

MORAINÉ HOUSE REGULATIONS AND RULES

(01/21/09)

1. GENERAL OVERVIEW OF REGULATIONS AND RULES The rules and regulations governing client behavior are the purview of the Executive Committee (*formerly known as the "House Committee"*) of the Moraine House Board of Directors, and are enforced by the House Director and Assistant House Directors on duty. Clients are forbidden to be insubordinate to the House Director and Assistant House Directors. Rules and regulations may be amended or updated as needed by the Executive Committee. It is the responsibility of the **client** to understand and adhere to the rules and regulations. It is also the responsibility of each client to inform staff of any situation beyond the client's control that could cause an infraction of these rules. It is suggested that a "buddy system" be in place with a more experienced client helping a new client to understand and adhere to rules until he knows the rules well.

2. EVALUATIONS Every Thursday the Screening Committee of the Board evaluates each client concerning his stay at the Moraine House. The House Director maintains a tally concerning any demerits given. **Automatic Termination offenses result in immediate expiration of a client's stay. Any five (5) demerits given in a 30-day period is potential cause for termination within 24 hours,** with the approval of the Executive Committee. The Director and Assistant Directors are empowered to issue demerits for violations of the rules and regulations of the house.

3. PROGRAM FEES AND ADMISSION REQUIREMENTS Program service fees are a minimum of \$130.00 per week, assessed on a sliding scale considering the client's financial resources. The actual amount will be determined by the House Director at the time of intake, and will be based on the client's current earnings rate. Program service fees are due no later than 10 a.m. each Saturday. Program fees will be prorated at intake only if the client is entering the house once the week has begun.

A non-refundable, non-transferable screening fee is due prior to the screening appointment for admission into Moraine House. This \$35.00 screening fee does not count toward program fees. Cash, local check, or money order, payable to "Moraine House Inc.," may be used to pay the screening fee. Clients are responsible for all program fees associated with their stay at Moraine House.

Refunds will not be issued at the time of discharge. Any warranted refund due will be submitted to the Treasurer of the Board, and the Treasurer will issue a check. Termination for any reason once the week has begun will result in forfeiture of all fees paid for that week. Refund of fees will only be made for any weeks paid in advance.

Clients must comply with all admission and program requirements as enforced by the staff. These include, but are not limited to, the following:

- * **Warrants/Arrest or Incarceration:** Failure to provide at intake knowledge of any outstanding warrants, or arrest for any reason and any amount of time while a client will result in termination.
- * **Drinking/Drug Usage:** The use or possession of alcohol or any other mind- or mood-altering substance at any time will result in termination.
- * **Urine/Breath Samples:** Failure to provide a urinalysis sample and/or Breathalyzer test upon request by staff members will result in termination.
- * **Results of Testing:** A positive result from any urinalysis and/or breath testing as administered by staff will result in termination.

For the first 72 hours of a client's residency in the house, there are no visitors allowed with the exception of an approved Sponsor. Within the first seven days of residency a client essay, consisting of at least 100 words, will be written and handed in to the House Director, relating how this experience (*coming into the house*) has affected the client's personal growth.

4. LENGTH OF STAY The initial term of client stay in Moraine House is expected to be 180 days. Client stays beyond 180 days may be permitted, based on the client's individual circumstances.

5. SPONSOR A client is required to have one approved, local, active AA or NA Sponsor within two weeks of admission, or termination of his stay may be effected. All conversations between a client and his Sponsor are confidential. Staff will not be concerned with the details of what the client and Sponsor talked about -- only in the fact that they did talk. Guidelines for sponsorship will be given to each client by staff. If a client cannot get along with his Sponsor, and needs to change, he may do so. The Sponsor's name must be provided to staff.

6. WEEKEND PASSES Clients may not leave the Moraine House on Saturday morning until after 12:00 noon except to go to work. All passes will begin on Saturday after 12 :00 noon and after the assigned "big chore" has been completed and inspected. Passes will expire at 8:00 p.m. Sunday. To be eligible for a pass, a client must have 30 days of residency at Moraine House by the Thursday prior to the day of the pass. If a client is working any shift on a Saturday, he must return from work before signing out on a pass. Clients' passes are a privilege, not a right. Availability of passes depends upon actions during the preceding week and plans for the use of the pass. When signing out on a pass, the client must provide to staff a phone/contact number; failure to provide a number may result in the pass being withdrawn. Clients who have been granted passes are encouraged to use them; however, clients who choose to remain at the Moraine House will adhere to all house rules and regulations including curfew and chores.

