

THE ARBOR

Code of Conduct

Our primary goal is to provide a safe and secure experience for each client. In order to achieve this, we have put in place the following rules/guidelines for each client.

General

Clients will:

- honor each other and staff by not gossiping. If you have an issue of concern, please inform staff or discuss in Community Group;
- not bring, possess, or use alcohol in any form, illicit drugs, or nonapproved prescription or TC drugs;
- not possess pornography, weapons, firearms, knives or other contraband;
- refrain from violent/assaultive behavior and/or verbal threats made toward other clients or staff members;
- not use foul or offensive language;
- notify a Recovery Support Technician (RST) before leaving their house and/or surrounding areas;
- attend and participate in all scheduled activities groups unless excused by the staff;
- be at scheduled activities five (5) minutes beforehand;
- follow redirections provided by the staff; and
- report any items discovered that are in need in need of repair. (Please, do not attempt to repair anything in the facility).

Searches

Searches are done upon admission and later in the treatment stay as deemed necessary by staff in order to provide a safe environment.

Buddy

Each client is assigned a client buddy upon admission. You will shadow your buddy for your first 24 hours. Your buddy will assist you in getting accustomed to the schedule, be someone to talk with about issues that may arise, and provide support.

Dual Relationships

- 1) Neither romantic nor business relationships are permitted among clients.
- 2) Staff cannot accept gifts from clients.
- 3) Staff cannot engage in any type of business or friendship relationship with a client.
- 4) No inappropriate physical contact (horseplay, massaging, etc.).

Medical

- 1) All prescribed medications, OTC medications, and supplements must be submitted to staff upon admission.
- 2) Medications will be administered by staff at designated times.
- 3) If experiencing an illness or medical emergency, please inform staff immediately.
- 4) If you throw up, show staff before disposing of it.

Rooms

- 1) Lights and ceiling fans must be turned off when leaving your room.
- 2) Bedrooms are to be kept neat and orderly.
- 3) Room inspections will be conducted by the RST staff on duty twice each day.
- 4) Windows are to remain closed, and screens are to remain on the windows at all times.
- 5) Naps are permitted during personal time.
- 6) Clients must be in their bedroom between the hours of 10:00pm to 5:00am M-F, and 10:30pm to 6:00am Sat & Sun.
- 7) Bedroom doors must be kept open at all times during the day except when changing clothes. Bedroom doors may also be closed after curfew. For the Men's house, doors can be closed during meal times.

Dress Code

- 1) Sagging is not permitted, there should be no undergarments showing.
- 2) Tank tops are only allowed during fitness, yoga, and/or if being worn as an undershirt.
- 3) No offensive, gang related, or drug/alcohol related apparel will be permitted.
- 4) No holes are allowed in clothing.
- 5) Shoes are to be worn when outside of your room.
- 6) Hats, hoodies, and sunglasses are not to be worn inside the facility or to any group.
- 7) Pajamas may be worn beginning at 8:30pm.
- 8) IN the mornings, change out of you pajamas or robe before meditation.
- 9) No cut-offs are permitted.
- 10) Skirts, dresses, and shorts must be an appropriate length.
- 11) One piece bathing suits only.
- 12) All shirts or blouses must cover the mid-drift area.
- 13) No low cut shirts or blouses are allowed.
- 14) Appropriate undergarments must be worn.
- 15) No high heels or stilettos.

Personal Items

- 1) Clients can only post personal items in their armoire.
- 2) No personal items are to be left in the common areas of the facility including program materials.
- 3) Personal hygiene and other items are to be provided by family members/friends. If unable to obtain, you can request such items by submitting a *General Request Form* to your counselor.
- 4) If a client receives an item that has not been approved, the RST staff will hold the item until evaluated by the counselor.
- 5) Clients are not allowed to store personal vehicles on property.
- 6) Clients are not permitted to pass down/give away any personal items such as books, clothes, step work, etc.

Off-Property/Outside Meetings

- 1) When off property, clients are to present with dignity and respect.
- 2) Twelve Step meetings are a required activity.
- 3) Bring your *Big Book* and/or *Twelve and Twelve* depending upon the type of meeting.
- 4) Please remain with the group and seated during the meetings.

- 5) In order to maintain confidentiality, do not mention being at *The Arbor* when sharing.
- 6) Help with the clean up after the meeting.

Van Behavior

- 1) Clients must be on the porch ready to leave (5) minutes prior to departure.
- 2) Food or drinks are not allowed in the van, except for water bottles.
- 3) Please do not bring nonessential items.
- 4) Seatbelts must be worn at all times.
- 5) Staff must open and close van doors.

