



**Insight Recovery School  
Student Handbook  
2021-2022**



**Accredited by the Association of Recovery Schools**

# Table of Contents

Program Contact Information.....	2
Welcome Letter.....	3
Program Mission, Goals, and Beliefs.....	4
Program Criteria and Admission Process.....	5
Teacher Contact Information.....	6
School Year and Holiday Schedule.....	7
Daily Schedule.....	8
Program Agreements.....	9-11
Academic Information and Requirements.....	12
Relapse Policy:.....	13
Attendance.....	14
Phase System and Contracts.....	14-17
Drug Test Policy.....	18-19
FOCUS Program.....	20
Meals.....	21
Cell Phone Policy.....	21
Statement About Relationships.....	22
Statement About Confidentiality.....	22
12 Step Meetings, Aftercare, and Therapy.....	22
Insight Parent Night and Other Supports.....	23
AA/NA Meeting Record.....	23
Resources for Parents.....	24

## Program Contact Information

Insight Recovery School  
White Bear Lake Area Learning Center  
2449 Orchard Lane  
White Bear Lake, MN 55110  
651-773-6417  
Fax 651-773-6402

### Insight Staff

**Traci Bowermaster, M.Ed, MSW**  
**Lead Teacher and Special Education Teacher**  
651-773-6417  
[traci.bowermaster@isd624.org](mailto:traci.bowermaster@isd624.org)

### Contact for:

Main contact for Insight  
Attendance/Student Appointments  
Scheduling Parent Meetings  
Questions about Academics or Special Education

**Beth Samuelson, LADC**  
**Licensed Alcohol and Drug Counselor**  
651-773-6414  
[beth.samuelson@isd624.org](mailto:beth.samuelson@isd624.org)

Chemical health concerns & resources  
Drug tests

**Amy Johnson, MSW, LICSW**  
**Licensed School Social Worker**  
651-773-6440  
[amy.johnson@isd624.org](mailto:amy.johnson@isd624.org)

Mental health concerns & resources  
Access to community resources

**Gretchen Harriman, MS**  
**Principal**  
651-773-6401  
[gretchen.harriman@isd624.org](mailto:gretchen.harriman@isd624.org)

Administrative concerns  
School discipline

**Rebekka McCormick, MS**  
**School Counselor**  
651-773-6403  
[rebekka.mccormick@isd624.org](mailto:rebekka.mccormick@isd624.org)

School credits, transcripts, options for college and post-secondary

**Cathy Pierson**  
**Building Administrative Assistant**  
651-773-6400  
[catherine.pierson@isd624.org](mailto:catherine.pierson@isd624.org)

Reporting absence/student appointments  
School lunches and UA accounts  
Registration materials and fees  
Parking permits

# Welcome to Insight!

Dear Insight Students and Parents/Guardians,

We are so glad you have decided to make the brave step in your recovery to join the Insight Recovery School! In doing so, you are making a commitment to your education, your sobriety, and your future. Teens who choose to attend a recovery high school after treatment are more than twice as likely to remain sober as are those who attend school elsewhere (Finch, et. al., 2018).

By enrolling in Insight, you are making the following pledge:

*"I understand that the Insight Program is a school for students who are in recovery from drug and alcohol addiction or abuse. Therefore, as an Insight student, I pledge to not use alcohol or drugs (other than as prescribed by a medical professional) and to follow my recovery plan to the best of my ability."*

We ask our students and parents to make the commitments laid out in the Insight Agreements. In turn, as Insight staff, we agree to do everything in our power to maintain a safe, healthy, and enriching learning environment for all recovering students and to remain in close contact with parents.

This handbook serves as a tool to provide the details and tools needed to keep you informed about the many facets of the program and to keep communication flowing between home and school. Please refer to the handbook throughout the school year as questions arise. We will be sharing an electronic copy with families and will be updating it as changes are made throughout the year. As always, we are open and willing to discuss any questions, concerns and ideas you may have to help this school year be as successful as it can be.

Let's make this year a great one!

Insight Recovery School Staff and Teachers

## **Program Mission**

The Insight Program provides a supportive learning environment for recovering teens that nurtures their mind, body, and spirit, and encourages healthy decision making.

## **Program Goals**

- To foster healthy choices and to assist the student in maintaining sobriety
- To minimize individual and/or group involvement in identified “at risk” behaviors
- To support the student in an individual recovery plan
- To decrease the involvement of participating students in the juvenile court system
- To increase school success

## **Program Beliefs**

- We believe that recovering teens need a supportive school community in which to learn and have fun
- We believe that recovering teens can benefit from ongoing skill building in the areas of social skills, relapse prevention, and goal setting.
- We believe in providing activities that enhance each student’s mind, body and spirit in order to encourage complete wellness in recovery.
- We believe that recovering teens are motivated by recovery plans and goals tailored to their unique strengths and needs
- We believe that the best way to curb teen drug abuse is by involving positive role models of recovering teens within a community and creating a feeling of “esprit de corps”.

