giving the students cash while he is on pass. Family members may provide money for the student's account, but all funds should be given to a Adult & Teen Challenge staff member only, not to the student himself. Animals and pets are not allowed on Adult & Teen Challenge property. When visiting Adult & Teen Challenge or your family member, please leave your pets at home.

Students may withdraw money from their student accounts from us while they are on off campus passes. Students are responsible to return all funds for expenses immediately upon return from passes. Failure to balance cash may result in disciplinary action.

Students must not be late in returning from passes. Returning late may jeopardize the student's next pass or other privileges, or possibly extend his time in the program.

Students will be searched upon returning to the Adult & Teen Challenge Campus for contraband (tobacco, drugs, alcohol, phones, lighters, matches etc...).

Upon returning to campus, a student may not be given food items or drinks for future use, as all food products are not allowed in the dormitory rooms. All items of this nature left with the student will be confiscated upon his return to campus.

Family members may not smoke or use tobacco products while on the Adult & Teen Challenge campus. The consumption or possession of alcohol, either before picking up the student during the pass, or returning the student to campus, is also prohibited. Family members must be free of any type of intoxicants during the student's pass. The use of alcohol or drugs by a family member while a student is on pass with them will result in that family member losing visitation and communication privileges.

Every Adult & Teen Challenge student is subject to random drug testing at any time. A student may be tested when he returns from pass to ensure he has abided by all Adult & Teen Challenge policies and procedures. If a student passes the tests, there will be no charge incurred. Failing a drug or tobacco test can result in dismissal from the program.

Failure by family members to respect these policies could result in the loss of all future passes or dismissal of the student.

Pass / Visit timelines

Holiday Pass Schedule

Thanksgiving Day and Christmas Day there is an extra pass option available for students.

MONTH	VISIT	PASS
1		0
2	two 4 hour visits	0
3	two 4 hour visits	6 hour
4	two 4 hour visits	6 hour
5	two 4 hour visits	12 hour
6	two 4 hour visits	12 hour
7	two 4 hour visits	24 hour
8	two 4 hour visits	36 hour
9	two 4 hour visits	36 hour
10	two 4 hour visits	48 hour
11	two 4 hour visits	72 hour (based on re-entry plan)
12	two 4 hour visits	72 hour (based on re-entry plan)

These passes will need to be planned 1 month prior to the Holiday. Students need to have been in the program 30 days prior to their holiday pass. If a student is unable to request the extra pass option, the student can still apply for their regular pass. Special activities and meals may be scheduled for students and families during those holidays. Students and families will be required to sign our Family Covenant for those passes.

Announcements for such events will be made prior to these holidays. The extra pass option for the month of October and December will correlate with the holiday schedule.

Emergency Passes

Special passes (including weddings) beyond the regular pass schedule are NOT allowed. Emergency passes for death or sickness are allowed for immediate family members only, and are not granted for friends or extended family members. Emergency passes for the death of an immediate family member will be approved for 48 hours. This is at the discretion of the Program Director.

Passes for students on Probation

Any pass given to a student on probation is approved only under the conditions specified by the Court and or the student's Probation officer. Students are not allowed to take a pass and commit any action or violate any clause specified by the Court or the Probation Office. Any student on Probation is not allowed to have a pass without proper authority from the courts. They are confined to the Adult & Teen Challenge Campus except when they are attending assigned Adult & Teen Challenge functions or duties, including work sites.

Parents may visit during an approved visitation day.

Approved Visit Areas

For the safety and well being of everyone during Family Day, Adult & Teen Challenge requires that all family members remain at the specified location (Main Floor) During visitation at Adult & Teen Challenge dorms are off limits.

During visitation, and to ensure that children do not get separated from their families, all children must be supervised at all times by their adult family member. Failure to follow these rules may result in visitation restrictions or other loss of privileges. Adult & Teen Challenge will not be held responsible for any incident that may occur with children of any age.

Clothing Restrictions

All persons coming on to the Adult & Teen Challenge campus must be properly clothed at all times. Family members, friends and guests should adhere to these clothing policies. Failure to heed these policies will result in a staff member requesting that you dress appropriately for the campus, or to leave the campus.

Female family members, friends and guests should never come onto the campus wearing inappropriate clothing. Examples of inappropriate clothing are, but not limited to:

- See through garments
- Garments with inappropriate themes or words

Male family members, friends and guests should also be aware of their dress code. Examples of inappropriate clothing are, but not limited to;

- T shirts with inappropriate themes or shirts which advertise alcohol, cigarettes, bars or nudity.
- Any pants style that reveals undergarments.

