

House Guidelines for *Both Programs

Respect for staff, yourself and others is the key to following these guidelines.

Initial 30 day black-out period for all residents. No visitors, cell phones or computers. No leaving the facility unless performing approved community service.

*** Some of these rules will not apply to the short-term program.**

Twelve Way will not accept unacceptable behavior.

1. Zero tolerance for use of drugs or alcohol. You will be tested. If you go to the doctor, dentist or ER, it is your responsibility to tell them you cannot take narcotic medications, no mouthwash, no mouthwash with alcohol, nor sleep aids. All substances, other than every day food and drink, shall be checked in through a staff member. Under no circumstances shall substances be introduced to the body for the purpose of altering mood, behavior, or attitude.
2. Zero tolerance for violence or threats of violence.
3. Zero tolerance for stealing.
4. Residents are not permitted in another resident's room or personal area. Items that are in sealed containers in the refrigerator, freezer, or kitchen are considered personal property. All food must be stored in a sealed container, and it must be eaten in the common area. No one is allowed in the kitchen without a staff member present. Fines will be assessed for infractions.
5. The offices are off limits. Enter with permission only! They are not hang outs. The offices are for business matters only unless asked in. Do not enter when the red light is on.
6. No sex or pornographic materials on premises.
7. No gambling.
8. No weapons of any kind.
9. Loud noise, loud talk, or "jail talk" is not acceptable. Change your language out of respect.
10. NO SMOKING IN THE BUILDING OR IN FRONT OF THE BUILDING! ALL SMOKING IN THE BACK OF THE BUILDING!!!
11. All residents that are not employed full time must report to the office at 9:00 AM with a plan of action! Report to the office again at 4:00 PM. Be prepared to do work around here, no lying around.
12. * No sleeping from 6:00 AM to 5:00 PM unless authorized by a director. No TV until 5:00 PM. That means TV is off until 5:00 PM.
13. All residents will be fully clothed unless they are sleeping. NO SAGGING PANTS. You must wear your pants correctly.

14. Please limit Twelve Way phone usage to calls from immediate family, sponsor, and employer. Usage of Twelve Way phone is from 8:00 AM to 10:00 PM. Limit your calls to 10 minutes. Cell phones are permitted; however, if you bring it to a meeting, you lose it. There are no calls or text messaging during any meeting. You must be current on your financial responsibility to have a cell phone. You must give your cell phone number to the office, and when you change your number, you must update it in the office. This is your responsibility.
15. It is your responsibility to get up on time. BIBLE STUDY is at 6:00 AM and is MANDATORY unless otherwise authorized by the director. Must be dressed and ready for work — no going back to room or outside during classes.
16. HOUSE CHORES will be done daily! You live here, you clean here — no exceptions. Room inspection will be done daily and you will be fined for infractions. No coffee pots, microwaves, etc. in rooms. No heaters of any kind, no candles, and no incense allowed (FIRE HAZARDS). Turn off fans, radios, TV's and lights. Daily chores include, but are not limited to
 - A. Keep bedrooms neat and clean at all times; beds made, clothes and personal items stored in a neat and orderly fashion.
 - B. Toilets cleaned weekly (MANDATORY)
 - C. Sheets washed weekly (MANDATORY)
 - D. Personal items such as towels, soap, shampoo, toothpaste etc. will be stored in your personal area.
 - E. Sweep and mop daily (all floors).
17. Resident's financial responsibility will be due no later than Friday by 7:00 PM! You must pay with a money order or a check. * If you are behind on fees, you must show your check stub before cashing your check. You must pay the current week's fees in full plus a minimum of \$40.00 on the back fees until you are current on all financial obligations.
18. Residents are not permitted to loan money or anything to other residents. Staff will not loan you money so do not ask.
19. Do not start laundry and then leave. Someone else may be waiting to use the machines.
20. Residents may not park in front of the building. There are limited spots in the rear of the building, so please be respectful.
21. Curfew is 10:00 PM on weekdays, 11:00 PM on weekends and curfew on Sunday starts at the time of the evening house meeting. You will be expected to attend the house meeting and do deep house cleaning. No one will be allowed to leave after house meeting on Sunday.
22. All visitors must be approved by a director, must sign the sign-in sheet, and stay in the common area. You may have visitors from 10:00 AM to 5:00 PM Saturday and Sunday only. Your sponsor is allowed from 8:00 AM to 10:00 PM as long as the visit doesn't interfere with the scheduled meetings. Anyone on Twelve Way property may be subject to random drug testing or alcohol screening at any time.
23. Pass requests will be due on Thursday. Overnight passes are for Phase 3 only. There are no overnight passes for Phase 2, except at the director's discretion.
24. Residents on Phase 1 or those on ORIENTATION phase are not permitted to leave the premises without someone on a higher phase and you must ask permission from the staff. If you are on House Arrest (HA), you can leave premises only for work. All residents

must sign out on the board before leaving including their departure times, arrival times and destination.

25. If you decide to leave Twelve Way and leave your personal property, it will become the property of Twelve Way to dispose of as we see fit.
26. All persons and vehicles not street legal (e.g. no proof of insurance, no valid driver's license, no tag, or expired inspection sticker) will not be permitted to drive or be on Twelve Way property. If this occurs, your vehicle can or will be towed at the owner's expense.
27. You must show respect for yourself, respect for staff and visitors, respect for other residents, and ultimately know that you and you alone are responsible for your own actions. Consequences of violating these rules may be warnings, fines, dropped phases, or termination from our program.
28. If you are not current on your program fees, and you have a cell phone, turn it into the office. A cell phone is a want that comes after a place to live. FEES BEFORE PHONES. If you are not current on your fees, no passes will be approved.
29. If you fall behind 3 weeks on your program fees, director will evaluate where you are in regards to fiscal responsibility and you may be asked to leave. We do not receive government monies to pay for your stay.
30. All residents must be on time to class, attend morning or night recovery groups and Bible Study unless otherwise approved by the director. No cell phones, sleeping, eating and/or leaving the meeting for *any* reason without permission.
31. * You may not be in your room at all without permission if unemployed. Be ready to work around here if you are not on a job search.
32. Twelve Way is not your storage building. Do not bring excessive amounts of your belongings. Twelve Way is not responsible for any of your property if it is lost or stolen on our property.
33. All clients must attend Sunday worship unless approved by staff.

*** All of these rules are applicable to the long-term program.**

IMPORTANT NOTICE: THESE RULES ARE DESIGNED TO PROVIDE A SOBER AND SAFE LIVING ENVIRONMENT FOR YOU. FAILURE TO LIVE WITHIN THESE GUIDELINES IS CAUSE FOR DISMISSAL FROM OUR PROGRAM.

RESIDENT: I agree to follow these guidelines. I understand that this is not my permanent residence and I may be asked to leave at any time for non-compliance. I agree to leave Twelve-Way Foundation Program/Property if I am asked to do so. These guidelines have been explained to me.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____