

RAD: Rising Above Disease

House Agreements

(Please retain a copy of this for future reference. A copy will also be in your RAD House hand book)

1. ALCOHOL, MOOD ALTERING DRUGS AND CHEMICAL ARE PROHIBITED.

- a. Use (or suspicion of use) of alcohol, mood altering drugs or chemicals by resident will result in immediate discharge. We have a zero tolerance policy for using.
- b. The court, probation officer and/or treatment provider(s) will be notified of the violation as needed.
- c. Visitors are NOT ALLOWED to bring in alcohol or mood altering drugs or chemicals. Those who do, will be banned from the properties.
- d. Drug and/or alcohol screens may be required at any time. Cost for the test is the resident's responsibility. Failure to comply with the request for a screen may result in serious consequences up to being asked to leave the house.
- e. Random house searches will be done to eliminate contraband of any type. Residents may not always be present for these searches.

2. CHILDREN

- a. At this time, children are not permitted to live with the parent.
- b. Children are allowed to visit residents during established visiting hours. Children are allowed to spend the night with a parent after 30 days of residency, staff approval and at least 48 hours' notice.
- c. Before children are allowed to visit, the resident must meet with one of the RAD Directors to review the Child Visitation Policy.

3. COMMUNICATION

- a. We are all expected to communicate directly with others.
- b. Any unresolved issues or concerns will be addressed in the house meeting(s).
- c. Complaints, inability to resolve conflict(s) or grievances with other residents or volunteers must first be addressed with the parties involved. If you are unable to resolve the issue, please see one of the directors for assistance and/or mediation.
- d. Grievance or formal complaint forms are available from the staff office as needed.
- e. House meetings are mandatory. These are weekly check-ins to share highlights of the week, both positive and negative, and to get feedback and support.

- f. Residents are expected to participate in creating and maintaining a positive, recovery-focused environment, while fostering a sense of community and family with the house.
- g. Residents will not enable negative behavior or attitudes. If a resident believes another resident to be under the influence of any mood altering substances or violating Level 3 agreements—a staff member or director must be contacted immediately. **It is every one's responsibility to keep the house safe. Failure to notify staff of another resident's use of substances can result in immediate discharge.**
- h. The ideas and suggestions of all residents are welcome and valued. We encourage you to make suggestions in writing in order to communicate feedback from the RAD team. Suggestions forms and a suggestion box are available in the house office.

4. CONFIDENTIALITY

- a. Residents must observe confidentiality of names or stories related to other residents.
- b. Residents may not disclose who is living at the house, who has arrived and departed. New living contact information for those leaving the RAD House should not be shared with anyone, without permission. This is for the safety of all residents and staff.
- c. All directors and volunteers are bound by the same confidentiality expectations as the residents. The only exception is where there is a signed ROI in place allowing staff members to exchange communication with specific agencies or persons.
- d. It is the resident's responsibility to inform their visitors about confidentiality expectations. Visitors will be expected to comply with these requests.
- e. You must get another resident or volunteer's permission before posting ANYTHING on social media that pertains to them or the RAD house. ASK before you share pictures, stories, quotes, etc. that include other residents and staff, and before you "tag" anyone in those posts. If you need clarification, please see a RAD staff member.
- f. All employees, directors and volunteers shall abide by Federal Rule 42 CFR, part 2. A copy is on file in the house office.

5. CONSIDERATION OF SELF AND OTHERS

- a. Rooms will be kept organized, neat, clean, dusted and vacuumed or swept at all times. No food and drinks other than water are allowed in the bedrooms.

- b. Dress appropriately. Clothing with violent, sexual or using/alcohol themes or logos are not permitted. Overly suggestive or skimpy clothing is not permitted. You may be asked to change if you are dressed inappropriately.
- c. Residents are expected to shower daily and wear clean clothes. You are expected to be properly groomed.
- d. Feelings and emotions will be expressed appropriately: fighting, wrestling, throwing objects, yelling, slamming doors, etc. will NOT be tolerated.
- e. Verbal and physical aggression will not be tolerated, and may result in immediate dismissal from the RAD House.
- f. Residents will be respectful of each other and limit use of profanity. Prejudicial / racist language, jokes and references will not be tolerated.
- g. Sexually provocative and/or pornographic magazines, videos, posters, etc. are not permitted.
- h. Residents will be respectful of all neighbors and their property. Do not throw cigarette butts, trash, etc. in the yard, parking lots or street. This is our neighborhood and we will respect it and behave accordingly when outside the house as well.

