



# **Rules & Guidelines of the Community Agreements**

*(Keep for future reference)*

- 1) **ALCOHOL, MOOD ALTERING DRUGS, AND CHEMICALS ARE PROHIBITED**
  - a) Use (or suspicion) of alcohol, mood altering drugs or chemicals by participants can result in immediate discharge.
  - b) The court, probation, treatment providers, will be notified of the violation.
  - c) Visitors who bring in alcohol, mood altering drugs or chemicals to TILM House will be banned.
  - d) Drug and/or alcohol screens may be taken at any time. Cost for test is the participant's responsibility if drug screen is not passed. Participants agree to random drug testing at the request of TDOC or staff at any time. A failed drug test can result in immediate discharge.
  - e) Random house searches will be done. Participants are not always present for the searches.
- 2) **CHILDREN**
  - a) Children will be allowed to visit during family weekend events only, until participant has moved through program and has been granted home passes with approved persons.
- 3) **COMMUNICATION**
  - a) Communicate directly with others.
  - b) Unresolved issues in the house need to be brought up at the House Meeting or to house manager.
  - c) Complaints, inability to resolve conflict, or grievances with other participants should first be addressed with the parties directly involved. If participants are unable to solve conflict, please refer to staff for assistance and/or mediation and prayer.
  - d) Check-ins during House Meeting is a time to share highlights of the week, both positive and negative, and to get feedback and support.
  - e) Participants are expected to participate in creating a positive, Christ-Centered and recovery-focused atmosphere, while fostering a sense of community within the program.
  - f) Participants do not enable negative behavior. If a participant believes another participant is under the influence of mood-altering substances, a staff person must be contacted immediately. It is everyone's responsibility to keep the house safe. Failure to notify staff of another participant's use of substances can result in immediate discharge.
  - g) Participants' ideas and suggestions are valued. TILM encourages participants to make suggestions in writing to communicate feedback. (Drop-slip system)
- 4) **CONFIDENTIALITY**
  - a) Participants must observe confidentiality of names or stories related to other participants.
  - b) It is the participants' responsibility to inform their visitors about confidentiality.
- 5) **CONSIDERATION OF SELF AND OTHERS**
  - a) Rooms should be kept organized, neat, clean, dusted, and vacuumed at all times. No food or drinks are allowed in the bedrooms.
  - b) Dress appropriately. Clothing with violent, sexual, or using themes are not permitted.
  - c) Participants are expected to shower daily and wear clean clothes.
  - d) Feelings should 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 can result in immediate discharge.
- f) Be respectful of others and no profanity. Prejudice language or jokes will not be tolerated.
- g) Sexually provocative magazines, videos, posters etc. are prohibited.
- h) Be respectful of all TILM's neighbors and their property

#### 6) **SCHEDULE**

- a) All participants are required to be out of bed with bed made by wake-up time: Mon.-Fri. 5:00 am
- b) All participants must be at scheduled classes, trainings, and meetings that coincide with the Phase the student is in.
- c) All participants are required to be in the house by curfew at 6:30 p.m. (only staying later with prior approval from staff) and remain on the property until 5:00am (only leaving this early for employment purposes)
- d) Showers must be taken at least every other day (10 min maximum)

#### 7) **EMPLOYMENT**

- a) Employment will not be allowed until the participant have entered Phase 2 of the program, unless staff has approved exceptions.
- b) During Phase 2, the participants are required to make a consistent effort to find and maintain employment, showing proof of their efforts on their Employment Log
- c) Participants must sign out for job searching
- d) Employment must be approved by the TILM staff and TDOC.
- e) Participants may not quit a job without TILM approval and having obtained another job first.
- f) Employment schedules must coordinate with required course, house activities, and curfew hours.
- g) Participants are required to have full time employment or education (32 to 45 hours a week).

#### 8) **GAMBLING**

- a) Participants need to refrain from gambling.
- b) Any gambling activity that has not been shared with staff is considered as dishonest behavior and is reason for immediate discharge.

