



THE AGREEMENTS

1. CONFIDENTIALITY

I agree to keep what comes up in the group to myself. This means that I don't repeat what someone says without his permission, especially to other group members outside of the meetings.

2. NO PUT-DOWNS

I agree not to put down, make fun of, minimize, or attack other persons. Also, I will not put myself down by saying things like... "Well, this probably isn't important...", or "This may sound stupid, but..."

3. THE RIGHT TO PASS

I agree to do my part to make the group work and will contribute to group discussions. I do have the right to pass on subjects that I do not feel comfortable sharing in group but will need to discuss this individually with my primary counselor.

4. THE RIGHT TO LET IT STAND

I have the right to say what I want in the group without having it debated, denied, or attacked – or agreed with or supported. It gets to stand on its own, without being taken over by someone else.

5. FEELINGS

Everyone in the group will sometimes feel hurt, sad, bored, or angry. These feelings are part of the healing process and the change process. I agree to respect my feelings and the feelings of other group members.

6. RESPECT/LISTENING

I agree to listen to others in the group, and I expect that others in the group will listen to me. This almost always means that only one person talks at a time, without interruptions.

7. "I" STATEMENTS

I agree to speak for myself and my own experiences. I will not speak for others unless asked to. This means I will use the word "I" in place of words like "you", "we", or "they." This is difficult, but crucial. It will help me speak about what is true for me, and keep me close to how I feel.

8. TRYING ON THE PROCESS

I agree to try on the process of this group. I don't have to agree with it or accept it, just try it on.

9. TAKING CARE OF MYSELF

I agree to take charge of my own needs. I will make myself physically comfortable and I will ask for help when I need it. I will try to have fun during the process.

10. NO ALCOHOL OR OTHER DRUGS

I agree that I will not use alcohol or other drugs while at Phoenix Recovery Programs.

11. ENABLING

I agree to not enable my peers. This means that I will not allow negative behavior, rule infractions, or chemical use to go on with my permission, and I will report it to staff immediately.



General Expectations:

Abstain from alcohol and/or drug use or possession.

Glorification, or “war stories” are not allowed. Telling these stories rarely helps someone stay abstinent. Further, when we only look at the fun of our substance use we tend to overlook the consequences, such as people we have hurt, accidents, missing school, losing jobs and friends.

Be honest. Honesty is the cornerstone of recovery. Any client caught lying, manipulating, or withholding information, will receive consequences.

Be respectful of others. We promote basic respect for yourself, for your peers and for the staff. You may not always agree with everything or everyone, and you have a right to disagree. But disagree appropriately and respectfully. Basic respect includes: asking instead of demanding, not swearing, not talking down to peers/staff, be courteous etc.

Be respectful to Phoenix Recovery Programs property. This includes not writing on walls/furniture, putting holes in walls, or using property in any way that it was not intended to be used.

No bullying! Phoenix Recovery Programs has a Zero Tolerance Policy on bullying. This includes verbal/physical harassment, intimidation, threats of violence, jokes/inappropriate comments towards peers.

Possession of weapons of any kind is strictly prohibited.

Accountability is the key to recovery. Hold each other accountable. This includes notifying staff immediately if another resident is violating any of the program rules and expectations or is engaged in behavior that may be detrimental to their own or another peer’s recovery.

Be where you are supposed to be, when you are supposed to be. This includes remaining with staff or assigned buddy or group during any activity. Remember not only do you represent yourself, but you are also representing Phoenix Recovery Programs.

Offensive language/profanity will not be tolerated.

Do not touch other clients! No personal contact, horseplay, or “shadow boxing”. This prevents injuries and unintended problems with peers. It also prevents misunderstandings with staff regarding intentions.

Do not trade, sell, or borrow each other’s personal belongings. Further do not bring items of value during your stay. Phoenix Recovery Programs is not liable for lost/stolen/damaged items.

Residents are not allowed to be in any of the staff areas unsupervised, this includes offices, bedrooms, and locked storage areas.

Residents of PRP even if over the age of 18 may not receive any new external body modifications to include but not limited to: tattoos, piercings, brandings, and scarring. Clients with documented piercings upon intake may not enlarge or modify those piercing while a resident of Phoenix Recovery Programs.



Confidentiality

It is expected that residents not share any confidential information about the program and/or other residents with anyone, including fellow residents, family, alumni, or any persons outside the facility. Discussing or gossiping about other peers, families, staff, is unacceptable. Clients violating this policy should expect appropriate consequences.

