



FIRST at Blue Ridge, Inc.

Preppie Handbook

Men

Dear Resident,

Welcome to **FIRST at Blue Ridge, Inc.**! New residents (Preppies) are the most important group of people in our program. This handbook was designed with new residents in mind. It is encouraged that all clients take the time to read and study this handbook – the quicker you learn program terminologies and applied concepts, the easier you will find things at FIRST.

This program is highly structured. There are rules. Everything a client needs to know cannot be included in this publication, but the program's basics are detailed in the pages that follow. ***Ask questions!*** Remember that rules and regulations are in place for specific reasons. We are concerned with your recovery, and the recovery of those around you. Much of what goes on can be learned from listening and observing senior members of the house.

You may find this program challenging. ***It is designed to test you physically, mentally and emotionally.*** It may be the most difficult thing you have ever done in your life. Do not feel discouraged – ***Talk to someone.*** Running from your problems is not the solution. There is wisdom and strength in those who have been here several months. They have walked in your shoes and understand exactly what you are experiencing. Do not be afraid to share how you are feeling. No one will ask you to do anything that they have not done themselves.

FIRST is specifically designed to help recovering alcoholics and addicts make positive life changes. We believe in the program, and that you will be successful here. There will be times when you feel upset – **REMEMBER** – ***When you reach your goal and are standing on the stage at Graduation, there will be an incredible sense of accomplishment.*** The motivation, determination, and hard work that all clients display when they have completed their year are essential to success after FIRST. If we work together, you will achieve your goals and grow as a responsible, productive member of society.

I look forward to meeting you soon,

Sincerely,

The Director and Staff of FIRST at Blue Ridge

MAJOR PROGRAM CONCEPTS

A helps B and A gets better is the basic concept upon which this program is built. This means that as you (A) grow in the program as you help others (B). The more you help others, the better you will feel. Experience has shown that one keeps what he has by giving it back. Do your best to make this concept a part of your daily life. Practice it, practice it, practice it. If you follow this suggestion, you will see results.

When admitted to FIRST, you decided to come here. Our rules existed before your arrival and will not change for you. Ignoring the rules, acting in a way where things are only easy for you, is disrespectful, dishonest, and manipulative. Living as you wanted to live helped bring you to our facility. Try it our way! The following are letters (guidelines) to keep in mind always.

H - Honesty You must be honest and real with yourself and with others. Honesty is essential in recovery. You are required to be honest in everything you do and say. Those who are not totally honest will have difficulty completing this program.

O – Open Minded Realize there are better ways of doing things than the ways you have done them in the past. Listen and look at the big picture. Think about what you are told. Ask questions if you need to. Remember, staff is here to help.

W – Willingness You must be willing to change and try a new way of life. Be willing to do anything and everything you are asked to the best of your ability – whether you like it or not. If you are not willing, you will only make things more difficult for yourself.

Pull – Up: When you see someone breaking a program rule, stop and correct them in a clear, but non-confrontational way. If they talk back or become argumentative, walk away and pass the information to your leader.

Pass: Passing on another resident means telling your preppie coordinator or peer leader when you see someone breaking a rule, *or going out of his way for something positive*. Often, residents have a hard time with this because they consider it “snitching.” Passing on someone in this program means you are helping them. *We are not here to enable bad behavior*. Abiding by small rules is will help you with bigger decisions that come as you progress in the program. Get in the habit of doing the right thing and it will carry with you in the future

Plug – In: Plugging-in means talking about what is going on with you your preppie coordinator or peer leader. It is important you share your feelings, thoughts and concerns with others who have walked in your shoes. They will know how to address a problem if one arises. Plugging-in with your leader in the house will help you make the connections needed to succeed in this program.

Preppie Phase

You will be in Phase One of the program for 30 days. This is your opportunity to show your dedication to your life-changing decision to come to FIRST. **Jump in and learn!** There will be many opportunities to try something new. Take advantage of them. You will make mistakes – that is O.K. Learn from them, and if you have issues with them, see staff. Keep your preppie coordinator informed on your progress.

