

## **STUDENT HANDBOOK**

### **Introduction**

Rules and policies may be summarized by the following:

1. Respect for yourself.
2. Respect for others.
3. Respect for property

### **BEFORE ENTERING AND UPON ENTERING**

1. You agree to be under the authority of the staff of ATC at all times.
2. You agree to settle all your business before coming to ATC (including major dental, medical, outstanding warrants, and legal appointments).
3. You agree to complete the entire program of ATC (minimum of 12 months).
4. Upon arrival, all bags will be searched. Any personal magazines, books, CD's, audiotapes, tools, weapons, any product containing alcohol (i.e., body spray, cologne, mouthwash, hand sanitizer, etc. except solid stick deodorant), all electronic devices (i.e., clock radios, mp3, iPod, cell phones, etc.), are given to the staff on duty. Any of the preceding items must be sent home with the person who brought you.
5. All medications, including vitamins, must be surrendered upon entry into the program. They will then be registered and stored in the medication room for distribution at the scheduled times only. The center director will handle medication requiring special care (i.e., insulin, etc.).
6. Money brought into the program will be in an account for you. ATC is not responsible for any money taken from you while in your possession.
7. You will be signing up for SNAP (food stamps) while here.
8. You will be subject to random urine screens. A staff member will watch you urinate to verify that your current urine is being used for testing.
9. You must demonstrate proper conduct and obedience toward staff, including but not limited to:
  - Do not disrespect or talk back to the staff.
  - Address staff as Sister or Brother, whichever is appropriate.
  - If a staff member has earned ministerial credentials, address them as Pastor.
  - You must respond to those in authority with a humble and teachable attitude. Regardless of whether you feel they show it to you or if you think they do not deserve it.
10. You are not to murmur or complain. You are to receive ALL correction, instruction, advice, and counsel from staff.
11. All property here is God's property. You are expected to treat it with respect, maintain, protect, and conserve it.
12. Cursing, vulgar conversation, or excessive talk about your life before the program is not permitted.

### **GENERAL**

1. You are not allowed in the laundry room or use the machines without staff permission.
2. No smoking (or tobacco products of any kind), illegal drugs, or alcohol will be permitted.
3. Families are not allowed upstairs or in the student lounge.
4. You are required to be prompt and ready for all scheduled activities. The daily schedule may be subject to change. Please be flexible during those times of transition.
5. Fighting will never be tolerated.
6. All offices, the kitchen and pantry areas are off-limits, unless assigned by a staff member to work there. You must knock and receive permission before entering all offices. Do not hang around any office area.
7. No gambling of any kind is permitted.
8. If you need personal items, contact your family to have them send the items or bring them when they visit.
9. There is to be no lying down or sleeping during the day (Monday-Friday) without staff approval.
10. Areas of the property are off-limits, see a staff member for these areas. When the outside lights come on, you need to be inside.

11. Borrowing money from or lending money to other students or staff is forbidden. You may not sell or trade anything with another student or staff member.
12. Do not fasten anything to your bedroom walls or any of the furniture. Do not move any furniture without staff supervision.
13. You may not get into other student's personal belongings or wear any of their clothes.
14. There is to be no running in the building.
15. The people whom you may contact while in ATC are: wife, children, parents, siblings, grandparents, aunts and uncles, cousins, nieces and nephews, step-relatives of the before mentioned categories, girlfriends with whom you have a child, a pastor, a probation officer and attorney. All other relationships will be at the discretion of the center director.
16. If you are taken into custody and become incarcerated after entering ATC, you will have a maximum of thirty days to retain your current student status. Either you or an authorized contact must notify the ATC center director within five days of being incarcerated, detailing your situation, and potential release date.
17. There is to be NO interaction, conversation, exchange of information with women. This applies to all areas of your time here.(i.e. ministry services, ministry outings, church, work therapy or visits, unless they are your family.)