6. CURFEW

- a. All residents are required to be in the house by established curfews and remain on the property until 5:00 am, except with prior staff approval.
- b. Residents are asked to observe these wake up times: Mon-Fri, 8:00 am; Sat-Sun, 10:00 am. Upon waking, beds will be made, and you need to be dressed and ready for the day.
- c. Curfew hours will be: 10:30 pm, Sun-Thurs; Midnight, Fri-Sat. While resident is in their orientation or 'black out' phase, curfew is 9:30 pm Sun-Sat.
- d. Smoking is NOT ALLOWED after curfew hours without permission from the on duty staff member. No exceptions.
- e. Any exceptions to curfews for special events, holidays, etc. require advance notice of at least 36 hours and staff approval.

7. EMPLOYMENT

- a. All residents are required to make a consistent effort to find and maintain employment, showing a minimum of 3 applications or following up leads per day. If unable to work, resident must be seeking further education or volunteer opportunity that will fit within their limitations.

- b. Residents can sign out for a total of four (4) hours between 8 am and 6 pm for job searching during the orientation phase.
- c. Residents are expected to maintain and meet the goal of being employed within 2 weeks of admission to the RAD House. Residents may be discharged if not employed 30 days following admission.
- d. RAD does not permit employment at taverns, bars, retail liquor stores, gentleman's clubs, casinos, social clubs, nightclubs, entertainment venues or any establishment that fosters a party/using environment. Employment in any establishment serving or selling alcohol will up to the discretion of RAD staff.
- e. Residents are not to sell blood, plasma or enroll in drug trial testing for compensation while at the RAD House.
- f. RAD residents will remain on orientation phase until having obtained a job, completed one full week of employment, completed a budget and payment plan. See orientation agreement for full details.
- g. Residents may not terminate employment without first discussing with a staff member, and without having another job lined up.
- h. Residents may start with part time employment; however, you are expected to be working full time (32 hours per week) at the end of 60 days.
- i. **Employment schedules must coordinate with any outside treatment appointments, required RAD House activities, meetings and curfew hours.**

8. GAMBLING is prohibited.

- a. Gambling of any kind is not permitted: lottery, bingo, scratch offs, betting/wagering (sports, horses, etc.), poker, etc.
- b. Residents are expected to discuss any gambling activity with the staff. Any gambling activity that has not been shared with the staff is considered to be dishonest behavior and may result in immediate dismissal from the RAD House.
- c. Any questions regarding gambling should be directed to the staff for clarification.

9. GENERAL SAFETY

- a. Weapons of any kind are not permitted, EVER. This includes knives of any kind, guns, bows, marital arts equipment, Tasers, chains, clubs, etc. If you have questions about any item that could be considered a weapon, please see a staff member for clarification. Failure to disclose or surrender any of these items will result in immediate dismissal.
- b. Space heaters are not allowed. Hot plates, toaster ovens are not allowed outside of the kitchen are never permitted.

- c. Open flames, burning candles and incense in the house or on the property is strictly prohibited. Smoking in the house is strictly prohibited. This is a zero tolerance policy: violation will be grounds for immediate dismissal from the RAD House.
- d. Personal safety is highly valued and to be respected. Physical violence, verbal aggression/intimidation is not permitted. Any behavior that places another resident's or your safety at risk will not be tolerated. All of the above are grounds for immediate dismissal.
- e. All residents are required to adhere to and participate in all safety and evacuation drills and/or procedures.
- f. Anything that appears to be out of line with the general safety of the RAD House needs to be reported to a staff member immediately.

10. HOUSEKEEPING

- a. Each resident is responsible for cleaning up after themselves: cups, glasses, eating utensils, bathroom supplies/toiletries, reading/craft/game materials in all common areas and bedrooms.
- b. Beds should be made daily by 8:30 am Mon-Fri and 10:30 am on Sat/Sun. Bedding must be washed once weekly, per RAD House instructions on washing all bedding.
- c. Residents will not leave personal appliances plugged in or turned on when not in use: hair irons, clothes irons, computers, device chargers, TV's, lights, etc.
- d. Toiletries, towels and personal items will not be left in the bathrooms or common areas. They may be confiscated by the staff. You will be given a shower caddy and storage system to use, in which to keep all your personal items. (Shower caddy/storage system is property of the RAD house.)
- e. Chores are assigned weekly and to be completed DAILY. Each resident must rotate through each chore assignment. Additional weekly/monthly chores will also be assigned and completed.
- f. Residents must keep their living space in assigned bedroom neat and clean. All personal possessions must be taken with you when you leave the RAD House. Any items left behind for more than 48 hours will be subject to disposal.
- g. The use of the kitchen for residents is limited between 12:00 midnight and 5:00 am Sunday – Thursday; 1:00 am to 5:00 am Friday and Saturday. Use of kitchen appliances and cooking during these times is not permitted. Snacks and cold food preparation is permitted, with respect for noise level of preparation and clean up.