7. PROBLEMS If any type of problem arises between clients, or should a dispute arise concerning Moraine House itself, it is the responsibility of the client(s) to bring it to the attention of the house's appointed Client Representative and if necessary the House Director.

8. PROGRAM CONDUCT Clients are not to make any "12th-step calls." Clients are not to fraternize or socialize where alcohol and/or drugs are being served or used. Clients are not to enter bars or liquor stores at any time, for any reason.

9. OVERNIGHT EMERGENCY If a client must leave the house to handle an overnight emergency, he must provide the House Director an address and phone number where he can be reached.

10. DATING If a relationship between a client and another person already exists upon the client's entry to Moraine House, it may continue -- as long as it does not interfere with treatment. If there is no relationship at the time of admission, clients may **not** enter a new relationship at any time during residency. Clients are specifically cautioned against forming or nurturing new relationships with members residing in other substance-abuse recovery facilities/programs.

- 11. UNAUTHORIZED OVERNIGHTS** No unauthorized overnight stays are allowed.
Automatic Termination
- 12. SIGNOUT FALSIFICATION** Clients must sign the log personally. Any client caught signing for another client may cause an automatic termination of both clients.
Automatic Termination
- 13. USE OR POSSESSION OF ILLICIT DRUGS OR ALCOHOL** No client, visitor, or staff member may be in possession of or under the influence of any mind- or mood-altering chemical.
Automatic Termination
- 14. INSUBORDINATION TO STAFF** The integrity and functionality of Moraine House are more important than any one client. Clients and guests are expected to show respect and to obey staff members.
Automatic Termination
- 15. FIGHTING** Any type of physical fighting is strictly prohibited; at the discretion of the House Director, the instigator(s) may be removed.
Automatic Termination
- 16. WEAPONS** Knives and other weapons of a threatening nature are prohibited from the house.
Automatic Termination
- 17. THEFT** Any type of theft of Moraine House property or another client's property is dire misconduct.
Automatic Termination
- 18. GAMBLING** Moraine House prohibits gambling in any form by any client.
Automatic Termination
- 19. ENDANGERMENT** Any action taken by a client that would endanger the health, safety, or well-being of the other clients and staff is prohibited. Endangerment includes, but is not limited to:
- * All clients must observe the State Fire Marshal's regulation forbidding smoking in bed.
 - * Clients are prohibited from removing or disconnecting batteries from smoke detectors to make smoke detection inoperable.
- Automatic Termination**

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- 20. VISITORS** Visiting hours are from 11 a.m. to 10:00 p.m. Guests are not allowed in clients' rooms. Guests will be asked to leave during mealtime and house functions. No visiting of a romantic nature is

allowed. Visitors must register with the Director on duty. Staff will inspect items brought into the house for clients from visitors. Visitors will need to leave the Moraine House property by 10 p.m.

4 demerits -- each infraction -- romantic visitation
1 demerit -- each infraction -- visiting-hours violation

21. VISITATION IN A CLIENT'S ROOM Clients or visitors are not permitted in other clients' rooms for fraternization or any unauthorized reason.

4 demerits -- each incident

22. MEDICATION AND DOCTORS A client should have his own doctor and dentist or be willing to accept one who is suggested by Moraine House should the need arise. Clients may only discontinue their prescribed medicine with direction of their physician. Upon admittance, any medication in a client's possession

-- prescription or otherwise -- must be turned over to the House Director for safekeeping on arrival.

4 demerits -- each infraction

23. CURFEW Curfew hours are 10:45 p.m. Sunday through Thursday, and 11:45 p.m. Friday and Saturday. "Lights Out" will be one hour after curfew; Lights Out includes turning off and/or disconnecting radios and all electrical equipment. Clients are required to be in bed at this time -- not preparing for bed. Clients are not to leave the house after curfew and before morning meditation except to go to work. Clients may not leave the house before 12:00 noon on Saturday except to go to work. Clients on pass may return after curfew for explainable emergency circumstances -- provided that they notify (telephone) the staff immediately.

3 demerits -- each infraction -- leaving the house after curfew

1 demerit -- each infraction -- not making curfew

24. APPOINTMENTS All appointments must be listed on the appointment form in the daily logbook. Missing appointments without notification is not allowed.

3 demerits -- each infraction

25. REQUIRED GROUP MEETINGS All clients are required to attend the Back to Basics/Recovery Dynamics group, Relapse Prevention group, client AA/NA in-house meetings, and to appear before the Screening Committee. **There are no exceptions to attendance at these groups.**

3 demerits -- each infraction -- missing group/meeting

1 demerit -- each infraction -- late to group/meeting

26. SIGNING IN/OUT Clients must sign in and out in the daily log each time they exit or enter the Moraine House (this includes time left, destination, and time returned).