## **ROOMS**

1. You are not permitted to be in your room from 8:00 am - 4:30 pm. The only exception is during lunchtime to change for work or if you have been placed on sick call.
2. Only individually wrapped hard candy, beef jerky, and one water bottle are allowed in your room.
3. Do not leave lights or fans on when you leave your room.
4. Your room must be neat and clean at all times. You will be responsible for your area:
  - Clothing must be appropriately hung and folded neatly in your dresser
  - Dirty clothes must be in the laundry room before 8:00 am on your laundry day
  - Clean clothes will be folded and placed in your room for you to put away
  - NO dirty laundry is to be put in your dresser
  - Desks, window ledges, dresser tops need to be kept neat and clean
    - 1 Library Book
    - 1 Backpack
    - 2 Bibles
    - 1 Commentary
    - 1 Devotional
    - 3 Journals/Notebooks
    - 1 Personal Book (spiritual based)
    - NO newspapers or secular magazines
5. Towels are to be neatly hung on the end of your bed during the day.
6. Make your bed every day, keep it made until bedtime, and do not place any belongings on your bed.
7. You're not allowed in another student's or staff room.
8. You must be quiet upstairs. Noise levels are to be kept low in respect for others. The staff on duty will determine the respectful level.
9. We will do random room checks.
10. Wake-up time is according to schedule. You have 10 minutes to get out of bed. On Sundays, you must be up at least two hours before the vans leave.
11. You are to be in your room at 9:30 pm.
  - Devotions from 9:30pm -- 9:45 pm
  - Lights out 10:00pm -- 6:00am
  - Personal lights only used with permission from other roommates

## **PERSONAL HYGIENE AND GROOMING**

1. You must shower daily. Showers are to be limited to seven minutes.
2. You must shave each morning before 8:00 am. If the wake-up time is at 8:00 or later, you must be clean-shaven before breakfast.
3. Beards and goatees are not permitted. Mustaches must be kept neat and extend no lower than the corner of your mouth.
4. Hair must be neatly trimmed, length, and style are not to extend over the ears or beyond halfway down the neck. Sideburns must not extend lower than the middle of the ear. Extreme hairstyles will not be permitted. ,
5. Hairnets or do-rags are not permitted in classes, services, study hall, or outside of the center.
6. You must dress neatly and appropriately for all occasions.
  - Pants with a belt around your waist for church, chapel, and class
  - Plain white tee-shirts or sleeveless shirts are not allowed.

- Button shirts are to be buttoned to the second from the top button and tucked in for church, chapel, and classes.
  - Colored tee-shirts and jeans are suitable for off-grounds work therapy.
  - On grounds, work therapy attire is at the discretion of the senior staff.
  - Remember, if you are asked to change, do so with the right attitude.
7. Excessive and inappropriate jewelry is not permitted; staff will determine what is appropriate.
  8. When going to and from the shower, please wear a towel or robe; shower shoes are recommended in the shower area to prevent the spread of foot diseases.
  9. Do not walk around naked in your room. Use as much modesty as possible.
  10. You must always wear underwear, socks, shoes, and a shirt. Flip flops are permitted in your room, hallway, and for shower purposes only. NO slippers are allowed downstairs. Sandals with socks are permissible only if they have tread.
  11. Always use deodorant.
  12. Keep your fingernails and toenails clean and trimmed.
  13. Hats and sunglasses are to be worn as intended and not allowed in the building.
  14. Any clothing that is determined to be inappropriate or unproductive to the program will be confiscated (i.e., logos commercializing alcohol, drugs, tobacco, secular music, sexually inappropriate images, or messages, etc.). The center director will determine what to do with the article.
  15. You are not allowed to wear clothing with holes.
  16. When wearing pants with belt loops, you must have a belt on.
  17. Personal hygiene items are NOT to be shared.

#### **MEDICATION**

1. The medical director must approve all prescriptions and over-the-counter meds.
2. All prescriptions and OTC meds will be dispensed from the medication counter at the posted times only.
3. **No** medication or vitamins of any kind may be kept in your room.
4. Only bring one multi-vitamin to be taken daily, if needed.
5. OTC sleep aid medications are allowed for only the first two weeks.
6. You are responsible for all personal medical bills.