Graduations

Our graduation ceremony is a celebration of the families recovery and reconciliation; the recognition of students and family completion of all requirements of the Adult & Teen Challenge program, (e.g. vocational, counselling, educational). Graduation signifies that a student is fully prepared to become a productive member of society. At this quarterly banquet, we will celebrate not just the student's accomplishments, but also the entire family's commitment to recovery and reconciliation to Christ.

Communication Procedures

Communication Procedures

These communication procedures (mail, phone, on campus visits, off campus passes) have been carefully planned and designed to the best benefit of the program to intentionally ensure hope and healing for the entire family. Families should not make requests for special privileges, or to change the correspondence schedule for this reason.

Mail

Students will be allowed to write to someone on their approved contact list after 2 weeks.

- All mail incoming and outgoing is read and screened by staff for proper subject matter, language, themes, contraband and inappropriate content.
- Any letters found to have foul or vulgar language; inappropriate content or themes that are questionable in nature will be marked returned to sender and will not be given to the student.
- Any package or letter that contains inappropriate or illegal contraband will be turned over to proper legal authorities.
- Incoming / outgoing mail is only allowed from those relationships approved on the student's correspondence list.

Mail should be addressed to the student as follows:

Attn: (Student Name)

Site 325 Box 24 RR3

Brandon MB

R7A 5Y3

Student's funds or other monies should never be included in mail intended for students. Any funds that a family member desires to send to the student to be deposited in the student account should be sent marked "student account". The check should be made payable to Adult & Teen Challenge with the student's name posted on the memo line. Any unexplained funds will be placed in the Adult & Teen Challenge general fund.

Telephone Calls

Students in their first 2 weeks of the program, will not be allowed phone call privileges.

Families will receive update calls as their student progresses in the program. Families are encouraged to call Adult & Teen Challenge if they would like an update on their student.

Outgoing phone calls are only allowed from those relationships approved on the student's correspondence list.

Telephone calls are a privilege and may be restricted as part of disciplinary action.

Students are able to make two phone calls per week. (15 minutes maximum for each call)

Students cannot receive incoming phone calls. All phone calls are monitored.

Each student must sign up to place her phone call(s)

If a student makes a call during the day or at any other time apart from his assigned time(s), that phone call must first be approved by the Program Department.

If a student makes telephone calls at any time or at any place without permission, please contact your student's pastor.

Education Program

The Education Program of Adult & Teen Challenge 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.

Classroom Protocol

A record of attendance will be taken every day at the start of class.

All students are expected to be on time for every class session. Students will break at scheduled times unless teaching runs over.

In the event that teaching runs over into break, all students will break one time for the allotted time. The teacher will announce break time.

All students should be seated in designated areas when the break time is over ready to resume class.

Water in a see-through water bottle is permitted at student desk carrels. All other forms of drinking or eating in class are not permitted. Students should not have snacks on their desks at any time.

Please use your break wisely by visiting the restroom, fill your water bottle, and addressing any issues with other students or staff members.

Group Studies for New Christians (GSNC)

When attending group teaching, students should all sit together.

If students arrive late to class, they 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 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 group studies should be completed by testing date. Completed study guides will be required in order to take the final test.

Students who do not complete their study guides on time will not be dismissed with the rest of the class on testing day; being required to finish the study guide.

Testing will be rescheduled for the student at a later time. The student may have to redo the class from the beginning.

Students will not move from Intake to Induction or Induction to Training until all GSNC study guides and personal contracts are completed.

Personal Studies for New Christians (PSNC)

Upon arrival, each student will be assigned a desk carrel in the Induction section then move to the Training section at the appropriate time.

If there is a need for assistance from a teacher, put up your hand.

Each contract is personalized for each student. Contracts will be made with a completion date gaged for each student. Some contracts may go longer depending on the study you are working on. If a student does not finish their contract by the expected completion date, the student will need to stay back from recreation to catch up on their contract work.

All completion dates are expected to be met before further studies are issued; times to work on personal contracts will be regimented.

Personal contracts are to be worked on within the daily time frame scheduled for them.

Memorization of scripture and character quality definitions should be met throughout the contract and not saved for the end.

The PSNC teacher will help students stay on task with every aspect of the contract. He will be checking your daily goal sheet to make sure you are completing your goals.