1 demerit -- each infraction

27. REQUIRED AA/NA MEETINGS Every client is required to make a minimum of three (3) in-house and two (2) out-of-house AA/NA meetings per week. The meeting chairperson and the client both must sign verification-of-attendance sheets. The sheet(s) must be turned in at the time of the progress report.

1 demerit -- each infraction

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28. HOUSEHOLD DUTIES A client will be assigned household duties, and will be expected to:

1) Do them each and every day and **2) Have the chore inspected by staff and signed off.** When more than one client is assigned to a chore, all clients involved are responsible for the completion of the chore.

1 demerit -- each client for infraction

29. PERSONAL APPEARANCE AND DRESS CODE A client must keep his personal appearance neat and be dressed in normal street attire throughout the waking hours. Apparel with drug, alcohol, nicotine, or bar advertising or any demeaning slogans is not permitted. Hats or other forms of headware are not to be worn inside the house. Personal hygiene is expected, and if necessary, it will be addressed by staff.

1 demerit -- each infraction

30. ELECTRICITY AND ELECTRONIC DEVICES Clients must turn off all lights, fans, radios, water, and appliances when finished using them or when leaving a room for an extended period of time. Watching television is only allowed between 6:00 p.m. and curfew on Monday through Friday, and between the end of morning meditation and curfew on Saturday and Sunday. Recovery and 12-Step tapes may be viewed during the day with permission from the House Director. Watching television is not allowed while AA/NA meetings are being held in the basement. Clients are not permitted personal television sets, computers, DVD players, or other electronic devices in their rooms.

1 demerit -- each infraction

31. MEALS	BREAKFAST ----	7:30 a.m.	to	8:30 a.m.
	LUNCH -----	11:30 a.m.	to	12:30 p.m.
	DINNER -----	5:30 p.m.	to	6:30 p.m.

Clients must prepare their own breakfast and lunch from set menu items, A family-style sitdown dinner will be served, and all clients are required to sign up and eat dinner unless the House Director has approved other arrangements *in advance*. Signing up for a meal and not showing up for it will result in a demerit. Food and/or snacks are not permitted in a client's room.

1 demerit -- each infraction

32. CLEANUP Clients are required to clean up after themselves after meals. No food can be taken out of the kitchen or designated dining areas.

1 demerit -- each infraction

33. WAKING UP/SLEEPING Clients must be awake and downstairs by 7:00 a.m. on Monday through Saturday and by 8:00 a.m. on Sunday for the start of morning meditation. Clients must be dressed in normal street attire, not in the bedclothes in which they slept. Sleeping during the day is not allowed unless approved by staff on duty for compelling reasons.

1 demerit -- each infraction

34. EMPLOYMENT All clients are expected to hold jobs outside Moraine House. Unemployed clients must make honest and repeated attempts to find employment. If a client is on disability, he must find volunteer work to provide structure to his daily activities.

1 demerit -- each infraction

35. PHONE CALLS, BEEPERS, AND CELL PHONES The Moraine House payphone number will be given to each client upon admission to the house. There is a 15-minute limit per payphone call. If the client has an emergency situation, he should have friends and relatives direct their calls to the office. No phone calls will be allowed after curfew and before morning meditation, except in regards to work. Clients are responsible to tell those likely to call them what times *not* to call. The cost of the payphone is 50 cents.

1 demerit each infraction and/or confiscation of the device

36. GENERAL BEHAVIOR Clients and visitors are to maintain a positive attitude and to show common courtesy to one another.

1 demerit -- each infraction

37. LAUNDRY AND SHOWERS Clients are responsible for their own laundry. To defray costs of utilities and machine wear, a nominal charge will be levied for each load washed. The washer and dryer are not to be used before 9:00 a.m., or after curfew, or during any group or meeting. Laundry is not to be left unattended, and machines are to be cleaned after every use. The last load may be started at 9:00 p.m. Sunday through Thursday and 10:00 p.m. Friday and Saturday. House-issued sheets and towels must be washed weekly. The laundry machines and basement showers are not to be used from 10:00 a.m. to 11:30 a.m. when morning meetings are scheduled -- or from 8:00 p.m. to 9:30 p.m. when evening meetings are scheduled. Clients must show common courtesy with regard to duration of bathroom use and maintaining the cleanliness of the bathroom.