## Enrollment Criteria and Admission Process

In order to be eligible for the Insight Program, students must be in grades 10-12 (9th graders will be considered on a case-by-case basis), be at least 20 days sober from drugs or alcohol, and be willing to follow the Insight Program agreements as determined by their participation in the Insight intake interview with a parent/guardian.

A parent or guardian calls 651-773-6417 to schedule an interview with the Insight staff at which the program is described, the agreements reviewed, enrollment paperwork completed, and an interview with the student conducted by the chemical health counselor. Once the interview has been completed, a 24 hour period passes before Insight staff calls to discuss a decision about the student's enrollment in Insight. This wait time is important to make sure of the student's commitment and "buy in" to the program. After this decision has been made, the start date for the student is determined.

For students who receive special education services, a separate process occurs to determine whether the Insight Recovery School is an appropriate setting for a student based on Individual Education Plan (IEP) needs, services, goals, and accommodations. Before admission can be made to the program, the current IEP and most recent special education evaluation must be received for review by the program staff. A call is made to the former case manager to ask clarifying questions about the student's needs and performance and then an IEP team meeting is held to make the final decision about the student's enrollment. Typically, Insight is considered a Federal Setting 1 (receiving special education services less than 20% of the school day) or at most a Federal Setting 2 (receiving special education services 21% to 60% of the school day). For students who require more special education services than Federal Setting 2, it is often the case that the team will decide that Insight cannot meet the needs of the student. Sometimes, however, especially after a prospective student has completed a lengthy treatment stint and has experienced a great deal of stability with mental health symptoms and behaviors, the team will opt to set a thirty day trial basis to determine if Insight is a good fit for the student. If Insight does appear to provide the support needed for the student, the student will return to the home school or suggestions for other appropriate school settings will be made at that point.

## Insight/WBL ALC Teachers and Staff

(See contact information for main Insight staff on page 2)

Name	Role	Phone number	Email
Ann Myers	Art Teacher/Work Experience Coordinator	651-773-6406	<a href="mailto:ann.myers@isd624.org">ann.myers@isd624.org</a>
Ben Craig	Social Studies Teacher	651-300-9888 (Google Voice)	<a href="mailto:ben.craig@isd624.org">ben.craig@isd624.org</a>
Cat Olson	Math Teacher	651-773-6413	<a href="mailto:catherine.olson@isd624.org">catherine.olson@isd624.org</a>
Dan Kovacich	Health/PE Teacher	651-773-6431	<a href="mailto:daniel.kovacich@isd624.org">daniel.kovacich@isd624.org</a>
John Forestell	Language Arts Teacher	651-773-6408	<a href="mailto:john.forestell@isd624.org">john.forestell@isd624.org</a>
Laura Watters	Biology Teacher	651-773-6405	<a href="mailto:laura.watters@isd624.org">laura.watters@isd624.org</a>
Leann Burris	Social Studies Teacher	651-773-6409	<a href="mailto:leann.burris@isd624.org">leann.burris@isd624.org</a>
Matthew Frost	Paraprofessional	651-773-6415	<a href="mailto:matthew.frost@isd624.org">matthew.frost@isd624.org</a>
Maureen Sullivan	Spec. Ed. Teacher	651-773-6411	<a href="mailto:maureen.sullivan@isd624.org">maureen.sullivan@isd624.org</a>
Michael McKenzie	Work Experience Coordinator	651-773-6404	<a href="mailto:michael.mckenzie@isd624.org">michael.mckenzie@isd624.org</a>
Michele Norcross	Language Arts Teacher	651-773-6416	<a href="mailto:michele.norcross@isd624.org">michele.norcross@isd624.org</a>
Nelda Henderson	Paraprofessional/Child Study Secretary	651-773-6407	<a href="mailto:nelda.henderson@isd624.org">nelda.henderson@isd624.org</a>
Ryan Bristol	School Psychologist	651-773-6400	<a href="mailto:ryan.bristol@isd624.org">ryan.bristol@isd624.org</a>
Nick Devet	Physics Teacher	651-773-6404	<a href="mailto:nicholas.devet@isd624.org">nicholas.devet@isd624.org</a>
Dan Rossiter	Applied Geometry/Construction Trades Teacher		<a href="mailto:daniel.rossiter@isd624.org">daniel.rossiter@isd624.org</a>

### Other District Numbers:

### Nutrition Services:

April Monigold (Lunch Accounts, Free and Reduced Lunch Applications)

651-773-6423 [april.monigold@isd624.org](mailto:april.monigold@isd624.org)

**District Transportation Department:** 651-407-7538.

**School Year and Holiday Schedule**  
(To be updated, click below for correct schedule)  
<https://alc.isd624.org/families/calendar>