11. MAIL

- a. Resident mail will be delivered to the RAD Post Office Box address provided to you. RAD staff will get US Mail daily and distribute to your mailbox/step basket.
- b. In addition to USPS mail, you will need to check your mailbox/step basket daily for any communication from RAD staff. Please make sure you check your baskets daily.
- c. When a resident moves out of the RAD House, all mail will be marked return to sender and left at the post office. Residents moving out are responsible for updating their address and completing change of address forms for all personal and commercial mail. If you need assistance in doing this, please see a staff member. RAD is not responsible for forwarding or holding your mail.

12. MEDICATION

- a. Residents must have a 30-day supply of medications and/or proof of a refill order at the time of admission. Not having this may cause admission to be rescheduled.
- b. All medications will be kept in an individual medication locker. Combinations/keys will be given to you by RAD staff and must NOT be shared with other residents. You must store ALL medication (prescription, over the counter, etc.) in your medication locker. Storing medication anywhere else in the house, on your person or in your belongings, or in your vehicle is strictly prohibited.
- c. All medications, including over the counter and supplements, must be reported and turned into staff for approval and documentation.
- d. Residents are prohibited from sharing any medication, including over the counter and health supplements.
- e. You are responsible for keeping all prescriptions and refills up to date and filled.
- f. Residents may contact RAD staff if they need assistance in making medical appointments, assessing health care services available or need help with medication.

13. NOISE

- a. Please keep TV, music, radio, video games, cell phone ringers and voices at reasonable volumes.
- b. Residents will respect roommates who are sleeping or sick. Quiet hours are from 11:00 pm to 7:00 am daily. Music, radios, video games, tablets/laptops and cell phone usage is not permitted in

the bedrooms during quiet hours without headphones or earbuds. Cell phone conversations during quiet hours should be done in the common areas, with respect for your roommate, other residents.

- c. Snack preparation or kitchen use after midnight Sun-Thursday, or after 1 am Friday and Saturday is discouraged, but please be respectful of the noise level. TV, music and using computers/tablets in the common areas is also discouraged—but will be permitted at low/reasonable volume, with respect to all other residents.

14. PERSONAL PROPERTY LIABILITY

- a. All personal property is the responsibility of the residents. Items such as computers, mp3 players, tablets, laptops, etc. are permitted, however RAD is not liable for any items that are lost, stolen or damaged.
- b. Any jewelry/other valuables should be left with a family member if possible, or secured in your assigned personal lock box, kept in the RAD office. A detailed inventory of what is being stored in the office will be noted and signed off on by the resident and staff member.

15. PHYSICAL BOUNDARIES

- a. New RAD residents must remain on the house property for 24 hours, unless to attend a 12 step meeting, accompanied by a staff member. Following the initial 24-hour restriction, residents will abide by the Orientation phase restrictions. (See Orientation Policy)
- b. Residents are not permitted to change beds or assigned bedrooms without staff permission.
- c. Residents must always use the sign in/sign out sheets when leaving/returning to the property.
- d. Residents will be respectful of all RAD House property and grounds—including furniture, appliances, bedding, outside structures, etc. There will be no graffiti, painting or any altering of any RAD property.
- e. Residents are not permitted to enter another residents room without them being present.
- f. Bars, taverns, lounges, nightclubs, social clubs, casinos, house parties are off limits...for any reason.
- g. Smoking is not allowed in the house, and must be done in the designated area, during the allowed time periods.

16. PROGRAM PARTICIPATION FEES

- a. Residents are expected to maintain financial responsibility; rent and program fees will be a priority over unnecessary personal expenses (anything outside of food, medication and acute medical care not covered by insurance: hair, nails, clothes, cell phones, car, etc.)
- b. Residents will complete a budget upon orientation. Failure to comply with any financial requirements may result in a payment contract to get current with expected weekly rent, etc. Failure to pay rent or fees can result in dismissal from the RAD house. You must discuss any difficulties with a staff member as soon as they arise.
- c. Additional fees for any RAD program that may apply must be paid in full the week participation in that program takes place.
- d. Resident are expected to leave the RAD house with no outstanding fees or money due to the RAD house.
- e. Random drug screens may be required and are at the cost of the resident. Cost is payable the week drug screen is administered.