You will be feeling many different emotions during your first few months. You may not understand what is wrong with you or why you are upset. When this happens, **plug – in!** It may feel crazy, but it is perfectly normal. The feelings you are experiencing are a result of the chemicals finally leaving your system. Drugs and alcohol numb genuine emotion, and your body and mind aren't balanced. Be patient and give it some time. The longer you stay clean the easier it will become. Your system will adjust to being without chemicals; it will adjust to no longer being numb. Use the resources available to deal with the emotions. Plug in with your peers, talk to a staff member or write in a journal. Physical activity is a good idea. There are tools here in abundance. It is up to you to use them.

Become familiar with the Phase One schedule as soon as possible. You are expected to know what to do and when to do it. You went to great lengths in active addiction to get what you needed to be O.K. We expect the same energy in your efforts in recovery. Understand that things are subject to change. This handbook is not written in stone. It is a revision of what has been issued before. If you have any questions, don't hesitate to ask. The only stupid questions are the ones are not asked.

Phase One Daily Schedule

Monday - Friday

5:00 – 6:30	Breakfast
6:30 – 7:00	Preppie Clean-up (Kitchen)*
7:00	Med call (preppies first in line, then early travelers to work)
7:45 – 8:00	Morning Meeting
8:15 – 9:15	House Duties (GI)*
9:30 – 10:30	Group in Building 31
10:50 - 11:10	Med call (come before lunch)
11:00 – 11:30	Lunch
11:30 – 12:00	Preppie Clean-up (Kitchen)
12:00 – 1:30	Off-campus 12-Step meeting on <u>Mon, Wed, and every other Fri</u>
1:00 – 2:00	On-campus 12-Step meeting – 60 days or less
2:30 – 3:30	Group in Building 31
5:00 – 5:30	Dinner
5:30 – 6:00	Preppie Clean-up (Kitchen)*
6:00	Med Call
6:00 – 9:00	Celebrate Recovery at Mountain View Church on <u>Tuesday</u>
7:00 – 8:00	On-campus 12-Step – 60 days or less – <u>Mon, Tues, Wed and Fri</u>
7:30 – 8:00	Peer Group Meeting on <u>Thursday</u>
8:00 – 9:00	Accountability Meeting on <u>Thursday</u>
9:00	Med Call
9:30 – 10:00	Preppie Clean-up (Kitchen)*

* Preppie clean-up times may be adjusted some days to meet House needs. This is usually managed by the House Managers, Preppie Coordinator, or Kitchen Staff.

Phase One Weekend Schedule

Saturday

6:30 – 7:00	Preppie Clean-up (Kitchen)*
7:00 – 7:45	Breakfast
7:45 – 8:00	Morning Meeting
8:00	Med Call
8:15 – 9:00	House Duties (GI)*
9:00-9:30	Preppie Rule Meeting
11:00	Med Call
11:00 – 11:30	Lunch
11:30 – 12:00	Preppie Clean-up (Kitchen)*
1:00 – 2:00	On-campus 12-Step meeting (60 days or less)
4:00	Med Call
5:00 – 5:30	Dinner
5:30 – 6:00	Preppie Clean-up (Kitchen)*
7:00 – 8:00	On-campus 12-Step meeting (60 days or less)
9:00	Med Call
9:30 – 10:00	Preppie Clean-up (Kitchen)*

Sunday

8:00	Med Call
8:00 – 12:00	Brunch
11:00	Med Call
10:30 – 12:30	Church
12:30 – 1:00	Preppie Clean-up
4:00	Med Call
4:00 – 4:30	Dinner
4:30 – 5:00	Preppie Clean-up (Kitchen)*
5:15 – 6:30	Neil's Meeting
8:00 & 9:30	Med Call
9:30 – 10:00	Preppie Clean-up (Kitchen)*

Med Calls

Monday – Friday

7:00am (preppies first in line, then early travelers to work)

8:00am (no preppies)

10:50am (come before lunch)

6:00pm

9:00pm

Saturday and Sunday

8:00am

11:00am

4:00pm

8:00pm

9:00pm

* The times of med calls may be somewhat flexible on some days depending on what is going on in the house. Usually the House Managers or Medical Case Managers will do the med calls as close to the listed time as possible.