All Induction students will need to complete a minimum of three personal contract themes (Salvation, Self Image, Spiritual Growth) before attending the Training Phase.

Students will not move from Induction to Training Phase until all PSNC and GSNC studies are completed.

In addition to all Induction studies all assigned work in the Training phase must be completed prior to graduation. This includes your exit plan.

Desk Carrels

Should be kept neat at all times.

Students are permitted to have on their desk carrels:

1 Bible / sermon notebook / note pad / journal / daily devotional / recent GSNC and PSNC work / book for PSNC book reading / pens, pencils, sharpener, ear plugs, page tabs, highlighters, index cards, tape / See-through water bottle / recent Training Phase class material / Adult & Teen Challenge forms / tissue / discipline assignments / pictures of family members, drawings from kids.

Students desiring to use different bible translations, concordances or other study helps should ask permission from the teacher first. This process needs to be done before the starting time of class. When class finishes, the material needs to be returned back to where the student got the study material from. This material can not be left on the student's desk when class is not in session. Students are not permitted to have the following at their desk carrels: clothes / snacks / music player / coffee, tea, juice, milk.

Students are encouraged to bring all finished class material to their rooms, so their Desk Carrel does not get cluttered. Students who have gotten marks for finished GSNC or PSNC work are encouraged to keep their old assignments in a box or bag under their bed. This is great reference material.

Do not leave from your desk without making things look tidy.

Always place your chair tight to the carrel before leaving.

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

Overall, every student and staff member should do their part in making sure that God's house is handled with the utmost care.

Daily Devotionals

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

While in personal devotions you may read your Bible or devotional only. No other material (with the exception of your personal journal) is permitted.

Working on any other work whether it is class or discipline work is not allowed.

Sleeping at your desk is not allowed. If you feel sleepy, you may stand at your carrel (with your chair pushed in) while reading or praying.

You should use the washroom before devotions.

General Work Experience Program

The General Work Experience Program (GWEP) at Adult & Teen Challenge Central Canada is a work related occupational activity that serves as an instructional method in a vocational experience. This program is to help the students to develop a strong work ethic, self discipline, achieve identity, self esteem, while taking an active role in one's own recovery. It will also teach our students how to be responsible, productive and develop personal dignity about work.

Our GWEP is designed to develop and promote understanding for job success through supervised work experience. Our GWEP is designed for students with life controlling addictions and behaviours. This program is coordinated by concerned staff that is acquainted with the students needs. This component is an integral part of the program; students do not work for personal wages.

In the GWEP the worksite effectively becomes the classroom. Adult & Teen Challenge's GWEP is a vital part of the overall program, ministry, and educational process at Adult & Teen Challenge.

Workplace Protocol

Our purpose for being on the job is to complete our contractual agreement with excellence and in a timely manner. No horseplay, recreation, or use of vocational partners property or facilities for personal enjoyment is permitted.

The good relationship we have with our vocational partners is the good job we do. Students are not to develop personal relationships with individuals employed by or a volunteer of any of the vocational partners Adult & Teen Challenge works for. Students should always be courteous while remaining focused on their work.

Any changes in assigned responsibilities should be cleared through the Vocational Department of Adult & Teen Challenge.

Please keep interactions with our vocational partners to business purposes only.

Please refrain from giving your personal phone number or address 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.

No adjustments to the contractual agreement should be made by any student.

Any invitations to meetings should be cleared through the Vocational supervisor.

Events

Adult & Teen Challenge has numerous fundraising events throughout the year. It can be an enjoyable thing for the students to participate in if they are doing well in the program.

The Program Director will give final approval on whether a student participates.

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.

It is required that you do all the work assigned to your specific job.

You must listen to your crew leader and be obedient to their instruction.

All “on campus” rules and dress codes apply at “off campus” work sites.

There will be a sign posted in the dining hall which will have the students designated workplace.

If you are unable to work long term due to health reasons you will need to recover off campus and return to TCCC once you are able to participate in the GWEP.

Students are only allowed breaks that are in place by the work location that they are at. If the student is in the Adult & Teen Challenge building, they are required to take breaks at the time set out on the schedule. You are not allowed to be in your room during regular work hours.

While at work safety should be your top priority. Please avoid and report any unsafe conditions to your supervisor.

Campus Guidelines

Any violation of campus guidelines could result in discipline or dismissal.