Mail

- 1) Mail can be sent to family and friends at any time during your stay.
- 2) Place in the mail slot prior to 8:00am Monday-Friday to be mailed the same day.
- 3) Incoming mail will be distributed upon arrival.
- 4) Staff will observe the opening of all mail.
- 5) We request that larger items be sent to you via FedEx.
- 6) Please have the mail addressed to you as follows:

The Arbor
(**Your Resident Mail Number**)
1443 CR 103
Georgetown, Texas 78626

Please note: Use your resident mail number, rather than your name, in order to maintain your confidentiality. Your counselor will provide a mail number.

Family and Visitors

- 1) There is no visitation with family and/or friends during the first month of treatment.
- 2) For visitation, you must make a verbal request to your counselor at least two weeks prior to the scheduled visitation.
- 3) Visitation is held on the last Saturday of the month from 3:00-4:00pm on.
- 4) All visitors must attend the “Family Education Group” from 2:00-3:00pm.
- 5) Anyone presenting for visitation that has not been approved by the counselor will not be permitted on grounds.
- 6) Visitors are not permitted in client’s bedrooms.
- 7) A child must be at least 13 years-of-age to attend the Family Program.

Telephone Use

- 1) Beginning the 3rd Sunday of your stay, telephone calls can be made during “Personal Time” (Sundays only).
- 2) The total time on the phone is 10 minutes.
- 3) All calls are monitored by staff.
- 4) If a conversation should become inappropriate, the call will be terminated.

Therapeutic Passes

Client is eligible for a pass if they meet the following criteria

- 1) Client in their third month of treatment
- 2) Client has completed 8th and 9th step
- 3) Client has participated in family program

- 4) Client has discussed pass with counselor

Kitchen/Meals/Snacks

- 1) The area between the island and the stove/refrigerators is restricted, except during clean up.
- 2) Clients are responsible for cleaning the dining area after each meal and are not to leave the dining area until the cleanup is approved by a RST.
- 3) Clients are expected to attend meals together for at least twenty (20) minutes even if not eating.
- 4) Clients are allowed to obtain snacks from the large refrigerator. Snacks will be available at specified times throughout the day. Snack times are posted in each home.
- 5) Food and/or drinks are not allowed in the bedrooms. The exceptions are water in a spill proof bottle and coffee in a sealed mug before 10:00am.
- 6) Special dietary needs are will be assessed at admission.
- 7) All bottles/cups in the living room must have lids.

Nicotine/Tobacco

- 1) Nicotine/tobacco products (cigarettes, smokeless tobacco, and vapor/e-cigarettes) must be furnished by friends/family and are to be used in the designated areas only.
- 2) Nicotine/tobacco use is not permitted in any building and/or within 15 feet of any entrance.
- 3) Sharing nicotine/tobacco products is discouraged.
- 4) Staff cannot provide clients with nicotine/tobacco products.

Music/Books

- 1) All music CDs must be in the original CD cases. No “burned” CDs are allowed.
- 2) Clients are allowed up to 5 CDs. You may listen to music during your personal time.
- 3) All reading materials (3 books at a time) must be approved by the counseling staff.
- 4) Exchanging a book will be done on Sunday’s during personal time.

Television

- 1) Television times are Friday evenings and on weekends after lunch.
- 2) All movies and TV stations must be approved by staff prior to viewing.
- 3) Movies or television shows containing explicit sexual content, violence, and/or glamorizing drug/alcohol use are not allowed.

Gym

The gym is open only at scheduled times. An optional hour is allotted on Saturdays and/or Sundays during personal time, as approved by staff.

Pool

- 1) Swimming pool hours are seasonal (outside temp above 85 degrees) and are limited to scheduled personal times.
- 2) Clients must be accompanied by a peer when swimming.

Spa Services

- 1) Haircuts, massages, and other spa services are available.
- 2) Payment for such services is an additional cost.
- 3) A sign up sheet is posted for services.

Animals

- 1) Clients are not to catch, pick up, and/or touch any indigenous animal or insect.
- 2) The domesticated animals on property should also be treated with the same caution and respect.
- 3) If a snake, spider, or other potentially dangerous animal is near the house, DO NOT attempt to capture or kill it. Notify staff immediately.

Graduations

- 1) All graduations will be held on the day prior to your discharge during the community group.
- 2) All discharges will be 11am-5pm, Monday-Friday.

Holidays

- 1) Recognized holidays include Christmas, Hanukah, New Years, Easter, and Thanksgiving.
- 2) Phone calls on holidays are dependent upon scheduling.

Consequence of Rule Violations

A client may be asked to leave the program if violating the listed rules/guidelines. If asked to leave the program because of violations, the discharge type is classified as an Administrative Discharge.

By signing my name, I acknowledge that I have had the program rules, expectations, and code of conduct explained to me as they are outlined here, and that I have received a copy.

Client

Date

Staff

Date