#### **APPOINTMENTS**

1. If you need to schedule a medical, dental, or vision appointment, you must submit a Student Needs Slip to the medical director. We will inform you of the date and time and secure a ride to and from appointments.
2. While at your appointment, you must stay in the office at all times. If you need a prescription as a result of your visit, bring it back to the center, where it will be filled as soon as possible.
3. No narcotics will be taken while at ATC. It is your responsibility to inform the physician of medications not permitted in the ATC program.
4. If a severe medical need arises that would require you to seek long-term medical care or hospitalization, you are placed on medical leave from the ATC program until your return. You must contact the center director or medical director at least two times a week during the time you are out.
5. If there is ever a need to send an additional student as an accountability partner on an appointment, the other student must have been an ATC student for a minimum of six months and must have center director approval.

#### **SICK DAYS**

1. You may take a sick day upon the approval of a staff member. To qualify for a sick day, you must notify the staff member at the wake-up time of your condition. We will take your temperature, and if you have a fever of 100 degrees or more, we will place you on sick call. If you want breakfast, you should eat it at this time; you will not have breakfast brought to you.
2. If approved for sick call status, you are to remain in bed all day, except for occasional trips to the bathroom. If you are so ill that you cannot get up and walk to the restroom, you will go to the emergency room or a doctor, at your expense.
3. You will not be allowed down for regular meals. You will be served broth, crackers and water in your room. Students on sick call due to surgery or injury are the only exceptions.

## **MEALS / FOOD**

1. You have thirty minutes to eat. The kitchen crew should be the first in line.
2. Do not take food or beverages outside of the dining room, including special snacks.
3. You may have water in a clear bottle in other areas of the campus.
4. You must be present in the dining room five minutes *before* the appointed time.
5. Do not complain about the food served to you; instead, give thanks for what you receive. You may refuse any food item or request smaller portions. If you do not like what is served, you are free to leave after the mealtime prayer. If fasting, a fasting form must be filled out and approved by the center director.
6. Breakfast is optional on Sundays, but you must show up for the prayer beforehand.
7. Food is not to be traded or given away.

## **CHAPELS and CLASSES**

1. You must complete class assignments and graduation requirements on time and to the satisfaction of the staff member in charge.
2. You should arrive for chapel and class before the scheduled starting time. You should be in your seat and ready to work at the beginning of the classroom period after breaks.
3. We will charge you for any materials that you lose or abuse.
4. Do not use chapel and class time to write or read letters, draw pictures, communicate with other students, work on discipline assignments, or conduct any other personal business.
5. You should always use the bathroom before coming to chapel and class.
6. You are to be responsible for bringing the appropriate study materials for each chapel and class.
7. The classroom is a permanent quiet zone; if you have a question, post your flag quietly until a staff member addresses you. If there is not a staff member in the room, patiently wait until one arrives or until the next break period to make your request.
8. The educational portion of the ATC program will include personal studies courses, group studies courses, scripture memorization, Christian workers' courses, video series, lecture classes, small group discussions, other assignments if needed, and GED courses, if you are not a high school graduate.
9. You may, at times, be called upon to offer public prayer.
10. Do not put your feet on, or lean back in, chairs.

## **CHURCH ATTENDANCE**

1. NO candy or water bottles allowed!
2. Students are to sit together in all church services with or directly in front of staff members. Church service is a time for you to focus on the sermon and the Lord. Do not stare at members of the congregation.
3. Students must remain as a group, NO exceptions. If you must use the restroom, do so before or after the service and with at least one other student. Never leave a service for any reason.
4. You may not leave at the end of the service until the staff member in charge dismisses you.
5. You may not converse with women.
6. You may not communicate in any way with people whom you met on any ATC outing.
7. Bring a Bible, writing utensils, paper, etc. to church services.
8. Notes of all Sunday services have to be submitted by Sunday night.
9. A button-down dress shirt, tucked in, and dress pants are to be worn to all church services unless told otherwise by a staff member.
10. A white, long-sleeved dress shirt, black pants, black shoes, and black belt is mandatory for all choir outings.