**September:** School starts Wednesday, 9/8

*Insight Parent Night Tuesday, 9/28 from 6-8 in person in Rm 211 or online*

**October:** No school Wednesday, 10/20, Thursday, 10/21 and Friday, 10/22. Education MN Conference.

*Insight Parent Night Tuesday, 10/26 from 6-8 in Rm 211 or online*

**November:** No School (Parent/Teacher Conferences) Monday, 11/1 and Tuesday, 11/2

End of 1st quarter Friday, 11/12,

2nd quarter begins Monday, 11/15

*Insight Parent Night Tuesday, 11/23 from 6-8 in Rm 211 or online*

No school Wednesday, 11/24- Friday, 11/26, Thanksgiving break

**December:** *Insight Parent Night (tentative) Tuesday, 12/21 from 6-8 in Rm 211 or online*

No school Wednesday, 12/22-Sunday 1/2/22, Holiday break.

(Typically, we schedule a time during break to meet at a coffee shop with students to check in.)

**January:** School resumes Monday 1/3 for 2nd quarter.

No school Monday, 1/17, Rev. Dr. Martin Luther King, Jr. Day.

*Insight Parent Night Tuesday, 1/25 from 6-8 in Rm 211 or online*

End of 2nd Quarter (1st Semester) Thursday, 1/27.

No school Friday, 1/28, Teacher work day.

**February:** No school Monday, 2/7, Professional Development

No School Monday, 2/21, Presidents' Day.

*Insight Parent Night Tuesday, 2/22 from 6-8 in Rm 211 or online*

**March:** No school Monday, 3/7 through Friday, 3/11, Spring Break.

*Insight Parent Night Tuesday, 3/23 from 6-8 in Rm 211 or online*

**April:** End of 3rd quarter, Friday, 4/8.

No School Friday 4/15

No School Monday, 4/21

*Insight Parent Night Tuesday, 4/26 from 6-8 in Rm 211 or online*

**May:** *Insight Parent Night Tuesday, 5/24 from 6-8 in Rm 211 or online*

No school Monday, 5/30, Memorial Day.

**June:** Graduation, Thursday, 6/9 at South Auditorium at 6:30 pm

Last Day of School, Friday, 6/10.

# 2021-22 ALC/Insight Daily Schedule

<i>Period</i>	<i>Time</i>	<i>Minutes</i>
Passing	8:35 - 8:40	5
1	8:40 - 9:35	55
2	9:40 - 10:35	55
Advisory	10:40 - 11:00	20
3	11:05 - 12:00	55
Lunch	12:05 - 12:30 *Insight will go to lunch at 11:55	25
4	12:35 - 1:30	55
5	1:35 - 2:30	55
6	2:35 - 3:25	50

## Insight Courses Scheduled

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Period 1</b>	Health-Dan	Art-Ann		
<b>Period 2</b>	Am. Gov't-Ben	World Studies-Leann		
<b>Period 3</b>	Geom/Alg II-Cat	Geom/Alg. II/Adv. Math Topics-Cat		
<b>Period 4</b>	Lang. Arts-Michele	Lang. Arts-John		
<b>Period 5</b>	Animal Biology-Laura or Physics-Nick	Biology-Laura or Physics-Nick		
<b>Period 6</b>	Insight Group-Beth and Traci	Insight Group-Beth and Traci		

Note: Individual schedules may vary. Each quarter's classes will be determined a few weeks prior to the start of the next term. Schedules are created to address individual credit needs while balancing the course demands throughout the building.

### Insight Program Admission Agreements

#### Chemical Health and Mental Health Agreements:

- I agree that honesty is an important part of recovery. With that, I agree that I will be honest with peers and staff about my recovery as well as others' recovery. I agree that I will not hold secrets about my own or my peers' relapses.
- If I relapse, I know that a meeting will be called as soon as possible with my parent/guardian. I understand that I may not be permitted to return to school until this meeting has been scheduled with my parent/guardian. I will be able to stay in school the day I admitted the relapse as long as my behaviors are appropriate.
- I agree to provide a monitored urine sample for drug testing at any time when requested by Insight staff. The urine sample must be provided by the end of the school day on the day it is requested.
- I agree to take prescription medication only as prescribed by a doctor or medical professional and not stop taking them on my own.
- I agree that if I am in therapy, I will continue until either my parents/guardian or therapist approves that I am done.
- Remembering that recovery is the goal, I will work on making healthy choices that support my recovery and those around me. Intimate relationships between Insight students can be strongly disruptive to the milieu and therefore are discouraged.
- I agree to follow the terms of my treatment discharge plan (if I have one). I agree to complete a list of goals to work on during my enrollment in Insight with the help of the chemical health specialist

#### ***Sobriety Pledge***

I understand that the Insight Program is a school for students who are in recovery from drug and alcohol addiction or abuse. Therefore, as an Insight student, I pledge to not use alcohol or drugs (other than as prescribed by a medical professional) and to follow my recovery plan to the best of my ability.