Passes

Residents that are eligible for a pass are to complete a Pass Request form and submit it to their primary counselor prior to the weekly clinical meeting. Pass progression is as follows:

1. No passes the first two weeks in the program,
2. Two 3-hour passes, but not allowed to return home
3. Two 1-day passes home, unless indicated otherwise
4. Two-day pass for the remainder of the time in the program unless indicated otherwise

In order to earn a pass, clients must meet the following requirements:

1. Earned the minimum points necessary for the level of pass requested
2. Has completed all school work and is passing all classes
3. Has completed all treatment work
4. Has contacted their sponsor at minimum of 2 times per week for a minimum of 10 minutes.
5. At least one member of client's family has attended the most recent family education group.
6. At least one member of the family has attended clients most recent individual family session.
7. Family must attend at least one Al-Anon meeting per week

Rules while on passes away from the facility:

1. Attend 1 12-Step meeting for each day on pass and provide meeting slip verification
2. No associating with friends, using friends, or significant others while on pass.
3. Supervised by at least one parent/guardian at all times.
4. Clients are not allowed to be around anyone who is under the influence of drugs/alcohol. This expectation extends to family members as well. Further it is expected that family remove any drugs/alcohol from the home prior to their child returning home.
5. No use of internet, including social media (Facebook, Instagram, Snapchat etc.)
6. No use of cell phones, computers and tablets
7. Residents of Phoenix Recovery Programs, even if over the age of 18, may not receive any new external body modifications to include but not limited to: tattoos, piercings, brandings, and scarring while on pass. Clients with documented piercings upon intake may not enlarge or modify those piercing while a resident of Phoenix Recovery Programs.

Visiting

Visiting hours vary by location, and are limited to immediate family members, unless approved in advance by primary counselor. Any visitors suspected of substance use will be asked to submit to urinalysis testing and/or may be asked to leave the facility.

1. Visitors are to visit with clients only in designated areas. Those areas are the lobby, group rooms, or large activity room.
2. Visiting is not allowed in a vehicle or in the parking lot.
3. Family members/clients should not bring food into the facility unless approved in advance.



Twelve Step Meetings/Etiquette

Residents are expected to attend all scheduled Twelve Step meetings on time. Residents are not to leave the meeting without prior approval from Staff, including bathroom breaks. Clients are expected to demonstrate respect for self, peers and others recovering addicts.

1. Act respectfully. No talking to each other during the meeting. Be respectful of others that are sharing.
2. Do not wear hats during meetings.
3. No communication with the opposite gender.
4. Clients should not talk about issues they are having in treatment; these things should be discussed in treatment groups. Keep your sharing about recovery.
5. Residents may not sit in the back of the meetings.
6. Clients are prohibited from arranging to meet family or friends at 12 step meetings. Do not talk about what happens with other residents in treatment, or the group home at the meetings, even outside or in the hall. Help clean up after yourself and others (service work).
7. It is encouraged that residents communicate with other recovery people at meetings and look for potential sponsors.

Group Rules

1. We all need a safe place to talk about our feelings, concerns, and progress in recovery. Therefore, we will honor each person's confidentiality and not bring issues discussed in group outside of group.
2. Listen to each other, do not engage in put-downs, threats, or hostility, and being supportive of each other.
3. You are expected to be sitting in your chair at all times. This includes all four chair legs on the ground with no feet on furniture (no sitting on the floor or laying down).
4. Only one person talking at a time.
5. Pay attention to the person sharing
6. Listen; contribute; share your thoughts and experiences; take part in the exercises and homework.

U/As

Residents are expected to submit to random urinalysis testing at the request of staff. Positive test results will be handled on a case by case basis. Failure to submit a urinalysis as requested will be considered a positive test.

Medications

Any and all medications, including prescribed medications, will be secured by staff, and dispensed according to the instructions on the bottle. "Cheeking" and/or sharing your medication may result in discharge from the program.

Medical Problems/ Illness

Any medical conditions, illnesses and/or injuries should be brought to the attention of Staff. If a resident needs to be seen by a medical professional, arrangements will be made by Phoenix Recovery Programs staff. If a resident is determined to be too ill to participate in program activities, then that resident will also be deemed too ill to participate in any and all other activities.

Client Funds

Residents are not allowed to be in possession of cash and or debit/credit cards. Through our incentive program residents can earn Phoenix points to purchase additional items.