#### 9) **GENERAL SAFETY**

- a) Weapons of any kind are prohibited. This includes knives, guns, bows, martial arts equipment, etc.
- b) Space heaters, hot plates, toaster ovens, etc. are strictly prohibited.
- c) The burning of candles or incense is strictly prohibited. This is held to the same zero-tolerance standard as the smoking policy. Violations of this can result in immediate dismissal.
- d) Physical violence, verbal aggression, and intimidation is not permitted. Participants who engage in such behaviors threaten the safety of the community and will be terminated immediately.
- e) All participants are required to adhere to safety/evacuation drills or procedures.

#### 10) **HOUSEKEEPING**

- a) Each participant is responsible for cleaning up after themselves (including cups, eating utensils, class supplies, laundry, etc.).

- b) Beds will be made daily and bedding changed once a week.
- c) Bedrooms are to be picked up and all items stored in proper area before 8am.  
(At that point you are to be up top with all materials for the day).
- d) Participants should not leave personal electrical appliances turned on or plugged in.
- e) Toiletries, towels, or personal items are to be left in designated area of the bathrooms.  
These items are not to be in the general living area and will be confiscated by staff.
- f) Participants will not flush anything down the toilets other than toilet paper. You are also expected to not overuse toilet paper.
- g) Chores are assigned weekly and are done daily. Each participant is expected to rotate through all chore assignments.
- h) Participants must clean their bedroom area and take all personal possessions upon leaving the program; items left in the house for more than 48 hours may be disposed.
- i) The kitchen is closed from 8pm-6 am Sunday through Thursday and from 9pm-7am Friday through Saturday. Use of kitchen appliances and any food preparation is prohibited during these times.
- j) Participants are aware that chores and work duties are required for personal, home, and workforce development. They will not receive any form of payment for these duties.
- k) At the end of each day all materials and workbooks are to be in designated area. Only the materials you are currently working on are to be out in study area.
- l) At 8 pm when going to bedrooms for the night all personal belongings are to be put in designated areas and/or took down to bedrooms and placed in proper area.

#### 11) **MAIL**

- a) Participants may only receive mail from their approved contact list, TDOC employees, medical facilities, and churches.
- b) Both incoming and outgoing mail will be read by executive director or house manager.
- c) Participant's government related mail will be distributed daily after 2pm. All other mail at the discretion of the staff.
- d) Outgoing mail: you must have mail turned into House Manager or Staff before Friday at 9am (**Do not seal envelope so it can be read by staff**)
- e) When a participant moves out, the mail will be returned to sender. Participants who move out are responsible for updating their mailing address for all commercial and personal correspondence. **TILM is not responsible for forwarding mail.**

#### 12) **MEDICATION**

- a) TILM is not a medical facility and cannot distribute psychotropic medication or narcotic medications. TILM only accepts participants with minor, easily maintained medical conditions.
- b) Participants are required to have a 30-day supply of medications and /or proof of a refill order at time of admission; if not, admission may be rescheduled.
- c) All medications must be kept in the med-locker. Participants are prohibited from storing medications, **including over the counter**, anywhere else (including bedrooms, cars, purses, jackets, etc).
- d) All medications, including over the counter, must be reported to staff and medications must be turned into staff for approval and documentation.
- e) Participants are prohibited from sharing medication, including over the counter medication and health supplements.

- f) Keeping prescriptions up to date and obtaining refills is the participant's responsibility.
- g) Participants may contact staff if they would like assistance making medical appointments or accessing healthcare services, including medication.

### 13) **NOISE**

- a) Please keep TV, music, radio, and voices at reasonably low volumes.
- b) These items may only be used during approved and scheduled times at the discretion of staff.
- c) Participants should respect roommates who are sleeping. Quiet Hours are from 8 pm to 6 am daily.
- d) Music, radio, and cell phones (Phase 2) are not permitted in bedrooms.
- e) Participants are not allowed to prepare a meal, watch tv, or listen to music after 6:00 pm on weekdays (Sunday through Friday) and 9:30pm on Saturday.

### 14) **PERSONAL PROPERTY LIABILITY**

- a) All personal property is the responsibility of the participants. TILM is not liable for any items that are lost, stolen, or damaged.

