



HOPE HOUSE

Resident Policies and Procedures

Resident Expectations & Discipline Policies

BE SAFE

“All residents are responsible for the safety and welfare of others.”

Drugs and Alcohol

Use, possession, sale, manufacture, purchase, or distribution of any over the counter drug, herbal preparation, imitation drug, or any illegal drug is strictly prohibited. Alcohol, drugs and tobacco use underage will not be tolerated. No smoking is allowed inside of Hope Home.

Drug-related paraphernalia is not permitted under any circumstance. Tobacco smoking devices are prohibited.

The possession, sale, purchase, distribution of OR attendance in Hope Home while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance or drug-related paraphernalia is prohibited. If a resident arrives at Hope Home under the influence, they will not be allowed to stay that night. They would have to stay with family or an approved family resource. If they have no way to get there, the on-call staff person will transport them. The resident will face either probation, suspension, or discharge from the program if they violate any of the aforementioned guidelines for drugs and alcohol. The program committee co-chairs, in consultation with the houseparent's, will discuss and decide on any long-term disciplinary decisions.

Physical and Emotional Safety

1. Fighting: Physical abuse of any person, or other conduct which threatens, endangers the safety or health of any member of the Hope Home community is prohibited. Examples of this would be fighting, hitting, striking, attempting to cause injury to another person, placing a person in reasonable apprehension of imminent physical injury, and/or injuring another person.
2. Bullying: Bullying is prohibited. Bullying is defined as the repeated intimidation, harassment, and attacks on a resident cause by individuals or groups. Bullying includes, but is not limited to, physical violence, verbal taunts, name-calling, threats, extortion, theft, damaging property, and exclusion from the peer group at Hope Home.
3. Threats against any resident, including the houseparent, are considered to be an act of violence. Specific threats involving weapons are considered to be particularly serious. Depending on the severity of the threat, the resident may face probation, suspension, or discharge from the program as determined by the program committee co-chairs in consultation with the houseparent(s).

4. Play fighting: Out of respect for the community of Hope Home and the safety of residents and staff, general rough housing is not permitted.
5. Weapons: The possession, storage, or use of firearms, pellet, bb guns, air-soft guns, knives, ammunition, fireworks, combustibles, explosive components, or other dangerous weapons or devices used to inflict physical injury to another person is strictly prohibited.

BE RESPECTFUL

“All residents will show respect and concern for others.”

Respectful language:

1. Residents will use respectful language when communicating with member and guests of the Hope Home community.
2. Positive, clean and appropriate language is essential for a respectful caring home.
3. The resident will refrain from using any verbal, written, pictorial, or symbolic language that is rude, vulgar, defiant, or considered inappropriate or that substantially disrupts the community at Hope Home.
4. Disrespectful language includes, but is not limited to profanity, racial epithets, and gang references.

Respecting property (personal and community):

1. Destruction, defacement, or damage of any community space or property belonging to the residents of Hope Home is strictly prohibited.
2. Residents may not remove, alter, or tamper with doors and locks.
3. Theft, attempted theft, or unauthorized use of personal property from any Hope Home resident and/or the outside community is prohibited.
4. Knowingly possessing stolen property is prohibited.
5. All residents are expected to take care of their own property, the property of other residents and community property.

Phone Usage:

1. Cell phones: Cell phone must be powered down by 10:30 PM. No text messaging or calls can be made after that time.
2. Land line phone: In order to share the phone in a fair and respectful manner, residents will limit their phone calls to 20 minutes a piece and must check with the house parent before using the phone.

Appropriate dress:

Clean and appropriate dress will be encouraged at all times to show respect for yourself and others. Clothing should be worn at all times outside of your room or your bathroom. Underwear is not considered appropriate dress.

Computer usage:

1. Computers are to be used for school assignments and other appropriate activities.
2. No pornographic or inappropriate web sites, images or games will be tolerated.
3. Computers are only to be used during free or quiet/study time.

Borrowing/lending:

Borrowing and lending of clothing and personal items will not be allowed. Please inform house parents if you have need of these items.

BE ON TIME

“Caring communities share their plans, and begin and end each day together. All residents will show concern and respect for others by following the agreed upon schedule and being prompt to meals, meetings and events.”

Weekly Schedules: Scheduling is an important tool in creating a healthy community. Every Sunday, Hope Home resident will meet and complete a weekly visual schedule which will include, but is not limited to information about school, extracurricular activities, employment responsibilities, chores, and recreation. Residents are expected to follow the schedule agreed upon with the House Parents.

Curfew: Hope Home supports its residents during the school week. Therefore, all residents are expected to be in the home by 5:00 PM. Exceptions to this rule will only be made with regards to extracurricular activities or pre-approved family commitments.

Check-in & Communication: Unless it is pre-approved, residents must check in with the house parent after school or after a school sponsored activity. Communication is the key. If a student is going to be late for any scheduled event or curfew he/she needs to call the house parents.