Recovery Focused Meetings and Groups

Monday

- 7:45am **Morning Meeting** (in dining room)
- 9:30am **Group** (in building 31)
- 12:00pm **Off-campus 12-Step Meeting** (be ready to leave in the van)
- 1:00pm **On-Campus 12-Step Meeting** – 60 days or less - (in dining room)
- 2:30pm **Group** (in building 31)
- 6:30pm **Group** - Phase 2 only - (in building 31)
- 7:00pm **On-campus 12-Step Meeting** (in dining room)

Tuesday

- 7:45am **Morning Meeting** (in dining room)
- 9:30am **Group** (in building 31)
- 1:00pm **On-campus 12-Step Meeting** – 60 days or less - (in dining room)
- 2:30pm **Group** (in building 31)
- 5:45pm **Celebrate Recovery** (be ready to leave in van)
- 6:30pm **Group** - Phase 2 only - (in building 31)
- 7:00pm **On-campus 12-Step Meeting** – 60 days or less – (in dining room)
- 7:15pm **Off-campus 12-Step Meeting** – Phase 2 only – (be ready to leave in van)

Wednesday

- 7:45am **Morning Meeting** (in dining room)
- 9:30am **Group** (in building 31)
- 12:00pm **Off-campus 12-Step Meeting** (be ready to leave in the van)
- 1:00pm **On-Campus 12-Step Meeting** – 60 days or less - (in dining room)
- 2:30pm **Group** (in building 31)
- 6:30pm **Group – 12-Step Study** – Phase 2 only (in building 31)
- 7:00pm **On-campus 12-Step Meeting** – 60 days or less – (in dining room)
- 7:15pm **Off-campus 12-Step Meeting** – Phase 2 only – (be ready to leave in van)

Thursday

- 7:45am **Morning Meeting** (in dining room)
9:30am **Group** (in building 31)
1:00pm **On-campus 12-Step Meeting** – 60 days or less - (in dining room)
2:30pm **Group** (in building 31)
6:30pm **Group** - Phase 2 only - (in building 31)
7:30pm **Peer Group Meeting**
8:00pm **Accountability Meeting**

Friday

- 7:45am **Morning Meeting** (in dining room)
9:30am **Group** (in building 31)
1:00pm **On-Campus 12-Step Meeting** – 60 days or less - (in dining room)
2:30pm **Group** (in building 31)
7:00pm **On-campus 12-Step Meeting** – 60 days or less – (in dining room)
7:15pm **Off-campus 12-Step Meeting** – Phase 2 only – (be ready to leave in van)

Saturday

- 7:00pm **On-campus 12-Step Meeting** – 60 days or less – (in dining room)
7:15pm **Off-campus 12-Step Meeting** – Phase 2 only – (be ready to leave in van)

Sunday

- 10:00am **Church** (be ready to leave in van)
5:15pm **Neil's Meeting** (in dining room)

Dress Code

You were given a list of things to bring with you at admission. Clothes that reflect poorly on your *new* image will not be allowed. For example, if you were in a gang before coming to treatment, you will not be permitted to wear any colors or accessories that symbolize that gang. We will provide clothes if needed. Program clothes must be returned if you leave **against staff advice**. The following are guidelines regarding the dress code.

- No clothing with drug or alcohol slogans or images.
- No clothing with foul or offensive language or images.
- No sunglasses are to be worn inside.
- No sandals or flip flops may be worn on the floor or outside the house at any time. **No open toed shoes.**
- No colors or accessories representing gangs. While you are here, you will not be permitted to define yourself that way.
- Pants should not be excessively baggy – **WE SHOULD NEVER SEE YOUR UNDERWEAR!**
- No muscle shirts, wife beaters or tank tops. **No sleeveless shirts.**
- No hats in the house.
- No Backpacks.
- Your clothing should be clean and neat.
- When on an outing or going to church, dress appropriately. You are representing yourself as well as this facility. If you do not have appropriate clothing, see your peer leader. They will make sure your needs are met.

Appearance Standards

Fine Dining Dress Rules For Past Contract Jobs

Were Here

Cellular Phones, Pagers, or other Electronic Devices

In most cases, clients are not permitted to possess cellular phones, pagers, beepers, portable CD players, I-Pods, etc. These items are strictly forbidden on any contract employer's premises except for cell phones provided to crew leaders and staff supervisors for office communications. Violation of this policy will result in immediate disciplinary action.