## **SCRIPTURE MEMORIZATION**

1. Scripture verses will be assigned to every student regularly. Some of these verses will be from your classes, while others may be assigned independently. You will be responsible for learning all the verses.
2. If you are having difficulty with memorizing your verses, do not get upset. Seek help from a staff member. He/she may be able to help you improve your study habits or your memorization techniques.
3. If you need tutoring, either for reading or a problem with memorization in general, ask about the possibility of having a volunteer tutor.

## **WORK THERAPY**

“ Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

1. Work therapy is intended to help teach you how to relate to others, learn how to take directions, develop an initiative to assume responsibility for tasks at hand, and begin to learn good work attitudes and habits.
2. You should accept your assignment as an adult in a mature manner.
3. Those on the kitchen/dining room cleaning crew will be assigned on a rotating basis and have no special privileges.
4. Any cost incurred due to tools or property damage or destruction due to negligence or improper usage is your financial responsibility. You are responsible for cleaning the tools you use and returning them to their proper place. NO tools are to be taken to your room.
5. You are not allowed in the kitchen unless you are assigned to work there or have permission from the staff.
6. You are to take joy in whatever task you are given – no matter how simple or humble the work may be.
7. You are not allowed to run any power tools without the work supervisor’s approval.
8. You may not use a chainsaw until you have proper training from our staff.
9. You are to be on time for work calls, dressed in proper work clothes, and ready to work.
10. Staff will release you for one 10-minute break during work therapy time.
11. No one is allowed in the garage without staff member permission.
12. All students are subject to random searches and urine testing upon completion of a workday.
13. You should always keep in mind that you are not the boss.

## **STUDENT PRIVILEGES**

As you prepare for the privilege of visits, passes, phone calls, and mail, it is your responsibility to take the lessons you have learned in the program so far and keep yourself pure and right before God.

“If you don't do what you know is right, you have sinned.” James 4:17 (CEV)

## **VISITS**

1. We reserve the right to ask a visitor to leave if they are not appropriately dressed, using tobacco, drugs, alcohol (prohibited on campus), or disruptive in any manner. We ask that your guest abide by the ATC rules at all times.
2. Visits are only on the first and third Saturdays of the month, from 10:00 am – 4:00 pm.
3. After completing 4 months, you are allowed 1 off-campus visit, each month, from 10:00 am – 3:30 pm, on visit day.
4. You must be in the program for a minimum of one month before you can receive a visit on the next scheduled visitation date. The staff will monitor all visits.
5. ONLY FAMILY members are allowed to visit.
6. NO pets ALLOWED.
7. You must fill out a visitation form and turn it into the center director by 5:00 pm on the Wednesday before your visit. Names, and their relationship to you, must appear on the form.
8. The only way a girlfriend may visit is if she is the mother of your child, the child must be present, and an approved chaperone is present.
9. Visitors must report to a staff member before beginning the visit. They must sign in at the beginning and out at the end of their visit. Visitors are not to enter through the front door. If going off-campus, sign in and out with the staff member on duty.
10. Please make sure that you or your visitors properly supervise any visiting children. ATC assumes no responsibility for the safety or well-being of your visitors while they are here. If property is damaged, you are responsible.
11. Food must only be eaten in the designated area or outside. Please pick up any trash or leftover food and dispose of it properly.
12. No guests are allowed in your room or any other undesignated area.
13. Visits are to take place in the area designated or outside.
14. You are not permitted to go to your visitor’s vehicle.
15. You are not permitted to use a visitor’s cell phone or any device to access social media at any time.
16. All packages brought to you by visitors must be given directly to a staff member. Any prohibited items will be confiscated and returned to the family member and returned to their vehicle.
17. Any food donation from a visitor must be for the general student population. All other food must be consumed during the visit or taken back home with your visitor. (NO energy drinks are allowed.)