Signed,

\_\_\_\_\_  
Student

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
date

## Insight Program Admission Agreements

### ACADEMICS AND SCHOOL CONDUCT:

- I agree to attend school every day unless I have a valid excuse from a parent or guardian. I will also attend and be on time for all scheduled classes.
- I agree to give my best effort in each class and if I am struggling, I will ask for help rather than give up. I will not sleep in class and will remain upright in my seat.
- I agree to not use my cell phone during the school day except for during breaks and at lunch. If listening to music helps me concentrate during work time, I can use my Chromebook with earbuds. I understand that watching videos or playing computer games during instructional time is not allowed until the teacher has given permission. Teachers must be able to obtain my attention at any time during class.
- I agree to not leave the Insight program area for any reason during the school day without teacher permission.
- I understand that all MN public schools prohibit use and/or possession of e-cigarettes, tobacco products, controlled substances, and alcohol. If I violate this, I will face school and/or community consequences.
- I agree to not go out of my way to interact with or ride in vehicles with ALC students.
- I agree to avoid "junky talk" (unhealthy discussion of drug/alcohol use) in my classes.
- I agree to be respectful in my language and actions toward myself, my peers, and ALC staff at all times and will follow all ALC, White Bear Lake School District rules and the laws of the community.

If I do not follow these guidelines, I understand a meeting will be called to discuss options and I may be asked to leave the program. *I understand that if I choose to leave or am asked to leave INSIGHT, staff can assist with finding another school program and the ALC will not be a preferred option.*

---

Student

Date

---

Parent/Guardian

Date

**Parents/Guardians:**

As a parent(s)/guardian(s), I/we agree to be strongly involved in the Insight Program by:

- Agreeing to call the Insight Program when my student is ill or has an appointment to help determine whether the absence should be excused.
- Agreeing to attend Parent Night whenever possible.
- Agreeing to attend regularly scheduled conferences and meetings to address relapse or behavioral concerns.
- Agreeing to alert Insight staff regarding concerns about my student's behavior and possible drug/alcohol use.
- Agreeing to pay for my student's UA's and to make a deposit into the account when the balance is running low. (See Insight Drug Test Policy for more information.)
- Agreeing to make healthy decisions regarding our household that supports my student's recovery, including following recommendations from my student's treatment discharge plan.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**Staff of the Insight Program**

We agree to do everything in our power to maintain a safe, healthy, and enriching learning environment for all recovering students and to remain in close contact with parents.

Beth Samuelson, LADC    Date    Traci Bowermaster, Ld. Tch.    Date    Gretchen Harriman, Principal    Date

\_\_\_\_\_

## Academic Information and Requirements

Insight uses a credit recovery model that allows for students to more rapidly make up missing credit if they are behind. Students receive marks of Pass/No Credit instead of grades. The variable instead of grades is the amount of credit earned. See chart below.

**Potential Credit Earned Per Class**

.50	.375	.25	.125	NC
100 pts.	75 pts	50 pts	25 pts	Less than 25 pts

All credit earned is applied to total credit needed for graduation requirements. Students will receive a mark of P for each quarter class that they earn at least .125 credit, or at least 25 points. For amounts less than 25 points, they will receive an NC for No Credit.

Grade Point Averages (GPAs) from previous schools remain “frozen” for Insight students. If students are enrolled through graduation, they receive their diploma through White Bear Lake Area Schools. If students prefer to receive a diploma from their home district, arrangements can be made through the counseling department of the student’s home district.

### **White Bear Lake Public Schools Credit requirements:**

(Credits are semester credits.)

Language Arts: 4 credits

Mathematics: 1 credit Algebra I, 1 credit Geometry, 1 credit Algebra II

Science: 1 credit Physical Science, 1 credit Biology, 1 credit Physics or Chemistry

Social Studies: .5 credit Economics, .5 credit World History A, .5 credit World History B, 1 credit American History, .5 credit American Government, .5 credit Geography.

Art .5 credit, Phy. Ed./Health 1 credit, Wellness/Arts Elective .5 credit Electives 6 credits

Elective credit offerings include Insight Group (including 12 step meeting attendance, therapy and Aftercare sessions, Work Experience and Seminar, and other classes where the credit requirement has already been met). Once students have demonstrated consistency in Insight, they also have the option of taking classes at nearby Century College through the Northeast Metro 916 Career and Technical Center. Courses available through this program include Auto Tech, Cosmetology, Medical Careers, Animal Science, Computer Hardware/Software and Game Design, among others. High School credit is earned in these classes with the option of college credit being earned if the student enrolls in the program after graduation. Qualifying students may also enroll in Post-secondary

Enrollment Options (PSEO) program at Century or another college setting, where they earn college credit as a high school student at no cost to the student. Additionally, students may take courses not offered at the ALC at White Bear Lake Area High School-South Campus as determined by the student's team.