Emergency Procedures

If there is an emergency, notify staff immediately. **Emergency drills are to be treated as real emergencies!** When the fire alarm sounds, all clients are to immediately proceed to the designated meeting area outside the facility. **Under no circumstance** is a client to re-enter a building after gathering at the designated area, prior to staff dismissal. Residents are to form a circle and wait for further instructions from staff. In the event of a tornado or severe weather warning, staff will alert clients and move to the designated location at that facility. All Phoenix Recovery Programs locations have the emergency procedures/maps posted in the common areas.

Grievance

If any resident is dissatisfied with any aspect of the facility's operation, or the care provided, the resident or anyone acting on the resident's behalf, may file a grievance with the facility. A written copy of the Grievance Procedure will be made available to all residents at the time of admission. The Grievance Procedure is in the resident rights handbook and available to former clients upon request. The Grievance Procedure will be posted in a conspicuous location, visible to residents, in the facility. Phoenix Recovery Programs will not influence or try to change any grievance that is filed by the resident. This includes facts reported by the view of the client or anything related to the grievance.

Mail

Packages arriving at Phoenix Recovery Programs will be distributed as soon as possible, subject to staff availability. Packages must have a full return name and address. Outgoing mail will be picked up M-F. All outgoing mail is subject to review, and must have correct return address, full name of the resident sending, and correct postage. Envelopes are available from staff, and stamps are to be provided by parents/guardians. Residents are not allowed to write to friends, significant others, or friends in other treatment centers and facilities.

Obtaining Hygiene & Personal Items

Phoenix Recovery Programs will have basic hygiene, laundry and cleaning products on hand for those residents needing such items. If residents prefer specific hygiene and/or other personal toiletries, they may obtain these from an outside source, such as a family member but must arrive new and unopened. Aerosol and any items containing alcohol are prohibited.

Showering

Shower schedule is posted on bathroom door, assigned by resident seniority. Residents are required to take a shower at least once daily, with a time limit of 10 minutes per resident. Any personal items left in bathrooms, including personal toiletries, are subject to staff seizure and are returned to parents.

Hair Care

Residents are expected to keep their hair clean, neatly trimmed and neatly combed. Residents may not cut, shave, or color their hair or other resident's hair. Residents may have haircuts that are appropriate looking, with their counselor's approval.

Dress Code/Clothing

Residents are expected to have clothing and other items that are free from any references to drug/alcohol use, gangs, bands/music, sex, or violence. Any clothing that is ripped, frayed or has holes may not be worn. Any clothing that references gang lifestyle or colors is not allowed to be worn. Tank tops are never allowed, other than for use as pajamas. Clothing should be clean and laundered on a regular basis. Residents are expected to wear shoes outside at all times and must wear weather appropriate clothing. It is expected that shirts cover resident's stomach and pants be worn at the waist line with a belt (no sagging allowed). All residents are expected to wear appropriate night clothing in bed, consisting of pajamas or shorts, and shirts. Residents are expected to refrain from lending, borrowing or trading clothing and/or other personal property with any other residents. Residents who have their ears pierced may wear



earrings, up to two earrings per ear. It is expected that piercings not be enlarged, or new piercings done. Staff may confiscate any clothing that is deemed inappropriate and returned to parents; in this case parents are expected to bring alternate clothing for the client. If family is not financially able staff will take clients to Goodwill or Salvation Army to purchase clothing.

Bath/Bedding

Adequate and clean bath towels and bedding will be furnished upon each new admission. The facility will ensure that each resident has a mattress cover, sufficient blankets, one pillow and pillowcase. Residents are required to launder their bedding at least every other week, on their scheduled laundry day, to maintain a clean and safe environment. Bedding and linens that are worn out or unfit for further use should be turned in to staff.

Bedrooms

Each resident will be assigned a bedroom to share with other residents. Resident rooms and belongings may be searched at any time. It is expected that beds be made immediately after waking. Bedroom doors are to remain open at all times, unless changing clothing. Residents are expected to be in their rooms 10 minutes prior to lights out, and to refrain from any talking after lights out. Lights out is defined as being quiet, in assigned room, and in assigned bed. Clients are not allowed to put tape or tacks on walls. It is expected that bedrooms be kept in clean and orderly condition at all times. This includes keeping areas under beds and tops of closets or tables clean and clear of any items. Each resident is given one laundry basket where dirty clothes are to be kept. Loitering in bedroom areas outside of bed times is prohibited.