RULE OF THUMB: "If you don't need it to do your job... DON'T TAKE IT TO WORK."

Uniforms

Uniforms should be worn as designed. No alterations are permitted. Uniforms should be clean always when on duty. Laundering and maintenance of these uniforms is the client's responsibility unless the employer has arranged for cleaning. In all cases, uniforms should be free of wrinkles and be crisp and fresh looking in appearance.

Hair

Men- Hair must be clean and neatly trimmed. Extreme or faddish styles and/or colors are not acceptable.

Women- Hair must be clean, neat, and styled appropriately. Extreme of faddish styles and/or colors are not acceptable. Women with long hair (beyond the middle of the back) are required to wear their hair neatly and completely back in a pony tail or similar style. Hair may not hang in face. Hair should be tied back completely with a conservative and unobtrusive hair band or hair clip.

Fingernails

Fingernails are to be kept neat and trimmed and moderate in length. Extreme nail colors or decorative accents are not permitted. Any clients working in food preparation or handling are not permitted to wear fingernail polish due to sanitary reasons.

Makeup

Men- Makeup is not permitted.

Women- Makeup should be natural in appearance and not excessive, including eye shadow, eyeliner, mascara, lipstick and blush.

Jewelry

Men- Wrist watches and wedding bands are permitted. Earrings and/or any other visible piercings are not permitted.

Women- One set of earrings may be worn. The earrings should not be larger the size of a nickel or pose a potential safety risk. Earrings may be posts that are worn on the earlobe area or they may be small, conservative hoops. Earrings that dangle below the ear lobe are not permitted. Other visible body piercings are not permitted.

Teeth

Dental ornamentation and color that does not occur naturally is not permitted.

Nametags

Nametags issued by the employer are to be worn always when the client is on the employers' premises. Nametags should be worn on the left side of the chest unless instructed differently by the employer.

Footwear and Socks

All shoes must be closed-toe and closed heel for safety purposes. Shoes should be slip resistant. Sneakers/sneaker like shoes are not permitted. Shoes should be BLACK in color and BLACK SOCKS that cover at least above the ankle are required when wearing black or dark pants for all guest contact positions.

Pants and Skirt Length

Pants should be shoe-top length. Capri pants are not permitted. Skirts may be no shorter than two (2) inches above the kneecap and no longer than mid-calf.

Pockets

Personal items should not be carried in pockets where they are visible.

Undergarments

Proper undergarments are required while on duty. Undershirts and tee shirts should not show through the uniform and must not be visible at the sleeve or at the open collar. Undershirts with logos, words or patterns are not permitted. Brightly colored or textured hosiery is not permitted.

Personal Hygiene

Attention should always be given to personal hygiene habits. This includes daily showering, brushing of teeth, use of deodorant, and neatly combed hair. Fingernails should be clean and hands should be washed frequently throughout the day.

Gum Chewing

Gum chewing is not permitted. Gum should be disposed of prior to arriving for work.

Hats/Headgear

All headgear and hats must meet uniform specifications and may only be worn as required.

Training Classes/Meetings

Employers may require that we attend training classes or meetings for many events. You are expected to dress in a professional manner in the employer uniform or in business casual attire. Business casual attire includes dress pants, polo shirt, blouses, and sweaters. Shorts, jeans, tennis shoes and other casual attire is not permitted.

Uniforms/Nametags When Not Working

Nametags must be removed when not working or away from the employer's premises. You must change in to personal attire prior to engaging in any activity that is not employer related, i.e., doctor's appointments, outside meetings, recreational activities, etc.

No Backpacks or purses allowed under any circumstances. Clients are only allowed to carry their personal belongings in a FIRST blue tote bag that is provided to you by our Staff.

Clients will not be permitted to work should they fail to comply with these Appearance Standards. This will result in disciplinary action.

