



Allen County Community Corrections Clinical/CBT Division Classroom Guidelines- CCRS

Drug and Alcohol Use

I agree that I will not report to Allen County Community Corrections under the influence of, or in possession of, drugs and/or alcohol.

I understand and agree to submit to drug and alcohol testing at any time upon request of an Allen County Community Corrections staff member, and I will pay for the test based on the current ACCC fee structure.

Search and Seizure/Contraband/Prohibited Property

I understand that I will not enter Allen County Community Corrections with weapons, drugs, paraphernalia, contraband, or prohibited property. These items will be confiscated, and I may be formally charged and/or taken into custody and my placement with the CBT Marketplace will be terminated.

Residential participants are searched each time they enter the facility. Additional searches are conducted at the discretion of the ACCC Residential Services Program.

Behavior Expectations

1. I understand I must maintain good behavior at all times while participating in programming at ACCC.
 - a. I understand that any physical and/or verbal abuse toward any staff member or participant will not be tolerated and may be cause for my immediate unsuccessful discharge from the CBT Marketplace, possible sanctions, and/or arrest for a new criminal offense.
 - b. I understand that my participation in CBT programming is at the discretion of ACCC staff and that I may be removed from class, without credit, if I am not conducting myself in a respectful or appropriate manner or I am not abiding by ACCC rules and guidelines. This may also result in possible sanctions.
2. I understand that if I need to leave the classroom to use the restroom, facilitators will contact Residential Services Officers to notify them and I may be escorted to my pod to use the facilities. An officer escort may be required to return to the classroom. I agree to use the restroom prior to class whenever possible.
3. I understand and agree to appropriately complete all assigned homework for each respective class prior to arrival.
4. I understand and agree to complete all required workbooks, journals, and class assignments for each respective program.
5. I understand that I must actively participate in each class session. My participation and demonstration of the material knowledge is required for successful completion of each class.



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6. I understand that I am not allowed to sleep in class and may be removed from the classroom and required to return to my pod if I cannot stay awake. If I am removed, it will be counted as an absence for that class session.
7. I understand that, at the facilitator's discretion, food and drinks are permitted in the classrooms during scheduled programming. I agree to help maintain the classrooms by throwing away my trash and cleaning up any food or drink related messes on tables, chairs, and floors.

Attendance Expectations

1. I understand I must gather my materials for class and be prepared in the common area of my pod at least 10 minutes prior to each class session. Facilitators will collect class participants and escort them to the classrooms. I can ask a Residential Services Officer to release me to class if I miss the first call but may only attend if I am no more than ten (10) minutes late.
2. I understand that if I am any more than ten (10) minutes late to any class I will not be permitted to attend the session and it will be counted as an absence.
3. I understand that I must sign in at the beginning of each class session on the attendance sheet provided by the Program Facilitator.
4. I understand I may not miss two (2) consecutive class sessions without notification and permission from my Program Facilitator. Failure to secure permission for consecutive absences may result in my unsuccessful discharge from the CBT Marketplace.
5. I understand that I may not miss any more than three (3) sessions of FUN, T4C, MRT, or ATV and that doing so may result in my unsuccessful discharge from the CBT Marketplace.
6. I understand that I may not miss any more than one (1) session of FAB and that doing so may result in my unsuccessful discharge from the CBT Marketplace.
7. I understand that any absence from TAC may result in my unsuccessful discharge from the CBT Marketplace.
8. I understand that any unsuccessful discharge will result in a loss of class credit and will be reported to my supervising officer. If re-referred, I understand I will be required to restart the class.
9. I understand that if I am unable to attend a class session, it is my responsibility to contact my Program Facilitator and inform them of the reason for my absence.
10. If I miss a class session, I understand that I must make up all assigned class work and homework as required.



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Fees

1. Class costs for participants supervised by ACCC are covered by daily supervision fees.
 - a. However, ACCC will begin assessing class fees for any participants who continue attending CBT programs after transitioning from ACCC supervision to another agency.
2. All participants must pay replacement fees for lost workbooks or journals. Replacement materials will not be issued until the Program Facilitator can verify that a payment has been made for those materials.
 - a. I understand I will be assessed a material replacement fee of \$5 for any lost workbooks or journals for FUN, FAB, T4C, MRT, ATV, or TAC.
 - b. I understand I will be assessed a material replacement fee of \$25 for any lost workbooks for MRT.

ALL FEES PAID ARE NONREFUNDABLE.

Grievance Policy

All participants have the right to file a grievance and receive a response. A grievance may involve ACCC staff, another participant, a rule, a right, or a procedure. Grievance Forms are made available to participants in each of the living pod computer rooms. Completed forms should be submitted within five (5) days of the incident and should be placed in the designated drop box within each living pod.

Dress Code

I agree to abide by the Residential Services Dress Code Policy, found in the Residential Services Handbook, and understand that I may be removed from class if I refuse to abide by the dress code policy. If removed, this will count as an absence for the day.

By signing below, I acknowledge that I understand and agree to abide by all Allen County Community Corrections Classroom Guidelines for Residential Services. I understand that failure to abide by any of the rules could result in me being unsuccessfully discharged from the CBT Marketplace without receiving any credit for the class sessions attended. It may also result in sanctions being imposed and/or my case being referred back to my referral source for further disposition.

Participant

Date

ACCC Staff

Date