17. PROGRAM PARTICIPATION

- a. Residents are required to attend any drug court, IOP, counselling, therapy, or other treatment plans they may be mandated to or a participant of when coming to RAD. RAD may require proof of attendance to these programs.
- b. Residents are required to attend all house meetings.
- c. Residents are required to complete a “90 in 90” – attending a 12 step or faith based recovery meeting daily for 90 days. A meeting attendance slip or log must be signed for each meeting and reviewed with RAD staff on a weekly basis.
- d. Residents must obtain a sponsor (same gender) within two weeks of admission and maintain an active sponsorship relationship during residency at the RAD House. The sponsor must have at least 2 years of continuous clean time/sobriety and have worked through step 5. Sponsorship by RAD staff or volunteers is not encouraged. Please see a RAD staff member for clarification if needed.
- e. RAD staff will work with each resident individually to develop an individualized plan and program made up of personal goals, areas of interest and need (parenting, banking, etc.) as well as match each resident with a “Mama Bear” or mentor to guide and support the resident one on one.
- f. Each resident’s ‘program’, although individualized will contain: A List of Challenges, List of Goals, A List of Solutions, Progress

Check-ins, and Outcomes, all with target dates, and journaled on an activity log.

- g. Residents will meet weekly, if not daily with RAD staff and volunteers to review the activity journal, assess any further needs or possible programs, classes and activities that may help achieve the goals.

18. RELATIONSHIPS

- a. While at the RAD house, residents are expected to make recovery their priority. Intimate relationships are discouraged. Full disclosure of relationship status is expected, and untruthfulness about intimate, romantic relationships will be viewed as dishonesty and is subject to dismissal from the RAD house.
- b. Involvement in abusive or violent relationships while residing at the RAD house will not be permitted. This is for your safety as well as those in the house. All instances, or suspected instances of abuse, violent behavior or personal threats in any relationship must be communicated to RAD staff immediately.
- c. Intimate, physical and/or sexual behavior is not permitted on the RAD house premises. This applies to residents, staff, volunteers and visitors. This may be grounds for immediate dismissal.
- d. Romantic or sexual involvement/relationships with other residents, staff or volunteers of the RAD house is not permitted.
- e. Family therapy and relationship therapy can be arranged for residents to help promote healthy relationships.

19. SMOKING *Violation of the smoking policy is grounds for immediate dismissal*

- a. Smoking of any kind, including vaping and e-cigarettes is not permitted at any time within the RAD house.
- b. **Smoking on the property is a PRIVILEGE**, and should be viewed as such. Do not abuse the privilege extended to you.
- c. Smoking must be done in the **designated smoking area only**--- not in a vehicle, street, alley, etc. Residents must use the designated smoking areas and dispose of butts in receptacles. Keep the area clean and presentable. No loud talking or vulgar language in the smoking area will be permitted. We will respect our neighbors.
- d. Do not dispose of cigarette butts in yard, street, sidewalks, parking lots, grass, etc. Use the containers provided.
- e. Smoking is not allowed after curfew hours without permission of staff or volunteer on duty.

- f. Failure to comply with smoking policies may result in loss of smoking privileges and or immediate dismissal from the RAD house.

20. TELEPHONE

- a. RAD house has one land line for resident use. The number is: 443-555-1212.
- b. RAD house phone calls need to be kept to a maximum 20 minutes if there are other residents waiting to use the phone.
- c. The resident phone will be answered “Hello”. Do not say “RAD House” or give any reference to RAD.
- d. Minimum information will be given to callers to protect the resident’s confidentiality. We do not confirm other resident’s schedules, employment, meeting attendance, visitors, or any other personal information. If a resident is not home, you must say she is unavailable and take a message. All messages will be written down with: name of caller, time of call, message and call back number. Message will be placed in resident’s mailbox/step basket.
- e. Cell phone use is a PRIVILEGE and RAD house staff has the right to restrict cell phone usage. If you lose your cell phone privileges, phone will be confiscated and you will have to earn those privileges back.
- f. Cell phones are NOT allowed during RAD house program sessions, house meetings, RAD ‘case management’ sessions, or during 12 step meetings.