18. UNDER NO CIRCUMSTANCES may you visit with another student's visitors.
19. Money received from visitors will go directly to the designated account (i.e., personal, ATC, etc.).
20. Visitation privileges may be withdrawn at any time at the discretion of the center director.

#### **PASSES**

1. You may be eligible for a pass but not entitled to the pass.
2. Day and overnight passes are granted only if the center director deems the environment you are visiting is safe and will not negatively impact your program.
3. All travel plans must be set with the center director one week before you leave for your pass. It is your responsibility to keep these plans. Changes will affect future passes or may result in dismissal.
4. If you are married, you will be eligible for a weekend pass on visit weekends in your 8<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> months. A copy of your marriage certificate will be required.
5. You will be eligible for a 3-day pass in or after your 7<sup>th</sup> month
6. You will be eligible for a 7-day pass in or after your 10<sup>th</sup> month
7. You may not have a marriage pass and a three-day or seven-day pass within a month.
8. You must submit to a urine drug and nicotine test when you return to the center.

#### **PHONE and MAIL PRIVILEGES**

1. A staff member will monitor all phone calls, and incoming and outgoing mail will be read by designated staff.
2. One call confirming your safe arrival to family or your probation/parole officer is permitted. Calls to your probation/parole officer are excluded from your two-phone call limitation, but a staff must approve this call.
3. You may contact your immediate family and/or the parent of your child.
4. You must be in the program for two weeks before you can make or receive phone calls and receive mail.
5. You will receive two fifteen-minute phone calls per week (these calls cannot be split). The **center director** is the only one who can allow any extra phone privileges.
6. All outgoing mail is to be unsealed and stamped.
7. Mail will be distributed by staff. Do not ask if you have received mail or packages.
8. Any correspondence or package received that is considered suspicious of being counterproductive will be destroyed. Any prohibited items will be confiscated and sent home on the next visit day.
9. Money received through the mail will go directly to the designated account (i.e., personal, ATC, etc.).
10. All mail being sent or received must have a complete address and return address.

#### **RECREATION**

1. When involved in recreation at facilities off the ATC campus, you are to stay in a group and the areas designated by the staff.
2. Whether you are involved in recreation at either an outside or indoor facility, please treat the property with care.
3. Ping-pong, pool, weights, board games, etc., are privileges, not rights.
4. You must request approval from the staff member on duty before using the weight room. There must always be at least two students in the weight room during room usage.
5. You may not have your own weights or exercise equipment.
6. If you require medical attention due to health needs associated with pain or injury, weight room and recreational activities (basketball, volleyball, ping-pong, horseshoes, etc.) will be off-limits until medically cleared and approved by the center director. You must be cleared by the center director to begin to exercise or participate in recreational activities again.

#### **MUSICAL INSTRUMENTS**

1. ALL instrument use is at the discretion of the staff on duty
2. You may keep your instrument, upon approval of the center director.
3. You may play instruments in the student life center or outside during free time.
4. Only Christian music, classical music and the practice of such music as is necessary to develop your skills, are permitted.
5. Do not touch the keyboard and piano in the Student Life Center without the center director's permission.

## **TELEVISION AND RADIO PRIVILEGES**

1. Television will generally be on for the evening news from 5:30 - 6:00 pm. Television viewing is not part of the ATC program and at the discretion of the on-duty staff.
2. The VCR/DVD is to be used to view movies with Biblical/family-oriented themes. Other films are permitted only with the center director's permission.
3. The ATC CD player and audio equipment are not for your personal use during your free time.
4. Before any radio is turned on, you must get staff permission. Only Christian music will be played.

## **DISCIPLINE POLICY**

You agree to abide by the ATC rules and policies once you enter the ATC program. The Discipline Policy applies when you violate a rule or policy. When this occurs, a Program Violation Notice will be given. All writing assignments are to be completed in the classroom during free time.