- **Sunday Night Dinner & Meeting:** Residents are expected to be at the house by 4:00 PM on Sundays unless arrangements have been with the houseparent’s prior to the Friday check-out. Dinner times will be set each Sunday, and will be followed by a house meeting each week. Unless there is a pre-approved, scheduled activity, the residents are expected to eat dinner as a community and attend the weekly meeting. Hope Home is liable for each resident, and must know where they are during program hours which begin Sunday at 4:00 PM. If a resident consistently fails to check-in on Sunday nights, that resident will have to meet with the program committee co-chairs and could possibly be placed on probation.

Friday Night Checkout: Students will be dismissed to their guardians or approved family members/friends at 4 p.m. after checking in with House Parents. Once a resident

checks out, Hope Home Inc. is not responsible/liable for that resident until they check back in on Sunday night.

Leaving the House: During unscheduled time, the residents must have house parent permission to leave the house. They will have to let them know where they are going, designate an appropriate return time, and leave a contact number.

Television: The TV is turned off @ 10:30 PM.

Bedtime: Lights out and in the room by 11:00 PM.

Wake Up Time: All residents must leave the house for school no later than 7:45 AM. Wake up and shower times will be set to ensure that the residents are dressed and ready to leave at 7:45 AM.

Quiet Time/Study Hall: A 90-minute study hall/quiet time will be scheduled daily in conjunction with the house parents. During this time, reading and homework are to be done. This can be done immediately after school or after dinner.

Typical Day at Hope Home

Time	Activity
6:30	Wake-up
7:15	Breakfast
7:45	Leave for school
8:10 – 3:05	School Day
3:05 – 6:00	School Activities (sports, tutoring)
7:00	Family Dinner
8:00 – 9:30	Quiet Time/Study Hour and homework check
10:30	Electronics and Phones Off
11:00	Lights Out

BE RESPONSIBLE

“All residents are expected to be responsible for themselves by responsibly fulfilling both home and school expectations.”

Each resident is responsible for daily chore(s) that support common living areas. Each resident will have daily and weekly chores which will contribute to the maintenance of the house. In order to keep a clean and healthy living environment and create a sense of responsibility, each resident will participate in chores.

Each resident is responsible for keeping his or her own rooms neat and clean (dirty laundry off of floor; beds made).

- Make bed each morning prior to leaving Hope House.
- Vacuum floor at least three times a week or often to keep free of debris.
- All clothes should be on hangers or folded in your drawer/storage container.

Residents are responsible for doing their own laundry; a laundry schedule will be set up.

Residents are responsible for making progress towards graduation. A primary goal of Hope Home is to assist you in school. Progress towards graduation (6 credits per year) must be maintained. School responsibilities include going to school and class daily. Failure to make progress towards graduation may result in suspension from Hope Home.

Each resident will contribute to keeping the common areas clean.

- Bathrooms should always remain clean/tidy. Bathrooms should be cleaned twice a week.
- Replace low/empty toilet paper rolls with a new roll. Please keep an additional roll of tissue on hand in restroom.
- Sweep and mop bathroom floor twice a week.

No food will be allowed on the second level. All food should be eaten at the dining room table or at the kitchen bar.

Homework will be done daily. Expectations on amount of time spent on homework will be determined based on academic performance, need, and be subject to JSH school guidelines (20 minutes a night per class) as monitored by house parent.

Each resident will keep him/herself and his/her room neat and clean. Each student will be responsible for doing his/her own laundry weekly.

Each resident will establish goals with a clinical case manager. These goals will focus on all of the major life areas: school, post-graduation plans, community life, relationships, etc... but will be individualized for each resident. Residents are expected to meet with their clinical case managers weekly to monitor these goals.

DISCIPLINARY CONSEQUENCES

These will vary depending on the specific violation. Any resident who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff of Hope Home to be in violation of this policy shall be subject to disciplinary action. This may include, but is not limited to, loss of privileges, referral to local, state, and federal law enforcement agencies, probation, suspension from Hope Home, or discharge from Hope Home. The Hope Home Program Director and the resident's parent/legal guardian will be notified when a resident violates any of the expectations

related to drugs, alcohol, and violence. Ongoing violations could result in a hearing with staff, board and guardians for dismissal from Hope Home.

- Probation: A resident is allowed to stay at Hope Home, but will have to specifically improve their behavior around specific areas. The program committee, in consultation with the house parents, will determine the length and terms of probation.
- Suspension: A resident is asked to leave the program for a short period of time and is eligible to return under probation. The length of time and terms of probation will be individualized based on the offense and the individual resident's needs.

Employment Policies

Eligibility for Employment: Work is encouraged but not required for Hope Home residents. If a resident has or desires a job, he/she must discuss working conditions and hours with legal guardian and House Parents. The overall impact on the Hope Home community and on the student's behavior and progress in school will be considered. The hours of available employment will also be a factor. Work situations will be decided on an individual basis. If a resident is under the age of 16, he must have a work permit.