21. TELEVISION

- a. TV, DVD, VCR, and video games will operate or programs selected by majority rule of the residents present.
- b. Use of TV/DVD, video games during the hours of 8 am – 4 pm Monday through Friday is discouraged as we encourage you to find the most productive use of your time during the day: job search, literature, step work, etc.
- c. TVs, DVDs, VCRs, and video games are NOT permitted in bedrooms. Residents are encouraged to socialize and spend time in common areas.
- d. X rated movies and programs are not permitted. All videos, TV and games are subject to staff approval.
- e. Bootleg or illegally downloaded material is not permitted to be played or to be on any RAD house computer.

22. THERAPEUTIC PASSES/HOUSE LEAVE

- a. **All passes and leave requests, including child visitation and overnights are subject to RAD House staff approval and should be turned in to a staff member in the house office preferably one week but at least 72 hours prior to the date/time of pass or leave requested.** Passes turned in after that time frame will not be considered
- b. Residents must request a pass for overnight leave and for overnight child visits. Residents must also request a pass in order to go outside of the local area (Queen Anne, Talbot or Dorchester Counties) for any reason. As there are additional services and recovery meetings available in these counties, so you will be extended this privilege to attend those meetings out of town; however, if this privilege to is abused, you will then be required to obtain a pass to leave town limits for any reason.
- c. 24-hour passes may be requested after 30 days of residency. 48-hour passes may be requested after 60 days of residency.
- d. Residents must indicate details of overnight leave: who, what, where, when, why and how on their requests. It is expected that residents will be honest and forthcoming about pertinent details, and not change these details without notifying RAD House staff as soon they occur. Dishonesty and failure to communicate any changes in leave plans will result in losing this privilege and could result in dismissal from the house.
- e. Residents rooms must be clean, chores completed and any program or additional house requirements completed/current before leaving on a pass.
- f. Residents must be employed, be current on rent/financial obligations before passes will be considered.

23. VEHICLE

- a. **All residents must have prior staff approval before having a vehicle while living in the RAD House.**
- b. Residents must provide a valid driver's license, vehicle registration and proof of insurance.
- c. Residents who are found to driving any vehicle without a valid driver's license, registration or proof of insurance can be immediately dismissed from the RAD House.
- d. Residents with vehicles will not loan the vehicle to other residents or staff/volunteers. Residents with vehicles will not allow other residents to drive their vehicles unless they are present in that vehicle.
- e. All resident vehicles are subject to random searches by the staff.
- f. You may not smoke in your vehicle while on RAD property.

- g. Non-operational vehicles must be removed from the premises within 72 hours. Any vehicles left on the property will be towed at the owner's expense.

24. VISITORS

- a. Visiting hours at the RAD House are: Sunday through Thursday: 10 am to 9 pm.; Friday and Saturday 11 am to 10 pm.
- b. Visitors must sign in and out, using the Visitors Log in the RAD House office.
- c. There will be no male visitors over the age of 18 permitted at the RAD House, unless they are directly related to the resident (father, husband, brother, etc.). This will require at least 36-hours' notice and staff approval.
- d. Sponsors (same gender) may visit at any time, as long as quiet hours are observed, and privacy of other residents is respected.
- e. Visitors, including children, are NOT permitted upstairs in the bedrooms or common areas.
- f. Hosting residents must stay with their visitor, and are responsible for them.
- g. RAD House staff reserves the right to ask any visitor to leave, as well as prohibit visitors from returning.
- h. Visitors may not bring any alcohol or mood altering chemicals/substances into the RAD House at any time. Visitors will not be under the influence of any alcohol or mood altering chemical/substance while at the RAD House. RAD House staff reserves the right to screen any visitor for drugs/alcohol at the visitor's expense.
- i. Residents who leave unsuccessfully or are discharged due to violation of house agreements are not permitted to visit without prior staff approval.

25. FOLLOW UP / FUTURE STEPS

- a. Following a successful residence /program at the RAD House, we can direct you towards continued recovery, outpatient and counselling services as needed.
- b. Residents who remain in the area are encouraged to continue participating in RAD house meetings, as mentors and/or volunteering. You have the opportunity to share your experience, strength and hope with those following in your footsteps.
- c. RAD House alumni will be the best resources we have for carrying the message of hope and recovery to others, sharing a RAD testimony and assisting with fundraising and marketing, and interacting with various community organizations.

- d. RAD Alumni are asked to participate in a 3-month, 6-month and one-year follow up that consists of a questionnaire either mailed to you periodically, and/or available electronically via email or our website. All responses will be confidential. We encourage you to complete these questionnaires and be honest---as this feedback helps us continue to improve our services and programs.