1 demerit -- each infraction

38. WEEKEND RESTRICTION Clients are restricted from obtaining a weekend pass for their first 30 days of residency. Thirty days must be reached by the Thursday prior to the weekend of eligibility. A client may be eligible with staff approval for future weekend passes or overnight stays.

1 demerit -- each time leaving without a granted pass

39. FRONT AND BACK DOORS The front door must remain locked at all times. Clients are not allowed to answer the front door for any reason. They must use only the back door to enter and exit the house.

1 demerit -- each infraction

40. STORAGE ROOM DOOR The door of the storage room -- which is always "off limits" to clients -- must remain locked at all times.

1 demerit -- each infraction

41. INITIAL 24-HOUR RESTRICTION New clients will be restricted to the house during their first 24 hours of residency. The only exception would be for employment, and then only if the Director approves.

1 demerit -- each infraction

42. ROOM AND COMMON AREA INSPECTIONS Clients must make their bed by 9:00 a.m. They must keep their rooms neat and clean. Clients are not permitted to hang anything on the walls, and are not allowed to use nails or tacks on the walls or ceilings. The staffers at their discretion will make daily inspections. If it is deemed that there is an infraction of the rules as a whole -- or if the house as a whole is found to be dirty -- all weekend passes will be suspended.

1 demerit -- each infraction for all clients of that room (or suspension of all weekend passes)

43. PROGRESS REPORTS Clients will make themselves available to the House Director on their appointed day to complete their individual progress report. Clients must bring their meeting-verification sheets and their signed sponsor sheets and turn them in at the time of the report.

1 demerit -- each time missing a progress report interview

1 demerit -- each failure to present meeting sheet or sponsor sheet

SUMMARY OF REGULATIONS

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| 1. General Overview | Board sets rules and regulations; staffers implement them |
| 2. Evaluations | Screeners evaluate weekly; 5 demerits in 30 days = exit |
| 3. Fees, Admission Requirements | \$130/week-minimum service fee; \$35 intake screening fee |
| 4. Length of Stay | 180-day stay is optimum and expected |
| 5. Sponsor
weeks | Every client must have an AA/NA sponsor within 2 |
| 6. Weekend Passes | Eligible after 30 days if okay; must provide contact number |
| 7. Problems | Affected client responsible to take to Client Representative |
| 8. Program Conduct | No "12th-Step" calls; no entry into drug/alcohol sites |
| 9. Overnight Emergency | Must be truly serious; must leave contact numbers first |

10. Dating

Existing relationship okay; no new relationship to be started

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SUMMARY OF RULES

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|---------------------------------------|--|
| 11. Unauthorized Overnights | automatic termination |
| 12. Signout Falsification | automatic termination |
| 13. Using/Possessing Alcohol or Drugs | automatic termination |
| 14. Insubordination to Staff | automatic termination |
| 15. Fighting | automatic termination |
| 16. Weapons | automatic termination |
| 17. Theft | automatic termination |
| 18. Gambling | automatic termination |
| 19. Endangerment | automatic termination |
| 20. Visitors
infraction; | 4 demerits for "romantic"

1 demerit for visiting-hours infraction |
| 21. Client-Room Fraternization | 4 demerits for each infraction |
| 22. Medications, Doctors | 4 demerits for each infraction |
| 23. Curfew | 3 demerits for leaving after curfew;
1 demerit for missing curfew |
| 24. Appointments | 3 demerits for each infraction |
| 25. Required Group/Meetings | 3 demerits for missing meeting;
1 demerit for tardiness |
| 26. Signing In/Out | 1 demerit for each infraction |
| 27. Required AA/NA Meetings | 1 demerit for each infraction |
| 28. Household Duties | 1 demerit for each infraction |
| 29. Personal Appearance, Dress Code | 1 demerit for each infraction |
| 30. Electricity, Electronic Devices | 1 demerit for each infraction |
| 31. Meals | 1 demerit for each infraction |

32. Cleanup	1 demerit for each infraction
33. Waking/Sleeping	1 demerit for each infraction
34. Employment	1 demerit for each infraction
35. Phone Calls, Beepers, Cell Phones	1 demerit for each infraction
36. General Behavior	1 demerit for each infraction
37. Laundry, Showers	1 demerit for each infraction
38. Weekend Restriction	1 demerit for each infraction
39. Front/Back Doors	1 demerit for each infraction
40. Storage Room Door	1 demerit for each infraction
41. 24-Hour Restriction	1 demerit for each infraction
42. Room/Common Area Inspections	1 demerit for each infraction
43. Progress Report	1 demerit for each infraction