Adult & Teen Challenge is a non smoking facility. Smoking on or near our campus is prohibited. Use of cigarettes while in the Adult & Teen Challenge program is considered a serious violation which may lead to dismissal from the program.

No cursing, negative joking or jesting.

Students must show respect to all pastors, teachers and staff at all times.

Fighting, stealing or threatening is grounds for immediate dismissal this includes but not limited to horse play, 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 etc. permitted.)

Manipulating the program or staff to impose your own will is not tolerated.

Any unapproved literature are not welcome at Adult & Teen Challenge.

When in need, always go to your pastor first. Find a staff member who is on duty and do not approach those who are off duty, except in an emergency.

Students will be dismissed for possession or use of drugs or alcohol.

Students will not talk about street life, drugs or use street slang.

All business affairs should be settled before coming into Adult & Teen Challenge. This includes major medical and dental appointments and court appearances.

All new students will be in an acclimation period for their first six weeks of the program. During this time, they are not allowed to use any musical equipment.

Campus Parameters

Leaving the campus at any time without permission is an automatic dismissal.

Students are not allowed to open up the outside doors.

No loitering in the stairwells.

When leaving the property you must always be accompanied by a staff member or approved supervisor.

For loading or unloading at the front or back of the building staff will provide you with supervision.

Pets are not allowed in the building.

Any damages that are done to the building or property by a student will be charged to that student's account.

Students are not allowed to move any furniture unless directed by the Program Director. Quiet Time and Lights Out Quiet time is 10:00pm at 10:30pm it's lights out.

Students must be ready for bed before quiet time. Lights out is 10pm unless otherwise specified by staff. No talking during quiet time and after lights out.

Dorms

Dorms

When you get up in the morning you may not lie down again until after work detail. If you are on discipline or behind in your class work, you may not lie down until quiet time begins.

Food, snacks, candy and drinks are off limits in the dorm area.

You are responsible for the cleanliness of your room.

Students may not sell, lend, or gamble to other students or staff.

Students are not allowed to go through another student's belongings. Your bed must be made every day as soon as you wake up prior to morning devotions.

The sheets and blanket are to be wrinkle free.

Your mattress must have bed sheets on it.

Garbage must be emptied daily.

Clothes are to be hung neatly on hangers or neatly folded in the dresser.

You may not open any window without staff permission at any time.

You may not tamper with the thermostat or humidistat.

Do not put your feet on the furniture or sit on chair arms, sofa backs, counters, or anywhere that is not specifically made for seating. Keep chair legs on the floor at all times.

Shoes must be neatly placed under your bed or in the hallway outside your room.

Towels need to be hanging in the bathroom.

In the washroom; the toilet, shower, sink and floor need to be cleaned twice a week.

Suitcases and backpacks must be kept in storage room.

Laundry must be in your laundry basket and placed at the end of your bed.

Students are to stay out of other students rooms at all times unless you are a hall captain.

Wake up and get ready for the day

You are required to be out of bed five minutes after wake up call

You are required to shower, shave, and brush your teeth every day.

Your hair must be presentable every morning prior to devotions.

There is a limit of ten minutes per student in the washroom.

You need to be ready for the day (work clothes, etc.) prior to devotions

Hall Captains

The role of a Hall Captain is a senior student who has demonstrated servant like leadership qualities in their life style. These select students get their own rooms. The purpose of the hall captain is to provide encouragement to the student body, daily lifestyle example, and the upholding of the “Student Handbook.” Hall Captains meet weekly with the Program Director.

Duties of Hall Captains:

Help with wake up Monday - Friday

Help to insure students are using their quiet time effectively and lights out at 10:30pm. (praying with, encouraging, or reporting)

Can go in any student’s room. (knock first, and then open the door)

A hall captain on one floor is not limited to just that floor.

Hall captains are not allowed to be in other students rooms after lights out.

Tickets that are written up for Hall Captains are handled by the Program Director.

Office and Staff Areas

Students may not enter any office without prior approval.

Students are not allowed in staff quarters.

Sickness

If you are sick, you need to:

a) inform the staff member on duty that you are sick.

b) sit at your Desk Corral until all other students have left for work detail. (The staff on duty, can then decide if you need to be taken to the walk-in or go back to bed.)

If you are in need of medication please refer to the student medication times posted on the student board and wait for the appropriate time for your medication to be dispensed.