### 15) **PHYSICAL BOUNDARIES**

- a) Participants are not permitted to change beds or rooms without staff permission.
- b) Participants must always use the sign-out / sign-in sheet when leaving/ returning to the property.
- c) Be respectful of TILM property including furniture, appliances, etc.
- d) Participants are prohibited from entering another participant's room without him/her present.
- e) Bars, taverns, lounges, and nightclubs are off limits for any reason.
- f) Smoking is not allowed during our program.

### 16) **PROGRAM PARTICIPATION FEES**

- a) Phase 1 of our program does not require participant fees, but it is encouraged to have family members to donate to help cover cost.
- b) \$100 is to be given to TILM to hold for the participant to provide a bus ticket home if the participant leaves early or is discharged from program. (unless student is on a RHP grant)**
- c) Participants are also required to join in any fundraising events hosted by TILM.
- d) Participants will complete a budget and payment plan during first 6 months. This budget will then be revised once employment is obtained to cover the participant fees (\$100/week) set in place for the 2<sup>nd</sup> 6 months of the program.
- e) A payment contract for participant fees (\$100/week) will be signed when the participant creates their new budget in 2<sup>nd</sup> 6 months of the program. Failure to comply with the payment contract can result in discharge.
- f) Participants are expected to maintain financial responsibility once employed; participants will prioritize program participation fees above personal expenses.
- g) When a payment is made toward participation fees, any credit amount will be applied toward the participant's graduation savings account.
- h) Participants are expected to have a ZERO balance when discharged from TILM.
- i) Checks for savings plan must be requested in writing, and a mailing address must be identified. Checks will be mailed to the specified location.

### 17) **PROGRAM / TREATMENT PARTICIPATION**

- a) Participants are required to complete all phases of the re-entry program to be considered graduates/alumni
- b) Participants are required to attend all scheduled classes weekly
- c) Participants are required to attend the Thursday night Connect Group “This Is Living” at 6pm at Life Church.
- d) Participant and a member of the staff will develop an individualized Plan of Action.
- e) The Plan of Action consists of: A Problem List, Goals, and Outcomes with target dates.
- f) Participants will meet weekly with staff, mentor, or volunteer to review the activity log and progress toward goals.

**18) RELATIONSHIPS**

- a) While at TILM, participants are expected to focus on their re-entry; therefore, they are prohibited from engaging in intimate relationships. Participants that are dishonest about their relationships are subject to discharge.
- b) Classes will be taught over boundaries, godly parenting, and healthy friendships based on the relationships of Jesus.
- c) Intimate, physical and/or sexual behavior is not permitted at any time during the TILM re-entry program and is grounds for dismissal; this applies to both TILM participants and their visitors.
- d) Romantic or sexual involvement with other participants of TILM is not permitted and is grounds for dismissal.

**19) SMOKING**

- a) Smoking, including smokeless tobacco and electronic cigarettes, is not permitted while in our program. This includes on or off the TILM property.

**20) TELEPHONE**

- a) Phone calls are prohibited during the first 30 days of our program to allow the participant to become acquainted with the new environment, staff, other participants, and schedule.
- b) Phone calls will be monitored.
- c) Phone calls are a maximum of 20 minutes per weekend, at the discretion of staff.
- d) The facility phone should not be answered by residents. Residents are not to receive any personal phone calls at Meadows Lodge.
- e) Callers cannot be given any information about other participants. Zero-tolerance policy!!!
- f) Cell phone use is a privilege given during the 2<sup>nd</sup> 6 months of the program, once the participant has gained fulltime employment and can prove in their budget the ability to pay for the cell phone and service; staff reserves the right to restrict cell phone use.
- g) Cell phones are prohibited during classes, meetings, sessions, worship, church, or other scheduled events and will be turned in at night with House Manager.

**21) TELEVISION**

- a) TV, DVD, and VCR operated by majority rule of participants’ present.
- b) TV and VCR/DVD remain off, except for during staff approved times.
- c) Participants are encouraged to socialize and spend time in the common areas; therefore, the devices are not permitted in the participants’ bedrooms.
- d) All videos, movies, and TV programming are subject to staff approval.
- e) Bootleg or illegally downloaded material is not permitted.