Chores

Each resident will be assigned daily and weekend chores. Morning chores are to be completed prior to leaving for school, and PM chores in the evening, after dinner. Weekend chores will consist of AM/PM/Super-Clean duties, at a prescheduled time. If a resident leaves a room, or prepares a meal, he will be expected to pick up prior to leaving the area.

Laundry Facilities

Laundry will be a part of independent living skills training. All laundry is to be kept in laundry hampers in resident's bedrooms. Residents are required to do laundry only on their assigned day of the week, and laundry should not be left in the laundry room after resident's scheduled laundry day. Residents will receive a set of clean bed linens upon admission. It is expected that they be washed at least every other week on scheduled laundry days. Any changes to the laundry schedule must be approved in advance by staff.

Meals/Food

Appetizing, nourishing, well-balanced meals are an important aspect of the recovery process. Coffee, candy, and pop are used as incentive items and are not a standard part of a client's diet. Meals will be served at designated times and are expected to be a community experience. All residents are expected to exhibit appropriate table manners during meal time. Please alert staff to any issues that you may have with dietary needs. Assigned cook (resident) will prepare meals with staff supervision, and no other resident is allowed in the kitchen during meal preparation unless approved by staff. Vinyl gloves must be worn when handling food that others will eat. Plastic cups, bottles, cans, reading material, and hats are not allowed at the dinner table. Residents are expected to start each meal with a moment of silence as a group and may leave the dining table only if excused by staff. There will be no food or beverages in any area of the house, other than designated dining areas. **Residents are not to have energy drinks while on pass and must limit caffeine use while on pass. Families are not allowed to bring food or beverages to the residential facilities unless pre-approved by primary counselor.**



Common Areas

Residents are expected to be in the common areas of the house during day hours. Residents are expected to use furniture properly, no sitting on tables, feet are not to be on any of the furniture, no writing or scribbling on any of the furniture.

School

Departure from the group home to school is specific to each site. All residents are expected to be ready for departure meaning: breakfast, morning chores and showering completed. All rules that apply at the group home, apply at school as well. Clients are not allowed to leave the classroom to use the bathroom except in a significant emergency; this is to be done on break. All clients are expected to maintain a "C" average.

Sleeping/Laying Down

Residents may not sleep or lie down at any time, other than at designated bed time, without prior staff permission.

Telephones/Electronic Devices

Cell phones and electronic devices are not allowed. Any resident caught in possession of these items will have them confiscated.

Client Phone Calls

Phone services will be provided by Phoenix Recovery Programs. Residents are only allowed to have telephone contact with family and sponsors. Family call times vary by location; you will receive call times during intake. If regular phone times do not work with your parents, your counselor will make arrangements to make calls on another day or time. Residents can contact their probation officer, social worker, or guardian ad litem at any time during the work day, but you must work with your counselor to make these calls.

If there is an emergency outside of normal call times, parents are encouraged to contact the designated on-call phone number provided at intake.

Sponsors

Residents are expected to obtain a sponsor within the first two weeks of the program and to call at least twice weekly, for a minimum of 10 minutes. Failure to contact a sponsor, or to lie regarding contact, will result in forfeiture of next pass. Sponsors are expected to be of the same gender, have at least 2 years' continuous clean time, and be at least two years older. Prospective sponsors who are willing to meet with residents on site must complete and pass MN Background Study. Residents may have phone contact with sponsors prior to background study completion. Clients are expected to have only 1 sponsor at a time unless arranged with primary counselor.

Television, Music

Personal televisions, radios, CD and DVD players, or any kind of personal music devices are not allowed.

Transportation

Phoenix Recovery Programs is not able to provide transportation to court or medical appointments outside the city limits of the program without express approval by the program director or executive director. Families/guardians are responsible for all transportation arrangements unless otherwise notified by Phoenix Recovery Programs staff.



Van Behavior

Traveling in the van is a routine experience. The following guidelines are designed to provide safety to the passengers:

1. No eating, drinking, open or un-opened drinks are allowed in the van.
2. Residents are to wear seat belts in a proper manner, no lying down, and must face forward at all times.
3. Staff is responsible for seating arrangements, music, and climate control.
4. Residents are expected to clean up their personal areas after all van rides.
5. Residents are expected to refrain from rude and/or disrespectful behavior to others inside and outside the van.
6. Behaviors that could distract the driver are never allowed.
7. Personal lights of any kind (reading or flashlights) are not allowed without staff permission.