If a staff member considers you to be sick, you will need to stay in your room for the remainder of the day. You will not be permitted to take part in any evening activities. (you are permitted to leave your room at the start of the next day)

Soup is served to students who are sick, the kitchen crew will bring your food to your room.

- Should a student require emergency attention, they must find the staff on duty.

Dress Code

Chapel / Sunday wear is a dressy shirt, slacks, clean pressed jeans with no rips, belt, shoes (not sneakers), and socks.

Work detail attire is blue jeans, sweat pants, sweater, T shirt, proper footwear (steel toe boots where required).

Only an inexpensive watch and wedding ring may be worn.

No piercings of any kind are allowed (other than earrings).

Students must keep their clothes clean.

Hats, sunglasses, hoods are not to be worn in the building.

If you do not have adequate clothing, shoes, or a belt, talk to your Program Manager about getting clothes from our blessing source.

- See summer dress-code for seasonal updates.

Recreation and Instruments

Recreation

As part of the program recreation participation is mandatory for all students.

Instruments and Sound Equipment

Christian music is the only music allowed to be played.

All instruments should be stored under your bed in the dormitory.

Do not use another students musical instrument without prior consent of the owner.

Program Director approval must be given to play musical instruments. Please fill out a request and submit it to your Program Manager. The Program Director will write an approval note in order for you to play.

Kitchen

Kitchen

Do not take more food than you can eat.

Food portioning is available on an individual basis. (smaller amount)

All food served must be eaten in the designated area, never in the dorm.

Program Director must approve all fasting requests. Mandatory fasting is not required at any time. If you are fasting you must be in the program.

Before each meal, a Roll Call will be done, and staff will make the students aware of any announcements for the evening. Prayer will be said before serving any food.

Conversation is allowed in the dining area but do not yell or make loud noises.

Soup is served to students who are sick, the kitchen crew will bring your food to your room.

After eating, please clean off your plate and place it at the designated area.

Meal clean up and chores happen after every meal. If a student's name is posted she is required to be there.

Only by staff permission is the student allowed to have his spot covered by another student. Only staff and students on kitchen duty have permission to enter the kitchen area and food blessings room.

Chapel and Church

Chapel

No food or beverages will be allowed in the chapel. Students are allowed to have a see-through water bottle. Bottles can not be refilled during the chapel time.

Students may not talk, pass notes, write letters, or sleep during chapel or class.

Students will not leave chapel without special permission from a staff member.

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 read books while the speaker is speaking.

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

Everyone is expected to be in chapel on time.

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

Please follow the appropriate dress code.

You should use the washroom before chapel time.

Church

On Sunday morning, students are to be ready to leave for church at the scheduled time.

Once at church, you are to go directly to the sanctuary as a group and remain in an attitude of prayer.

Going to the bathroom or getting drinks is not allowed.

Students will sit together as a group with a staff person. Staff may move the students around, to help with demote chatter.

Do not talk to members of the opposite sex.

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.

Do not raise your hand as a first time visitor or to receive information from the church.

Follow the appropriate dress code.

Use the washroom before you leave Adult & Teen Challenge.

All students are required to take notes in church, and will be asked to show their Sermon Notebook in Sermon Notebook class.

If you have a family member or friend come to church you are still required to sit with the rest of the group. A brief greeting lasting no more than 2 minutes will be allowed. Students need to first check with the staff on duty to see when an appropriate time would be.

We arrive at church together, and we leave church together.

Discipline

Discipline Procedures

Adult & Teen Challenge 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, which may include the breaking of written rules or policies or failure to take direction from staff, will result in disciplinary action.

Discipline may include writing projects, extra work duties, loss of pass and other privileges, added time to the program or other disciplinary action as needed. Severe or repeated inappropriate behaviour can result in suspension.

Disciplinary Action

Non-compliance with any of these rules may result in disciplinary action. Our disciplinary committee will decide on any action taken. Student's status and program history will be the basis of any disciplinary actions specified.

Group One Offences

Offences that are breaches against the rules in which a correction, a rebuke, or scripture memorization is sufficient. All staff deal with these types of offences immediately.

Group Two Offences

Offences that require some form of minor discipline instead of simply placing the student on full discipline. Students can receive loss of some privileges up to two weeks, during which time they will be doing extra chores, or extra written assignments.

Group Three Offences

that extend to one month of full discipline. Once this stage is reached, the student should be seriously changing certain behaviours. Immediate attention will be given to this student by the Program Department to help him learn how to overcome some of the root issues that cause certain lifestyle choices.

