

GROUP GUIDELINES & RULES

Our main concern is to create a safe and supportive atmosphere for all group participants.

The following group guidelines / rules have been proven to create a therapeutic group experience where learning and support and practice can take place.

From our Staff:

We have tremendous respect for each and every group member. We are aware that it takes great strength, determination, and follow-through to make effective, healthy, and satisfying changes. It also takes perseverance and self-awareness to keep moving forward.

We support you in your journey.



"Act As If..."

Groups offer an opportunity to "act as if" by "practicing" recovery skills like communicating and connecting with other people in recovery.

SUBJECT	GROUP RULE
ATTENDANCE Regular attendance is the only way to get the most out of group.	<ol style="list-style-type: none">1. Regular attendance is required.2. It is each group member's responsibility to call his or her primary counselor in advance if you are going to miss group for any reason.3. No client may leave a treatment group without permission of the group facilitator.
TIME AND PUNCTUALITY Punctuality increases the value of the group for each group member.	<ol style="list-style-type: none">1. Every group begins and ends on time (1:30 – 3:20 in the afternoon and 6:00 – 7:50 in the evening).2. A ten minute break will be given in each group (2:20 – 2:30 in the afternoon group; 6:50 – 7:00 in the evening group).3. Testing cannot interfere with group times and is not a reason to be late to group. If your U.A. testing is on the same day as your evening treatment group, you must be signed in for testing no later than 5:40 p.m. or you will not be allowed to test. You will receive a no show for testing on that date. You will still be allowed to attend treatment. Group is not a reason to miss testing. If testing will make you late to group – choose group – and plan your testing so it is not missed.4. Credit for group is only given when a group member has a group receipt (by 1:30 p.m. or 6:00 p.m.), is available to enter group when staff calls, and returns from break on time.
CONFIDENTIALITY Confidentiality is a top priority and ensures the privacy of group members.	<ol style="list-style-type: none">1. What is said by a client in group is not to be shared with others outside of the group. This applies not just to private things but to everything...even being a member of the group is private.2. We do not discuss group members or counselors who are not present...ever.3. Exceptions to the confidentiality of what is said in group:<ol style="list-style-type: none">a. Our staff work as a team. In order to be supportive and help clients, the staff may discuss the successes or struggles shared in group with the team when necessary.b. Law may require the staff to report something shared in group. This includes danger to self and others or non-compliance to the court or other legal reporting agency.

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GROUP GUIDELINES & RULES (*continued*)

SUBJECT	GROUP RULE
ATTENTIVE Distractions of any kind can take people out of the group experience and block a group participant from their emotions.	<ol style="list-style-type: none"> 1. The ability of another client to learn or gain from group can be taken away if someone monopolizes the group, distracts the group, or takes the group off topic. 2. Be considerate of the recovery process of others. Be present in group and pay attention by listening to others. 3. No eating (food, candy) or drinking in group (if you have food or drinks put them on the group table as you enter the room). 4. Turn off anything with an "on" or "off" switch (cell phones, video games, blue tooth, or pagers, etc.). 5. Please stay awake. If you need to stand to remain awake, you can. If you are not able to stay awake you cannot benefit from group and you will be asked to leave.
RESPECT for YOURSELF, GROUP MEMBERS, and STAFF Treatment is the place to practice self-esteem and esteem for others.	<ol style="list-style-type: none"> 1. All group members are asked to demonstrate respect for themselves, and required to show respect to other group members and staff at all times. 2. Respectful language is required which means no put-downs, no name-calling, no cursing, and no foul or vulgar language is allowed. 3. No judgmental, critical, or sarcastic remarks of any kind about race – ethnicity – culture – religion – or sexual orientation. 4. Do not talk when another person in the group is talking. Do not carry on conversations with the person beside you. Talk to the group as a whole by taking turns speaking. 5. A "recovery dress code" means no clothing with alcohol or other drug ads or gang insignia; and no clothes that are too revealing. 6. Sunglasses and hoods on the head block a person from the group process, they are not allowed.
PHYSICAL SAFETY A physically safe place where each person's physical space is respected is required in a healthy treatment environment.	<ol style="list-style-type: none"> 1. No one can harm themselves, other group members, or staff. 2. No weapons of any kind are permitted in group (guns, knives, pepper spray, etc.). 3. No fighting (physical or verbal assaults), violence, threats, or horseplay are allowed. 4. No touching of other group members. 5. To ensure safety and respect of property do not lean back on chairs. 6. Any verbal or physical assault on group or staff members will result in immediate removal from group and perhaps the program.



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GROUP GUIDELINES & RULES (*continued*)

SUBJECT	GROUP RULE
EMOTIONAL SAFETY <p>Creating an environment where it is safe to share feelings and experiences is essential to the group process and helps a person gain self-awareness.</p>	<ol style="list-style-type: none"> 1. Respect the emotional space of others - share personal feelings and emotions and allow others to do the same. 2. When another is sharing their feelings do not rescue. Allow others the time to process before engaging them. 3. Be sensitive to each person's stage in the acceptance process, each person's struggles, and their individual journeys. 4. Profanity, sexual jokes, or flip remarks about gender or age make most people uncomfortable. To assure the comfort of everyone, these are not allowed. 5. Share emotionally as it is comfortable for you. Be as honest as possible about what is going on. Being in a bad mood, tired, anxious, or bored is not a reason to disengage or begin side-conversations – talk to your group.
PARTICIPATION <p>Being actively involved in group and encouraging others in doing the same is the only way to benefit from the group process.</p>	<ol style="list-style-type: none"> 1. Be an active participant by listening to the feelings and experiences of others, sharing personal feelings and experiences, and asking questions. 2. Share your story, struggles, and successes with your group. Ask for feedback, support, and suggestions. 3. Use "I" statements when sharing - like "I feel" or "I think" or "I believe." 4. Provide support to others by listening carefully and giving constructive feedback. 5. Offer suggestions, ask questions, offer support, express concerns, and connect your experiences with the experiences of others in the group. 6. Allow others to share and do not interrupt. 7. Take responsibility for making the group work. Respectfully speak up when you have an opinion if something is not going right or when it is.
SUPPORTIVE ENVIRONMENT <p>Personal growth takes place in a supportive – rather than confrontational – environment. <i>Each person's remarks are important to the whole group.</i></p>	<ol style="list-style-type: none"> 1. Work together cooperatively in a group setting and take risks during the process. Care enough to speak up if you are concerned and offer "atta-boy's" when you see progress. 2. Try to be positive whenever possible - a negative attitude brings down hope for others. 3. Laughter and humor are an important part of the recovery process – have a good time. 4. Anyone who is uncomfortable may make this known to the facilitator. 5. Everyone will be given the chance to speak. In addition, each person is asked to be conscious of the amount of time they are using to allow others to speak. 6. Make group work!

A person can't.... "*think* their way into a new way of *living*"
 They must... "*Live Their Way Into a New Way of Thinking*"