**Continued violations will require continued and deepening forms of discipline. Since no list of rules and disciplinary actions could be exhaustive, the following are examples of offenses and consequences:**

### **Minor Offenses:**

1. Leaving lights on or fans running in your bedroom
2. Conversing in the bathroom or hallway
3. Late for a scheduled activity
4. Having food in your room
5. Running in the building
6. Not shaving in the morning
7. Wearing a hat or sunglasses in the building
8. Turning on/off the TV or radio without permission
9. Having money in your possession
10. Not appropriately dressed for class, chapel, mealtimes, etc.

### **Consequences:**

- Writing assignments of Character Qualities or Bible passages
- Loss of privileges or extra work duties

### **Major Offenses:**

1. Continued disobedience to rules and policies
2. Rebellious conduct
3. Possession of tobacco, alcohol, or drugs in any form
4. Talking to other students about leaving the program
5. Refusing to participate in scheduled activities without reason or permission
6. Creating strife and dissension or talking negatively about the program
7. Leaving a church building or work site without permission
8. Having vitamins, meds, or OTC meds in room
9. Cheating, stealing, or lying
10. Calling or writing a person you met since entering the program
11. Walking off ATC property

### **Consequences:**

- Loss of phone and visitation privileges
- Additional time in the program
- Extra work assignments

### **Dismissible Offenses:**

1. Threatening bodily harm
2. Violent or abusive behavior
3. Sexual misconduct, abuse, or harassment
4. Deliberate destruction of facility equipment or property
5. Use of nicotine or drugs
6. Refusal to take a urine test

### **Consequences:**

- Dismissal from the program

## **Nicotine Offenses:**

### **First Offense:**

1. You will write a three-page (both sides) report on the Character Quality Self-Control.
2. You will receive only one fifteen-minute call per week for the next four weeks of eligibility.
3. You will miss your next scheduled visit.

### **Second Offense:**

1. You will be extended 30 days in the ATC program.
2. You will miss your next two scheduled visits.
3. You will receive only one fifteen-minute call per week for the next four weeks of eligibility.

### **Third Offense:**

1. You will be extended 60 days in the ATC program.
2. You will receive only one fifteen-minute call per week for the next four weeks of eligibility.
3. You will miss your next scheduled visit and will surrender your next pass.

### **Fourth Offense:**

1. You will be involuntarily withdrawn from the ATC program.

## **Educational Disciplines:**

1. If you do not complete each contract by the stated deadline, you will be placed on Academic Discipline until you are current. Academic discipline consists of, but is not limited to, spending all free time in the study hall working on contract work and receiving no visitation privileges.
2. If you need special privileges regarding the number of requirements you must fulfill, this will be handled on an individual basis and be determined by the center director.

## **DISCHARGE**

If you wish to leave the program, notify the staff, and follow these exit procedures.

1. Leave during office hours, 8:00 am -- 4:30 pm Monday - Friday, to receive personal possessions.
2. Leave before or after office hours, we will mail your items, at your expense, to the address listed on your application.
3. Take all clothing, toiletries, books, etc. These will not be mailed and will only be kept for 30 days from departure.
4. If you do not have a ride, you will be taken to the Joplin bus station, even if you are not able to purchase a ticket.

## **LEGAL SITUATION POLICY**

You are to receive permission from the proper authorities before entering the program

1. You shall inform the intake director regarding probation, parole, or court requirements.
2. A local probation officer will visit each student who is on probation twice per month.
3. If you are required to make a court appearance, you shall complete the Personal Studies for New Christians project 303, titled, Go See the Judge.
4. You are not allowed court appearance for personal matters unless subpoenaed.
5. Legal Assistance:
  - Legal services are not provided through the ATC Program.
  - The student will bear all legal aid costs.
  - ATC is not responsible for any legal repercussions that may occur if you are dismissed or leave the program.