Full Discipline includes

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, desserts, snacks, pop or candy.

No use of student bank, pool table, ping pong table, or TV / Movies. Required to spend all time management in study hall doing the extra assignments given. Assigned extra chore related work.

Group Four Offences

Offences that require immediate suspension 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.

Suspension

When a student has demonstrated an unwillingness to submit to the program a suspension will be issued.

During this 30-90 day suspension from the program, the student is required to call Admissions every Monday in order to keep their spot on the waiting list. Should TCCC need to give the bed to someone else, calling ensures, the suspended student the next available bed.

When on suspension, students need to take their belongings with them.

At the end of the suspension period, the Program Department will evaluate the students readiness to return to the program.

Student Monthly Evaluation

Student Monthly Evaluation Every month there are student evaluations completed by the Program Department, which allow the student insight into some issues that need to be looked at for further personal development.

These evaluations are graded and anything above 75% is considered acceptable.

If throughout the program a student gets a monthly evaluation of 75% or lower he will be placed back into probation. If at any other time throughout the program the student again scores a 75% or lower he could be given an extra month to help him address specific issues.

If these negative results continue throughout the program that student will be suspended from the program for thirty days.

During those thirty days the student is still considered as enrolled in Adult & Teen Challenge, and is still required to follow the general ethical code of the program.

The student must contact Admissions every Monday, and at the end of the thirty day period the Program Department will re-evaluate the students readiness to return to the program.

Procedure for Departing Students

Procedure for Departing Students

Students deciding to leave during business hours:

Will be processed between 8:00am-4:00pm, Monday to Friday.

Are requested to contact their family to communicate that they are leaving.

Will have a family member or designee contacted by Adult & Teen Challenge to inform them of the student's decision to leave the program.

Will be transported by Adult & Teen Challenge to the bus station, air terminal, or local shelter.

They are required to take all of their belongings at the time of departure. Adult & Teen Challenge will not send them at a later time. Any items left behind becomes the property of Adult & Teen Challenge.

If a student leaves the program or is dismissed prior to completion, he will not have access to any student funds. All funds will become the property of Adult & Teen Challenge, unless full Admissions fee has been paid. In the case thereof the excess funds will be returned to the contributor or mailed to the address on the students application after 30 days.

If a student decides to leave the program of his own accord, he will not be allowed back into the program for ninety days. During those ninety days if the applicant reports every Monday, his application file will be left open. If three Mondays in a row are missed the file will be closed.

Students deciding to leave after business hours:

Will be responsible to secure their transportation.

Are requested to contact their family to communicate that they are leaving.

Will have a family member or designee contacted by Adult & Teen Challenge to inform them of the student's decision to leave the program. Adult & Teen Challenge chooses to communicate at the time of the departure when possible, but no later than the next business day.

The student will be asked to pack their belongings and depart the campus immediately. They will be responsible for their own transportation.

They are required to take all of their belongings at the time of departure. Adult & Teen Challenge will not send them at a later time. Any items left behind becomes the property of Adult & Teen Challenge.

* With permission students can leave packed belongings behind, and pick them up within 6 days. After such time, the belongings will be property of ATCCC.

Students refusing to leave:

Any student refusing to leave the premises when dismissed they will be removed by the police. If a student returns to any building, without an appointment, he will be considered trespassing. Adult & Teen Challenge is not responsible for, nor will we replace, any missing or damaged items belonging to the student if he does not carry his belongings with him at departure, and all items will become the property of Adult & Teen Challenge. Adult & Teen Challenge makes every effort to accommodate a student's departure during office hours. We will not allow the students choice to leave the program after hours, alter the program schedule for other students, or become the crisis of Adult & Teen Challenge.

Student Rights

You do not waive your rights as a citizen when you enter Adult & Teen Challenge. The right to confidentiality is recognized by our facilities and no part of this chapter is intended to neither contravene nor 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 Adult & Teen Challenge. You may file 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 24 hours of the incident indicating all 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 details of the complaint or grievance. This investigative process shall take place within 24 hours on weekdays and within 72 hours on weekends. Any action required on the complaint or grievance will be addressed within 7 days of staff notification.

Addendum

Addendum

The Adult & Teen Challenge handbook, rules, and guidelines therein, are adhered to and enforced by all Adult and Teen Challenge 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 Adult and Teen Challenge Director

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

Updated 2018.