## **Relapse Policy**

While the Insight Program is designed to give students the support they need to resist a return to drug or alcohol use, sometimes relapses do occur. If a student relapses, Insight Agreements state that the student talks to an Insight staff member as soon as possible so that the relapse can be addressed.

At this point, a meeting is called with the student, parent/guardian, and Insight team to process what led to the return to use and address what needs to happen to help him or her get back on track with recovery. The meeting must be scheduled as soon as possible during Insight staff working hours. As long as this meeting has been scheduled, the student's behavior is appropriate, and as long as the student does not come to school under the influence of chemicals, the student may remain in school until the meeting is held. If the parent is non-responsive to the school's attempts to schedule a meeting, the student may be removed from the school setting (asked to remain home) until the meeting is scheduled.

The team, with the input of the student and family, creates a relapse contract for the student to follow that may include tasks such as increased attendance of 12 step meetings, obtaining a sponsor, going to therapy, doing step work, increased drug tests, limiting exposure to the situation that lead to the relapse and so on. Part of the contract includes regularly checking in to make sure the tasks are being completed and a follow up meeting in a month to determine whether the contract ends or continues.

If the student continues to struggle to remain sober even on the contract or does not follow the terms of the contract, Insight staff will call the team together to further intervene. In the case of continued drug or alcohol use, the LADC may suggest that the family schedule an assessment at a treatment center to determine whether the student needs more treatment. The LADC is able to assist parents with the process of working with insurance and treatment centers. When the student goes in for the assessment, parents are encouraged to sign a release so Insight staff can give input into the decision about whether more treatment is needed and the team can help the family get the support they need. Insight staff support the decisions made by assessors regarding whether further treatment is warranted and strongly encourage families to follow through with the assessor's suggestions.

In order to maintain the integrity of the program, if a student continues to use chemicals, is not demonstrating willingness to work on recovery, and is not following Insight Agreements or contracts, Insight staff reserve the right to terminate enrollment in Insight. In such cases, Insight staff will work with the family to assist with finding another school or program for the student to continue his or her education.

## **Attendance**

Consistent attendance in Insight is strongly emphasized as an important component to successful recovery and a key factor in academic progress. Students are expected to be in school on time every day and stay for the entire school day unless a parent or guardian communicates with the school that the absence should be excused. Legitimate reasons for excused absences include illness (more than three days absence due to illness results in the need for a doctor's note to be brought to school), medical appointments, inclement weather, death in the family, court, or school activities.

Families are encouraged to plan vacations around school breaks whenever possible and are required to clear the absence with the school principal prior to the vacation. While we know that sometimes absences due to appointments are unavoidable, families are urged to avoid scheduling appointments during the school day as much as possible.

Continued excessive absences will result in the under 18 year old student being referred to the Truancy Intervention Program. Insight students 18 years old or older who have excessive absences may be subject to a family meeting where an attendance contract is written and needs to be followed in order for the student to remain enrolled.

## **Insight Phase System**

When students first enter Insight, they attend classes as a cohort and have limited access to ALC peers. The rules and structure are designed to promote an atmosphere where positive recovery behaviors can be developed in a safe, structured environment. As students begin to develop tools that demonstrate that they have the skills to be able to maintain positive recovery behaviors in a more integrated environment, they are given more freedom and responsibility. Positive recovery behaviors include sustained sobriety of at least two months, supporting peers who have relapsed in coming forward to staff about their use and not holding secrets, demonstrating positive, desired behavior, attendance, and school performance in class, actively engaging in group, demonstrating positive behavior at home and in the community, and following through with some type of recovery activities outside of school. We call these behaviors "Phase 2" behaviors. In order to earn Phase 2, a student presents a Phase 2 contract in Group with at least two Insight staff present. The group must agree that the student is ready to earn Phase 2 in order for it to be granted. If granted, the student can decide what types of privileges are earned. Phase 2 privileges include being able to keep a cell phone in class instead of turning it in at the beginning of class, being able to take a class or participate in an overnight school activity in the ALC or being able to take classes at South Campus

or Century College. Phase 2 students are expected to maintain Phase 2 behaviors. Phase 2 can be taken away if there is a relapse or if the contract is not followed. See contract below.

**INSIGHT Phase 2 Contract:**

- \_\_\_ 1. Completed all necessary school work in all of my classes.
- \_\_\_ 2. No missing school for any reason other than a documented appointment or legitimate illness excused by a parent/guardian for at least one month.
- \_\_\_ 3. No tardies to school or class for at least one month. Be on time.
- \_\_\_ 4. Positive reports from all teachers.
- \_\_\_ 5. At least 2 months in INSIGHT.
- \_\_\_ 6. At least 2 months of sobriety.
- \_\_\_ 7. No enabling of other INSIGHT students.
- \_\_\_ 8. These are the ways I am working on my recovery:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
- \_\_\_ 9. Hold others accountable in INSIGHT in a respectful way.
- \_\_\_ 10. Positive attitude and show respect to everyone in the group.
- \_\_\_ 11. Parents will verify that recovery behaviors are occurring at home also.
- \_\_\_ 12. Peers and staff must agree with Phase 2.

