



## GROUP RULES & POLICIES

1. **SIGNING IN:** When you arrive, you must check in with a staff member to sign in. Program participants must remain in the waiting area. Please do not wander around the building or into staff offices.
2. **CONFIDENTIALITY:** It must be respected. What is said in the group must stay in the group. No one can talk about anything anyone says in a group.
3. **RESPECT:** Program participants are expected to be courteous and respectful of each other and staff. Please limit side conversations, and unnecessary comments as much as possible. Groups are designed to work as a support to you and everyone in attendance. Respect includes maintaining good personal hygiene, refraining from physical or verbal abuse, and remaining in identified authorized areas inside and outside of the building premises. Any client who is outside of the authorized areas of the building or has made physical or verbal threats will be discharged from the program.
4. **ATTENDANCE:** It is expected that you attend all sessions as outlined in your individualized treatment plan. Due to the nature of the program, it is essential to attend all programming for it to aid you in your sobriety. Please arrive before the group starts and stay until the program ends each day. In the event you will not be able to attend the group, you must call your individual counselor to notify them of your absence from the program. If you must leave before the end of the treatment day, you will need to get prior approval before the start of the group.
5. **LATE ARRIVALS:** Anyone late to group (time at discretion of group facilitator 15-30 mins) will not be permitted to enter. You will need to call to inform your counselor and if there is no answer, please leave a voicemail. If a group participant arrives to start the group past the identified time without permission/approval, it will be counted as a no call no show, after 2 NCNS for arriving to start of group without permission, participant will not be permitted to re enter group and is at risk of getting discharged unsuccessfully. If a group participant leaves the group early without permission/approval, it will be counted as a no call no show, after 2 NCNS for leaving group without permission, participant will not be permitted to re enter group and is at risk of getting discharged unsuccessfully.
6. **BREAKS:** Breaks may be given during group at facilitator discretion. If a group participant returns from break to group early without permission/approval, more than 5 minutes after start of group, it will be counted as a no call no show, after 2 NCNS for leaving group without permission, participant will not be permitted to re enter group and is at risk of getting discharged unsuccessfully.
7. **PARTICIPATION:** It is required and expected that group members be on time to programming and be ready to participate in group discussion and activities. At the beginning of each session, please be in the appropriate room for the start of the assigned activity or group. Participants will discuss treatment goals with your treatment team. Examples of behavior that would impede reaching treatment goals include *frequent absences without prearrangement or phoning in,*

*consistent tardiness or absence from scheduled activities or groups, testing positive for drugs or alcohol, not following my treatment plan, behaviors that are inconsistent with the program.*

8. **MEDICATION COMPLIANCE:** Program participants are expected to take their prescription medication in the morning and throughout the day. You may bring your prescription medication with you; however please do not take medication while in group. Make sure to inform staff that medications are being brought into the treatment area.
9. **WEEKLY REPORTS:** Reports are expected to be completed each week and turned into your group facilitator during your last group session of the week.
10. **SNACK & SOFT DRINKS:** You may bring your own drinks and snacks to the group. We do not have a refrigerator available for your use. Be sure to clean up after yourself by throwing away any trash prior to leaving the group. Staff may suspend snacks and drinks if cleaning up becomes an issue.
11. **SMOKING:** The building is a smoke free building. If you have the need to smoke, you may smoke/vape or use any inhaled nicotine products or chewing tobacco outside in designated smoking areas. If you smoke inside the building at any time, you will be discharged from the program, no exceptions.
12. **CELL PHONES:** Cell phones must be turned off or put on silent during session. No texting is allowed during session. If you have an emergency and need to take a call, please inform staff ahead of time and step out of the room and return as soon as possible.
13. **SLEEPING:** No sleeping or nodding off in group. If you are sleeping during session, you will be asked to leave.
14. **RELATIONSHIPS:** While friendships are encouraged, relationships outside of that nature are prohibited while in the program.
15. **PERSONAL BELONGINGS:** In order to prevent loss of your belongings, we strongly advise that you leave your valuables at home. Staff will not be responsible for any lost or misplaced property. Possession of all weapons, concealed or otherwise, is forbidden on the premises.
16. **ALCOHOL/ILLICIT DRUG USE:** Possession or consumption of unprescribed or illegal drugs will not be tolerated and may lead to discharge from program.