1. **Attendance:** It is the policy of the Step Forward program that any participant with two consecutive unexcused absences or a pattern of unexcused absences be removed from any group which maintains a waiting list.

2. **Promptness:** There is a 10 minute grace period for all groups. No client will be allowed in to group more than 10 minutes past the group’s scheduled start time.

3. **Must remain inside of the building after group check in**

4. **Must not come to group under the influence of any drugs or alcohol**

5. **Must take care of restroom needs before group as you will not be allowed to leave the room after the start of the meeting**

6. **Participation**

7. **Must come to group prepared in order to present homework**

8. **If homework/folder is lost, you will be required to restart the Thinking Report you were currently working on**

9. **Confidentiality**

10. **Honesty and self-disclosure**

11. **No cross conversations**

12. **Must Abide by Step Forward Dress Code:**
   - No swimsuits, halter tops, strapless tops, midriff tops (no revealing clothing)
   - No drug or alcohol advertisements or slogans on clothing (this means photos/drawings as well)
   - Step Forward staff has discretion as to what is appropriate attire. You can be asked to leave, resulting in missed treatment requirements for inappropriate attire.