Once I have achieved Phase 2, I will be able to take classes in the regular ALC if I wish. I will be expected to attend group or lunch with INSIGHT. Additional privileges and responsibilities will be discussed with INSIGHT staff and written here:

If I do not follow the above my Phase 2 will be taken from me.

Signed,

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Staff Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Staff Signature:

\_\_\_\_\_  
Date:

## Phase 3

Students who have maintained Phase 2 for a significant amount of time may eventually apply for Phase 3. Typically students on Phase 3 are seniors who need very few credits to graduate, have opportunities to attend college classes or work during the day and have demonstrated that they have the skills to be ready to maintain their recovery without the daily support of the Insight program. In order to be on Phase 3, a family meeting must first be called to gain input from the team about a plan for going forward. This information is written into a Phase 3 contract (see example below). If the student relapses or is unsuccessful in following the plan, the team will reconvene to adapt the plan according to the current situation and student needs. The goal of the Phase system is to provide the right level of support as the recovering student gets ready to launch into independence.

### Phase 3 Agreement *(Sample; to be personalized for each student)*

As part of the responsibility of earning Phase 3 in Insight, I agree to do the following:

1. Continue to work on college admissions process.
2. Continue working 30 hours a week or so and earning Work Experience credit.
3. Come in on either Tuesday or Wednesday each week to check in with Traci and Beth.
4. Plan to attend Insight Retreat if I can get off of work.
5. Continue to give random UA's.
6. Continue to stay in contact with and be a support to fellow Insight students.
7. Continue to attend meetings/youth group, and meet with sponsor and/or youth pastor.
8. Continue to manage mental health symptoms positively.

This Agreement stays in place as long as I am following it and remaining sober. If I relapse or violate this agreement, I will meet with Insight staff to determine next steps.

Signed,

\_\_\_\_\_  
\_\_\_\_\_

## Insight Drug Test Payment Policy

The Insight Program contracts with Redwood Toxicology, Inc. and Premier Bio-Tech for drug tests. The following is an explanation of our billing policy for drug tests.

- Parents are asked to make a payment of \$50 at the time a student is admitted to Insight to cover the costs of UA's (urine analysis tests) and shipping and handling. \$50 will cover 10 instant UA's from Premier Bio-Tech at a cost of \$5 a piece. We use Redwood Toxicology when we need to get levels for specific drugs. These tests cost \$9.75 plus shipping and handling. ***Occasionally students will be given a test for alcohol use in the last 80 hours. These tests are \$20 each. Tests for synthetic marijuana and "bath salts" are \$30 each.***
- Checks or money orders need to be made out to **White Bear Lake ALC Insight Program**. Please send the check to Cathy Pierson at WBL ALC, 2449 Orchard Ln., White Bear Lake, MN 55110. Cathy is a secretary at our school who is helping us with our billing process. If you have questions about your account, please call her at 651-773-6400.
- Once your account is running low, we will send you a letter detailing the number of UA's that have been processed and the balance left on the account. A deposit will need to be submitted at that time in order to ensure that enough funds are in your account to process further drug tests. We ask that, if possible, you send at least \$20 each time you make a deposit.
- Handling your balance upon dismissal from Insight. Parent/Guardian may:
  - Ask for a refund check of the amount left in your balance
  - Arrange with Insight to use the remainder of the drug tests
  - Donate the balance to the Insight program

*You will need to let Insight staff know which option you choose at the time of your student's dismissal.*

- If you are unable to pay for your student's UA's, *please* let us know. We have other resources that we can utilize if need be but we have to make a case for each unpaid UA for which we request reimbursement. It utilizes a great deal of staff time and effort to have to track down unpaid UA's so we respectfully ask that you pay these off or let us know if there is a hardship.
- If a check does not clear, we will be charged a \$4 surcharge that will be added to your account.
- If you have questions about UA results or would like to have your student be tested on a particular day, please continue to contact Traci at 651-773-6417 or Beth at 651-773-6414.
- We have checked around and have found that Redwood Toxicology is the best deal we can find. They also have been extremely helpful whenever we have had a question about their results and have been very patient with helping us with coming up with billing solutions that work for everyone. We hope you will be satisfied with the plan as well.

Sincerely,

Traci Bowermaster    Beth Samuelson  
Lead Teacher        LADC  
Insight/WBL ALC    Insight/WBL ALC  
651-773-6417        651-773-6414

Cathy Pierson  
ALC Secretary  
Insight/WBL ALC  
651-773-6400

Please sign and return the form below and send to school with your payment:

**Insight Program Drug Test Policy Agreement**

\_\_\_\_\_ I agree to the terms of the Insight Program Drug Test Policy Agreement.