Family

You will be permitted one five-minute phone call upon arrival – to let your family know that you are here and you are safe. No other calls are allowed while you are on preppie. (Exceptions are for an emergency, medical issue, etc... which will be made with Case Management). Sponsor calls are permitted after your sponsor has been approved by staff. All calls are logged at reception. Long term clients will be allowed **three fifteen-minute phone calls a week (outgoing and incoming)** after preppie. If you attempt to make a call and no-one is home, leave a brief message and it will not be counted as one of your calls. **There is only one phone (located at reception). The use of other phones is prohibited unless specifically authorized by staff.**

Clients are eligible for a 14-hour pass after Phase One. **Day Pass Proposals must be submitted 2 weeks before you want to take your pass. NO EXCEPTIONS!!!** Take the time to introduce your family to staff, and show them around the facility. Orient them so they are familiar with us and what we do. Curfew is 10:00pm. Schedule your pass around curfew. If you leave at 2pm, you are expected back at 10pm.

You are eligible for a home pass after 6 months. Home passes are four days and three nights. Proposals must be submitted two weeks in advance. You will be eligible for a home visit every ninety days. **You must be back by 10:00 p.m. on the fourth day.**

Please understand that all passes are based upon your progress in the program. Proposals for passes may be denied if the treatment team decides that your progress does not merit the privilege.

Family emergencies will be handled on an individual basis.

Your mailing address is: **32 Knox Road
Post Office Box 40
Ridgecrest, North Carolina 28770**

Your phone number is: **828-669-0011**. Your family can call this number when they need to speak with you. If you are not available, the person at reception will take a message and **place it in the box beside the office window.**

Holidays

Holidays are special occasions at FIRST. We host family celebrations, and, with few exceptions, will not work (most major holidays). Guests are welcome on holiday occasions. Home passes are permitted for clients who have been here for 6 months or more. Proposals must be submitted respectively for all passes.

Work Schedule

The work schedule is posted on the information bulletin board in the living room. **Review this schedule each day so you know where to go.** Working is an important part of recovery. A healthy work ethic will go a long way toward instilling self-discipline and responsibility. We will not ask you to do anything that we have not done ourselves. Perform each task to the best of your ability.

Conduct yourself professionally at work. **Do not use any foul language or racial slurs at any time (at work or home).** Present yourself the way you want to be seen. Do what you are asked. Notify staff if you have a problem at work – we will schedule according to your abilities.

Medical

FIRST at Blue Ridge, Inc. is NOT A MEDICAL FACILITY! If are sick or injured, LET STAFF KNOW – Medical Case Management will assist with medical appointments. Over the

counter medications are available in the Medical office. ALL medications are kept in the Medical office.

Probation & All Appointments

All appointments (probation, community service, medical, etc...) are scheduled through **case management**. Appointments are posted on the daily work schedule. Submit a proposal to case management if you need an appointment.

Probation and parole cases will be handled individually by case management. Probation lists will be posted each month – **Make sure case management receives all information pertaining to your legal situation.**

Terminology

Bad Rapping – Talking in a negative way about other people, **or the program**. You should never make fun of others or talk badly about people behind their backs. If you have a problem with a resident, go to your leader and let off some steam.

Caught – Up – When you get caught up in a disagreement with another resident. You should never confront another resident.

Clean – Up – When you are asked to write down all information pertaining to a specific situation. If you are ever asked to write a clean up, you are expected to clean up everything that happened, not just what you think we already know.

Contracted – Up – When you and another resident give each other passes to break the rules. You agree to cover for them if they agree to cover for your. Healthy friends won't stand beside you while you break the rules because it is not good for you or for them.

Consequences – Consequences assigned by peer leaders/staff for rule infractions. Severity of consequences depends upon the infraction. When on consequences, you lose all of your program privileges. No phone calls or contact with family are permitted. You are also not permitted to go to outside meetings. Consequences are designed to make you think about what you did and to reflect on how you could have handled things differently. **It is not punishment.** It is a consequence or learning experience.

Dump – To let others know how you are feeling in a negative way. To complain about personal or working conditions, **or the program itself**.

Good Money – Giving good advice.

Shooting a curve – When asking permission to do something, you by-pass your leader and go to the next person you think will say yes. Also, when you receive an answer you don't like, going to someone else to try to get a different answer.