## **GRIEVANCE POLICY**

### **Part A: Grievance against another student**

1. If you have a grievance against a fellow student, read Matthew 18:15-20 and Galatians 6:1 and prayerfully consider the situation.
2. Go to the student one on one and attempt to deal with the conflict in the following manner:
  - Find a private area, and both of you sit down together.
  - Pray together before discussing the situation.
  - Discuss the situation in normal conversational tones, without raising your voice.
  - Clearly explain what you are concerned about and why you are worried about it.
  - Gain an understanding of the other person's perspective.
  - Repeat back to the other student what you believe he is saying until there is a clear understanding of what each of you is trying to say.
  - Come to an understanding of your wrong behavior in the situation, and in humility, resolve to discontinue the behavior.
  - When you feel the situation is resolved, pray for one another, committing your weaknesses, and your relationship to the Lord.
3. If the situation is not resolved by following the steps listed above, have another student who is familiar with the situation or a staff member act as a mediator, and again follow the points listed above.
4. If the situation remains unresolved, inform the center director or campus pastor. They will then resolve the grievance within 48 hours. Any decision the staff makes will be final.

### **Part B: Confrontation Policy**

The following violations are exceptions to the grievance policy and should be immediately reported to the staff member on duty. If it is found that you knew of these violations and did not report them to the staff member on duty, you will be considered a willing party and will be considered for disciplinary action.

These violations include:

- Use of any form of tobacco or alcohol
- Threatening a student or staff with bodily harm
- Violent or abusive behavior
- Willful destruction of facility equipment or property
- Physical harm inflicted on staff or student
- Sexual misconduct, abuse, or harassment

### **Part C: Student Rights**

1. You have the right to give informed consent to refuse treatment of medication and to be advised of the consequences of such a decision.
2. You have the right to know about the cost and third-party coverage of treatment, including any limitation of the duration of the services.
3. You have the right to a grievance procedure.
4. You have the right to a humane and safe environment, free from abuse, neglect, and exploitation.
5. You shall not be detained against your will.
6. You shall be granted dignity and personal privacy.

### **Part D: Student Grievance Procedure**

If you feel that you have been abused or treated unjustly, including physical abuse or threats, violation of your rights, or inappropriate sexual behavior, you shall have the right to seek remedy for the grievance.

You shall adhere to the following grievance procedure:

1. Report any grievance to any staff member after first reading Galatians 6:1 and prayerfully consider the situation.
2. Do not discuss grievances with other students unless they are personally involved in the complaint.
3. You may submit the complaint in writing.
4. The staff member will acknowledge and document the complaint in writing and place it in your file within 24 hours (72 hours on weekends) from the incident.
5. The center director will meet with the staff member with whom the grievance was initially shared, the person against whom the grievances were made and you, within 48 hours. Documentation will be made and placed into your file.
6. The grievance will be resolved, and a decision presented to you within seven days of the complaint and placed in your file.

7. If you find the resolution unacceptable, you may appeal to the CEO. After reviewing the grievance, the CEO will meet with you and the person against whom the grievance is being made. The CEO will decide on the grievance and present his decision to you within 48 hours. Documentation of the meeting and determination will be placed in your file. The CEO's decision will be final.

## **GRADUATION**

It is an honor and a great accomplishment to graduate from ATC. We want to rejoice and celebrate with you and your loved ones. A year may seem like a long time. On graduation night, it will feel as though it disappeared so quickly. It will be worth it all. A few things to expect upon graduation:

1. A graduation service will be held on the last Friday evening of the month.
2. Family and other guests can be present.
3. Messages from students and staff will be given.
4. A certificate of graduation will be received.
5. GED accomplishment announcements will be made to those who achieved this.
6. A great time of fellowship following the service will be hosted by families, if desired.
7. You will get to go home!

## **A FINAL REMINDER. . .**

Always be aware of the fact that YOU came to US for help. YOU sought US out in your time of need; therefore, you have, in effect, submitted yourself totally to this program, its personnel (faults and all), and all that this program entails. Remember that you are ALWAYS free to leave if you decide that this program is not for you.

The staff will always be available to help you in any manner for which they are able. Please take advantage of their counsel and experience.

We encourage you to be open-minded to the Christian teachings in this program, as this message of hope has changed those who came before you.

**This is YOUR time – DON'T WASTE IT!**