\_\_\_\_\_ I have enclosed \_\_\_\_\_ made out to **White Bear Lake ALC Insight Program** to start my account.

\_\_\_\_\_ I am unable to pay for Drug Tests and ask that my child's drug tests be paid for using other resources.

Signed,

\_\_\_\_\_

Please send this form (with a check or money order if applicable) to:

**Cathy Pierson**  
**Insight/White Bear Lake ALC**  
**2449 Orchard Lane**  
**White Bear Lake, MN 55110**

# FOCUS Program

## FOCUS Agreements

### **Purpose:**

To provide chemical and mental health support in an individualized academic setting, with the goal of transitioning to Insight

### **Target Population:**

10-12th grade students not eligible for Insight, but committed to recovery and working on program eligibility

### **Program Overview:**

Academic coursework for Focus students will be provided by the referring school, in the same way work is provided for alternative school settings, like the AWARE program. Students will have one class period per day focused on mental/chemical health, have academics provided to them in a self-contained classroom during the day, and finish their day with the rest of the Insight students in group. Parent support is available through Insight Parent Night and through contact with Insight/Focus staff.

### **Program Expectations:**

- 1.) Upon enrollment in Focus, students will develop a Sobriety Plan with the assistance of LADC(s) and will follow the plan in order to maintain enrollment in the program.
- 2.) Students will attend school everyday unless excused by parent/guardian due to illness or appointment.
- 3.) Students will give full effort on school work from their home school classes each day during academic time.
- 4.) Students will not go out of their way to interact with ALC students during the school day.
- 5.) Once 20 days of sobriety are met, it is understood that the student will transfer into the Insight Program. At that point a meeting with parent and student will be held to go over program enrollment.
- 6.) If it is determined by Focus staff that the Sobriety Plan is not successful, a meeting will be held to discuss next options for school or outside support.
- 7.) Students will cooperate with a minimum of one random UA per week. (See UA Policy for more information about how to handle payment.)

Signed,

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Traci Bowermaster

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beth Samuelson

\_\_\_\_\_  
Date

## Meals

Breakfast and lunch are served in the cafeteria as part of the District Nutritional Program. Students may obtain meals by punching in their pin numbers in the cafeteria. Breakfast is served prior to the start of the 1st hour (7:55 am). Second chance breakfast is served during the break between Periods 1 & 2. ***There is no cost for any students during the 2021-22 school year.*** Insight students are allowed to eat breakfast in their 1st or 2nd hour classes. Insight students are escorted down to the cafeteria at 12:00 pm for lunch, which is five minutes before the ALC students are excused for lunch. Due to safety reasons, Insight students do not eat their breakfast or lunch in the cafeteria area. Students eat lunch in the Insight area and are supervised by school staff. Students may bring a lunch from home. Insight provides a refrigerator and microwave ovens. ***Due to state nutritional guidelines and laws, students may not order food to be delivered at lunch time.*** Forms for free and reduced lunches can be found on the district website, by contacting the school secretary or by going to this website: <https://www.isd624.org/departments/nutrition-services> Menus can be found on that site as well.

## Cell Phone Policy

Cell phone use or use of electronic devices to call others, text, or use social media apps during class time has been a disruption to learning and can feed into addictive behavior. Insight staff promote responsible phone use and follow the district phone and electronic device use policy, which states:

“Students are expected to “Power Down” their cell phones, iPods, CD/ MP3 players, etc. during learning hours. Electronic devices cause disruptions and/or distractions during the learning environment. Students may turn their cell phones on during passing time if need be. Video imaging equipment, including cell phones and other technology with the ability to take digital images, is prohibited in bathrooms and locker rooms. Recording video or taking photos of any student or staff without their permission is not allowed. The disabling of a phone is also subject to “disciplinary action.”

During in person classes, Insight students will turn in their phones at the start of each class. They will be kept in a secure place until the end of the class. Students will be able to access their phones during breaks and during lunch.

Insight students who have earned Phase II may have their cell phones during class, but must demonstrate responsible cell phone use by not using the phone during instructional time, not sharing them with Insight peers who have not earned the privilege to have a phone, not answering calls, taking photos or snaps, playing games or engaging in social media in the classroom unless given permission by the classroom teacher such as during free time.

## **Statement about Confidentiality**

In order for the Insight group to be a safe place for students to open up about their personal feelings, issues, and experiences, it is critical that confidentiality is strictly followed. What is said in the group stays in the group. Students and staff are not to share information that was discussed in group with anyone outside of the group, including friends, family members, and significant others. If a student is absent from school and misses what was talked about in group, students who were present are not to disclose information that other students shared.