Venting - To air your feelings of anger or frustration - It is O.K. to go to your peer leader, a senior resident or a staff member and say, "I need to vent." That person will take you to a room or an office where you can say how you feel without being heard. **You should never vent to someone who is younger than you in the program.**

War Stories – Telling glorified stories about what you did in active addiction. When you talk about where you came from be sure to play the tape all the way through and tell about all the bad things that happened because of your drug use.

Guidelines to Follow

1. Pass all information!! Good, bad or indifferent. Passing is not tattling or snitching – it is being responsible for yourself and others.
2. BE HONEST!!!!
3. Maintain a good attitude. Think and try to be positive always.
4. You can be on the floor from the hours of 5am-11:30pm weekdays, 5am-12:30pm weekends, you MUST be on the floor by 6:30am.
5. Before going to your room before 5pm let a house manager know.
6. Don't be in your room between 6:30am and 5pm without permission.
7. Don't slam doors, be courteous of your neighbors.
8. Make sure your personal area is clean and neat.
9. Maintain your personal hygiene. Daily showers are required.
10. No swearing on the floor. No Racial Slurs.
11. Be on time. Do not be late.
12. No smoking, eating, or drinking in dorms or vehicles. Smoking is allowed ONLY in the Smoking Area.
10. Read and abide to your copy of The Consequences Guidelines.
11. No backpacks allowed for any reason. Only our FIRST blue totes that are provided to you are permitted.
12. Do not go up to building 31 without first getting permission from a house manager.

First at Blue Ridge Creed

Honesty I will promote the truth, I will not lie cheat or steal. I will move toward recovery through fair and honest means.

Open-minded I will listen with the intentions of learning I will accept the fact that my best thinking got me here.

Willing I will attempt those things that I was unwilling to try before and I will give them an honest effort.

Respect I will treat others only as I would like to be treated, with respect and dignity.

Unity I will base my decisions on what is best for this house and what is best for the house is best for me at any given moment.

Remember I can't but We can!

Bed Not Made	2 Hours
Area Not Appropriate	6 Hours
Not Filling out Logs	2 Hours
Leaving Items in Common Area	2 Hours
Not Cleaning out Pockets for Laundry	2 Hours
No Preppie Handbook	2 Hours
Late for Morning Meeting	2 Hours
Missed Morning Meeting	2 Hours
Late for Serving	2 Hours
Absent for Serving	2 Hours
Missed Preppy Clean-up	2 Hours
Wearing Hats/Headwear in the House	2 Hours
Late for Preppy Clean-up	2 Hours
Refusal of Duty	4 Hours
Failure to Complete Chore	2 Hours
Smoking Outside of Smoke Pit	2 Hours
Not Taking Meds as Directed	8 Hours
Missing Med Call	4 Hours
Not Turning in Activity Log/Highs and Lows	4 Hours
Food in Room	6 Hours
Stealing Food	8 Hours
In Another Clients Room	8 Hours
Late for Van	4 Hours
Missing Van	8 Hours
Disrupting a Meeting	4 Hours
Watching TV/Games on Consequences	6 Hours
Telling War Stories	4 Hours
Going in Staff Boxes	4 Hours
Spreading Rumors or Gossip	4 Hours
Out of Room on Sick Day	8 Hours
Bad Rapping the Program	8 Hours
Disrespecting Client/Staff	8 Hours
Dereliction of Duty	8 Hours
Missing Meetings	4 Hours
Getting Haircut by another client	6 Hours
Sleeping/Laying Down on Couch	2 Hours
Taking more than 15 minutes on Personal Phone Calls	2 Hours

In Room without Permission	8 Hours
Non Compliance with Staff Instruction	8 Hours
Late Schedule	8 Hours
Late Returning from Home/Day Pass	8 Hours
Not Having Laundry Out on Time	2 Hours
Not Washing Sheets within 2 Weeks	4 Hours
Gambling	8 Hours
Discrimination	8 Hours
Making Threats	8 Hours
Possession of Money	14/30
Conflict on the Floor	8 Hours up to Meeting with Administration
Interaction with Clients of Another Gender	Meeting with Administration
Possession of Phone/Paraphernalia	Meeting with Administration
Failure to Comply with FIRST S/A Policy	Meeting with Administration
Repeat Offenses are Subject to More Hours	