Financial Guidelines: Rent will never be charged to resident scholars. Students will be assisted with financial management and banking through Hope Home. Saving and responsible spending habits will be encouraged. A savings plan and budget will be developed in partnership with legal guardian, house parent and Hope Home Board.

Visitation Policies

Visiting Hours

Mon – Thurs 5-7 p.m.

Please communicate with house parents in advance if you are expecting visitors. Sunday evening is the time to discuss and schedule visits and communicate with the house parents and other residents. Guests can stay for dinner with House Parent permission.

Visiting Areas

Visitors are welcome on the first and basement floors of Hope Home. Visitors are not allowed on the second floor or into the rooms of residents or house parents.

Family Visitation

Hope Home is a family friendly environment. Family communication and visitation is essential for student success. Family is encouraged to schedule visits as often as is feasible for the resident and Hope Home as a whole as determined by the house parents.

Friend Visitation

Hope Home is a home and welcomes friends of residents to visit and participate in the community. Visits with friends will be encouraged as long as they are positive and contribute to the well-being of all residents of Hope Home and are approved by House Parents.

Religious Participation Policy

Hope Home is a community partnership that includes and encourages participation by people and organizations of faith. We recognize that the role of faith plays a significant part in a student's overall health and development.

With this in mind, Hope Home will:

1. Allow students to practice their faith.
2. Make accommodations for students to participate in the faith community of their choice.
3. Be open to dialogue about religious and faith issues as resident's desire.

However, Hope Home will not:

1. Discriminate in admission or care based on religious preference.
2. Require students to pray or participate in religious activities.
3. Require attendance to religious functions.

Medical Policies

Hope Home is a community partnership that is concerned about the health and development of our resident scholars.

Parent or guardian will be required to provide a copy of student's Health Insurance card (if covered). If a student does not have insurance, Hope House will take the student to People's Health Center for primary health care needs. People's Health Center is a FQHP which has a school health partnership with JSH for low and no cost health care. If a cost for care is incurred the responsibility for payment will rest with parent or guardian.

House parents will provide appropriate first aid and emergency treatment and contact emergency medical services for residents when needed.

Hope Home is authorized to provide over the counter medication as outlined in the over the counter form provided by the JSH School District.

Hope Home will dispense prescription medications as long as the prescription is in the current container and date. Directions regarding medication dispensation must be provided by the physician and/or clearly marked on the container.

All medications must remained locked/secured at all times.

Resident Discharge Policies

Hope Home is a voluntary partnership between family, school and community that exists to serve students by providing a safe and positive living environment to enhance opportunities for student personal and academic success. Although circumstances may lead some families and students to stay the course of their high school career as Hope Home residents, others may utilize Hope Home services for only a short period of time. This policy is intended to manage the transition between residence at Hope Home and either moving on to adulthood or returning to home.

Transition

The key to an effective transition from Hope Home will be having a well-organized and communicated plan in place. The following factors should be considered if a student or family is transitioning out of the home.

- **Timing:** Transition at the end of a school semester or academic year is highly preferred.
- **Communication:** Open discussion with House Parents and notification of Hope Home staff of desire to transition 60 days in advance is optimal.
- **Recommendation:** Recommendation by JSH Guidance Staff, Hope Home Staff and guardian regarding the wisdom and timing of the transition is required.
- **Destination:** Evaluation of the student's new living situation will be done to ensure as much safety and stability as possible.

Returning to Hope Home

Should a student resident be released from Hope Home and circumstances lead to a renewed desire to be re-enrolled in Hope Home, the student may re-enter by re-applying through the normal intake process.

Criteria

The criteria for recommending a discharge from Hope Home will be as follows:

- **Family Circumstance:** Family circumstances improve to a point where all parties agree that the student should return home, and/or families are moving out of the Saint Louis area.
- **Academic Improvement:** Student graduates from JSH or makes substantial academic improvements and it is determined that this improvement can continue without the benefit of Hope Home.
- **Adulthood:** Student reaches age 21.
- **Additional Circumstances:** Should the student show himself unwilling or unable to comply with behavioral, academic or other requirements of Hope Home; the organization reserves the right of discharge while making reasonable accommodations for transition. The program committee co-chairs, in consultation with the house parents and program director, will determine if a resident needs to be discharged.

College/Vocational Bound Students

In an effort to support students transitioning to post-secondary the Hope House is offering students attending in-state education the opportunity to request to remain an extended amount of time at the Hope House as space is available.

Criteria

- Must be enrolled in a post-secondary vocational or college program part-time.
- Must adhere to all of the Hope House rules.
- Students are required to maintain employment and pay a nominal monthly fee towards room and board.
- Submit a request for an extension and submit by no later than May 20, 2016.

Resident Policy Signature Page

I have reviewed the entire Hope House Resident Policy Packet along with a Hope House Designee. I hereby agree to and understand all of the policies and expectations outlined in the Hope House Resident Policy Packet and have been provided with a copy for my records.

Student Signature

Date

Houseparent

Date

School Designee Signature

Date