## **Statement About Relationships**

Exclusive romantic or sexual relationships within the first year of recovery are generally discouraged as they can be distracting from the recovery process. Such relationships among students currently enrolled in Insight have shown to be extremely disruptive to the group functioning as a whole in many cases and can negatively impact the health of the group. Therefore, it is the position of Insight staff that such relationships within Insight are not recommended.

## **12 Step Meetings, Aftercare, and Therapy**

Insight students are strongly encouraged to find and access supports outside of school that support their recovery. Regular participation in 12 Step Meetings or other support groups can make a significant difference in the quality of a student's recovery. The same is true for participation in continuing care programming for treatment and for individual or family therapy. Insight students who provide proof of attendance in 12 Step Meetings by getting signatures from an adult running a meeting can earn Elective credit for meeting attendance. A signature sheet can be provided to Insight students and can be turned into the lead teacher each quarter for credit. Additionally, a letter from the continuing care counselor or therapist who provides counseling that states the number of hours the student participated in sessions can be converted into Elective credit at the end of each quarter.

Insight staff can help students find quality meetings and counseling that is a good fit based on individual needs.

## **Insight Parent Night and Other Supports**

Insight Parent Night takes place generally every 4th Tuesday of the month during the school year from 6-8 pm in room 211. As stated in the interview, parents/guardians of Insight students are required to make every effort to participate in monthly Insight Parent Night sessions. During these sessions, parents have the opportunity to meet with other parents and staff, share a meal, hear updates about what is going on in school and with group dynamics, and discuss the often difficult and complex issues that are a part of parenting teens in early recovery. Often, speakers from various recovery support organizations are scheduled.

## **Resources for Parents of Young People with Addiction and in Early Recovery**

**Al-Anon** (Fellowship of relatives and friends of alcoholics) <http://www.minnesotanorth-al-anon.org/>

**Al-Anon meeting at Hazelden Plymouth Tuesday Nights from 7:30-8:30!**

**Al-Anon Chat Meetings** <http://stepchat.com/alanon.htm>

**Al-Anon Meetings in St. Paul area:** <http://al-anon.org/al-anon-in-minnesota/117-saint-paul>

**Co-dependents Anonymous** [www.coda.org](http://www.coda.org)

**National Suicide Prevention Lifeline** 1-800-273-8255 or text CONNECT to 741741

**NAMI Parent Resource Groups** (Support groups for parents of children with mental illness)

<http://www.minnesotanorth-al-anon.org/>

**Parents of Children with Addictions Support Group** Amberwing 615 Pecan Avenue Duluth MN 5581

WHEN: 2nd & 4th Sunday of the Month TIME: 6:30pm to 7:30pm CONTACT: Jodie 218-340-0340

**Courageous Caregivers** Parents, families and concerned persons of loved ones struggling with opioid addiction.

Support group meetings on Thursdays from 7-8:30 pm

**A Different Kind of Grief** Support group for parents who have lost a child to addiction, Tuesdays from 7-8:30 pm, both at U of MN Fairview Campus. Contact Gloria at @612-866-1056 or [gloria@recoveringu.com](mailto:gloria@recoveringu.com) for more information.

**Nar-Anon** <http://www.nar-anon.org/>

**Hazelden Caring Family Group**

Hazelden in Plymouth, 11505 36th Ave. N., Plymouth, First Monday of each month, 7-8:30 pm

Hazelden in St. Paul 680 Stewart Ave. St. Paul Third Thursday of each month, 7-8:30 pm

Contact Sam at 651-292-2407 or [swoolery@hazeldenbettyford.org](mailto:swoolery@hazeldenbettyford.org)

**Celebrate Recovery** Faith-based supports for people in recovery and their loved ones, Groups in many places across Minnesota, <http://grouplocator.crgroups.info/>

**Quest 180** Faith-based supports for people in recovery and their loved ones. Eagle Brook Church in White Bear Lake.

<https://eaglebrookchurch.com/next-steps/care--prayer/addiction--recovery/>

**Smart Recovery Help for Family & Friends** <http://www.smartrecovery.org/resources/family.htm>

**MN Association of Sober Homes** <http://mnsoberhomes.org/>

**Thrive Family Group Support (Groups and Hotline)** (844)-349-2911 <http://www.thrivefamilysupport.org/>

**Facebook groups:** The Addict's Mom (also [www.addictsmom.com](http://www.addictsmom.com)), The Addict's Mom (TAM) Minnesota Chapter, UNITED We CAN (Change Addiction Now), Minnesota CAN (Change Addiction Now)

**Helpline** 1-855-DRUGFREE (1-855-378-4373) (Partnership for Drugfree Kids) <http://www.drugfree.org/get-help/helpline/>

**SAMHSA's National Helpline** a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental health and/or substance use disorders. 1-800-662-HELP (4357) <http://www.samhsa.gov/find-help/national-helpline>