

The Way; Home Handbook

Rules and Regulations

Staff

1. I will address all staff members with proper respect.
2. I will not abuse (physically or verbally) any Staff member.
3. I will not threaten any staff member.
4. I will submit to the staff's authority and will not be disobedient.
5. I will not be defiant or rebellious.
6. I will be respectful to all staff with my words and my actions.

Rooms

1. I will keep my room clean at all times. I will put my personal belongings away every day, including weekends. A checklist will be followed for all room cleanings.
2. I will make my bed at wake-up and keep it that way.
3. Only one mattress per bed.
4. No making of "curtains" to conceal bottom bunk.
5. No nails, tacks, stickers, or writing on walls, beds, or furniture.

Dress

1. I will dress appropriately when leaving campus for church or any other activity.
2. I understand that the staff may require the changing of any clothing considered inappropriate.
3. I will not wear any type of body piercings.
4. No clothing that promotes drugs, alcohol, nicotine products, satanic behavior, etc.

Personal Conduct

1. I will not fight physically or verbally.
2. I will not threaten other clients.
3. **I will not use drugs, alcohol, or have products of that kind in my possession at any time.**
4. I understand that dietary supplements will be restricted to multivitamins dispensed during med. call unless approved by staff.
5. I will not curse or use off-color language or gestures.
6. **I will not talk about street life, drugs, or past sinful behavior.**
7. I will not engage in horseplay.
8. **I understand that I am subject to random testing for alcohol and drugs by a wide variety of means including urine screens, Breathalyzer, and other methods.**
9. I will not use someone else's property without their consent.
10. I will take a shower daily (before 9:00PM)
11. I understand that I am only allowed in the dorm room to which I am assigned.

Music and Video

1. I will not play or listen to any explicit music or music deemed inappropriate by staff on any instrument, nor will I sing or rehearse the lyrics to any such music.
2. Original CD's displaying artist name and music content only. (No burned copies).
3. All CD's must be approved by staff.
4. No digital storage music players allowed.

5. No devices capable of storing or playing digital media allowed. (cameras, video players, tablets, etc.).
6. No personal televisions allowed.
7. All movies must be approved by staff. (PG-13 or less).
8. No radios will be allowed in transport to, from, or during work or church.
9. Christian music only will be played in The Way vehicles.
10. I will not have a cell phone in my possession or use any cell phone unless Program Director is supervising.

Kitchen

1. I understand that the kitchen will be off limits except for those performing assigned tasks or daily chores.
2. I will eat all meals at the specified time. (Tardiness will not be tolerated).

Laundry

1. Clothing will be washed once a week on a designated day.
2. Laundry day scheduled will be posted near the laundry room.
3. Only the assigned Client or staff may use the laundry room appliances.
4. Your laundry box/ basket must have your name on it to have your clothes laundered.

Phone

1. I understand that I am not allowed personal phone calls during my first 30 days in the program.
2. I will agree to one, ten-minute phone call per week; incoming or outgoing, which must be registered and approved by a staff member.
3. If I am married or have children, I may make or receive an additional ten-minute call per week to my spouse or children.
4. The staff member will dial the phone and ask for person whom I am calling.
5. I understand all calls will be on speaker phone.
6. All calls will be made from the office at designated times.
- 7. I understand that I may not possess a cell phone.**
8. No phone calls on the weekends.

Correspondence

1. I will not correspond with a married member of the opposite sex other than family members.
2. Married residents will not be allowed to correspond with someone of the opposite sex other than family members.
3. I understand that all written correspondence must go through USPS and is subject to inspection by staff prior to mailing or receiving.
4. Student will not be allowed to correspond with incarcerated individuals outside of their immediate family.

Campus Visits

1. Visitation is Saturday from 12:00 PM to 3:00 PM. Other arrangements for visitation will be made if working on visitation day.
2. All visitors will be screened on visitation day.
3. Administration may cancel visitation if The Way; Home's schedules require it. It will be the responsibility of visitors to inquire if visitation has been canceled.
4. Visitation will be for immediate family only. All other visitors will be approved by the administration office, on an individual basis.
5. All prepared food coming on The Way; Home's property must be inspected and approved by Staff prior to contact with Clients.
6. Visitors must furnish staff with proper identification when requested.
7. Visitors must LEAVE CELL PHONES IN VEHICLES. No cell phones allowed during visitation.
8. Visitors are subject to search.
9. Any items not inspected by Staff will be considered contraband.
10. No visitor will be allowed, who is prohibited by court order.
11. All visitors must park in designated area.
12. Clients may not go to the designated parking area.
13. Once a visitor leaves campus they may not return on the same day.

