

Community Counseling Center
SUBSTANCE ABUSE EDUCATION INDIVIDUAL/GROUP
RULES AND POLICIES

Attendance: This is a 10-session program.

- All absences, excused or unexcused, **Will** be reported to your ASAP/DSS Case Manager and/or Probation/Parole Officer.
- Any absences beyond two will cause you to be terminated from the program.
- Snow cancellation-CCC will follow JMU's school closing and delay schedule on days of inclement weather.

Late time: We expect that you be on time for each group/individual session. If you exceed two late arrivals, you **may** be allowed to join at the leader's discretion. Any serious problems regarding lateness will be discussed with your case manager for advisement.

Fees: Initial assessments prior to your first group session are \$40.00. You are responsible for your fee unless we are told otherwise by your Probation Officer/DSS or ASAP Case Manager. The fee per group/individual session is \$40.00. You must check in at the front desk and pay each week prior to the class. Any payments made will NOT be refunded.

Participation: This is a discussion forum, and we expect you to participate in topics that are presented each week and to discuss and fully explain the incident that brought you here. We encourage you to use your time productively in order to benefit as much as possible while you are here. The more you participate, the more you will benefit from our services.

Behavior: Violent, threatening, or abusive behavior including shouting and swearing will not be tolerated, you will be asked to leave the premises or Police will be informed. You are not to be under the influence of alcohol, non-prescription drugs, or other mood-altering drugs/substances while in session. If you arrive at the Community Counseling Center under the influence, you will be asked to obtain a ride home and your probation officer/DSS or ASAP Case Manager will be notified. **No** potentially dangerous weapons may be brought into the building – **No** exceptions. **No** tobacco products are allowed in the building. You are welcome to smoke on the porch prior to the beginning of your session. Cell phones must be off during sessions. When you are here for treatment you are expected to take responsibility for your own behavior, including making your own phone calls when you expect to be late or absent.

Confidentiality: We are obligated to inform your ASAP/DSS Case Manager and/or Probation/Parole Office about your attendance and fee payment. What you discuss in session is considered confidential and is not shared with other persons, except for the following circumstances:

- We believe you are in imminent danger of severely harming yourself or someone else.
- If we are informed of any incidents of abuse or neglect of children, elderly or disabled persons.
- If we are court-ordered to testify.
- If we have reason to believe you are actively using any mood-altering substance.

We ask you to respect others' rights to confidentiality. While we encourage you to share information that you find helpful in sessions and with other members as appropriate, you are not to reveal other members' names or identities, or personal information they share about themselves. All group members are held to this standard so we can best protect everyone's right to confidentiality. At the same time, we cannot guarantee that all members will uphold this. Therefore, we cannot guarantee your complete confidentiality. If at any time you believe your confidentiality has been violated, please speak with your facilitator.

Court fees- if a CCC staff member is subpoenaed to testify in a court case, we will charge a fee for each occurrence in order to cover our costs for preparation time, time spent in court, and rescheduled or missed appointments with other clients. This payment is due at least two (2) days **BEFORE** the testimony. CCC will charge \$600 for a full day in court and \$300 for a half day. You will be responsible for paying this fee regardless of who requests the testimony.

___ I give my permission for CCC to contact me within the year to see how I am doing with staying substance free.

Sign below to indicate that you have read and understand these rules.

Signature

Date

Print Name

Revised: 7/18/2023