Off-Campus Passes

1. No overnight passes.
2. All off campus passes will be for Saturday for 8:00 AM until 8:00 PM.
3. Pass requests must be filled out no later than one week prior to pass.
4. Clients must have completed Step 4/Principle 4 before eligible for a pass. There will be 28 days between each pass.

Money

1. I will not receive money directly from anyone while in The Way; Home program.
2. I understand that all money I bring or acquire while in the program will be deposited into my client account, administered by The Way; Home.
3. I understand that The Way; Home must handle all money and I am responsible for all expenses (ex. Medications, Dentist/ Doctor visits, etc.) and expenses will be deducted from my client account.
4. I understand that as part of The Way; Home program I will be required to work on or off campus to offset program costs and **build discipline**. Program expenses will be documented and deducted from funds earned while I am a client. I understand that I will not be held liable for any shortfalls between money earned and program costs during my stay. I will be solely responsible for expenses incurred not associated with the program (ex. medical dental, or personal).

General

1. I will not leave campus without the permission of a staff member.
2. I understand that if I lend anything out, it is possible that I may not get it back.
3. I will not use any tools without staff permission. Any tools that are used will be your responsibility; you are responsible to see that they are properly cleaned and returned the same day that they were used.

4. I will perform listed daily duties at the specified time and other duties as requested by a staff member.
5. I will participate in all scheduled activities including but not limited to class, chapel, church, work and Celebrate Recovery.
6. I will be punctual. Tardiness will result in discipline.
7. I will be inside the dorm by dark unless I am at a scheduled activity.
8. I will not walk beyond the perimeters of The Way; Home property.
9. I understand that if I deface or destroy any of The Way; Home's property or commit any physical violence, I will be dismissed from the program and will owe The Way; Home for all damages.
10. Un-biblical sexual relationships or promiscuous behavior will not be permitted.
11. I will not walk into a restricted area without first knocking and waiting to enter until invited to do so.
12. If I get sick or hurt, I will report to the Supervisor on duty. If it is determined that I am unable to work my regular scheduled Job, I will be assigned to a designated area.
13. Any person wanting to leave the program must notify a staff member and have his personal belongings and his person searched before leaving the property.
14. The Way; Home will not be responsible for items left behind. If you leave the program, no monies will be given from the Client account.
15. No aerosol cans of any type will be permitted.
16. No pets allow

Discipline

1. I understand that when I have done something disrespectful or unruly the witnessing staff member will discipline me.
2. I also understand that a staff member will fill out a discipline report to be submitted to the Disciplinary Team.
3. The Disciplinary Team will strive to meet weekly, and all discipline notices will be dealt with at that time.
4. All discipline must be completed and filed prior to my graduation date.

Church

1. Family members may sit with me if they wish. There may be occasion that I will be assigned a seat.
2. I will stay in my seat (unless I am at the altar or have a medical need) until the service has been dismissed by a pastor.
3. I will bring my Bible to church.
4. I will wear appropriate clothing (No shorts, sandals, hats or anything deemed inappropriate by staff).
5. I will be prepared to leave for church approximately one hour before the service is to begin.
6. I will pick up any trash from the section where I am seated before leaving church.
7. I will not talk during service.
8. I will not go outside during service or go to any vehicles.
9. I will not loiter in the parking lot before or after church.
10. No public display of affection.

11. Do not ask any church patron to handle any business for you.
12. Be reverent to God. (Stand when asked, do not write notes, doodle, etc.).

Celebrate Recovery

1. I will attend all meetings, including Celebration Sunday School class.
2. I will adhere to all small group guidelines.
3. I will have at least completed Step 4/Principle 4 before graduating from The Way; Home.

Signature Page

I _____ have read and agree to the stated rules placed by The Way; Home. I agree to the respect the authority that has been given to the staff members by the director of The Way; Home. I understand that if I break the stated rules, I will be disciplined and could be dismissed from the program.

Client Signature

Date