**22) PASSES**

- a) All pass (including child visitation) requests are subject to Staff approval and should be turned in by the night before the weekly staff meeting. Passes turned in after staffing meeting will not be considered.
- b) Participants must request a pass in order to leave TILM house for any reason.
- c) 2-hour passes may be requested after 4 months in program. 4-hour passes about 6 months in program. 24-hour passes may be requested after 8 months of TILM program. **Passes are at the discretion of the staff and based on the participant's progress in the program.**
- d) Participants' rooms must be clean and housekeeping chores completed before leaving on pass.
- e) Participants must be employed and maintain a participation fee balance under \$100 before overnight passes will be considered.
- f) Participants may only travel with staff, volunteers, or preapproved persons.

### 23) **VEHICLE**

- a) Participants are expected to not have a vehicle during their time in TILM Re-entry program. Special consideration may be made right before graduation.
- b) Participants who are found driving a vehicle without a valid driver's license, registration, or insurance can be terminated immediately from the program.
- c) If allowed a vehicle, it is subject to random searches by staff.
- d) Participants' may only travel with staff, volunteers, or preapproved persons.

### 24) **VISITORS**

- a) Visiting hours: are only during scheduled family days.
- b) Visitors must sign in and out.
- c) Visitors (including children) are not permitted in the bedrooms. Visitors will respect the privacy of other participants.
- d) Participants who leave unsuccessfully or who are discharged due to rule violations are not permitted to return to visit.
- e) Hosting participants must stay with their visitor and are responsible for them.
- f) Participants are prohibited from sharing information about other participants with their visitors.
- g) TILM staff reserve the right to ask any visitor to leave, as well as prohibit visitors from returning.
- h) TILM staff reserve the right to screen visitors for drugs or alcohol at visitor's expense.

### 25) **DROP SLIP REQUESTS**

- a) Drop slips are for students to request anything from the house manager. This includes doctor/ dental appointments, legal/court business, counseling appointment, finances, hygiene, clothing, staff meeting, or any other needs or request.
- b) **DO NOT ASK ANY VOLUNTEERS OR STAFF. ALL QUESTIONS WILL BE REDIRECTED TO PLACE ON A DROP SLIP FOR THE HOUSE MANAGER.**

### 26) **FOLLOW UP**

- a) Following successful program completion, TILM offers classes for TILM Alumni!
- b) Participants who remain in the Middle TN area are encouraged to continue participating in TILM Thursday night classes or other requested courses they wish to take. This provides the opportunity for them to share their experience, strength, and hope with the

people following in their footsteps. TILM alumni are one of the best resources TILM has for carrying the message of Jesus to others.

- c) Check for dates of the Alumni monthly meeting.
- d) TILM includes a 3-month, 6-month, and one-year follow-up that consists of a questionnaire, mailed periodically. Former participants are encouraged to take the time to complete and return them; feedback helps TILM continue to improve services.
- e) Any personal belongings from former participants left on the property for more than 48 hours will be disposed.

### **Process for Community Agreements Violations:**

- 1.) Redirection of Participant – Verbal communication of behavior or action
- 2.) Consequence – Loss of a privilege (examples: phone, passes, events) or may be assigned an essay about the violation
- 3.) Discipline – Extra work duties or chores (examples: pull weeds in garden) and may include a reading assignment with essay.
- 4.) Dismissal –
  - a. verbal discussion with participant of pending dismissal or dismissal and provide copies of noted infractions. Fill out a discharge summary and have participant sign. Parole or probation officer will receive an immediate phone call and email with discharge summary attached.
  - b. If a zero-tolerance policy violation, a discharge summary will be filed out and signed by participant. Parole or probation officer will receive an immediate phone call and email with discharge summary attached.

***Failure to adhere to any of these guidelines is grounds for dismissal from the program. Participants may also be given consequences for violations of the Community Agreements.***

***Please sign the following page after reading the Community Agreements.***

# **Community Agreements Form**

## **Disciplinary Rules**

There are rules and guidelines for program participation called Community Agreements. We have designated rules for which there are strict guidelines and failure to comply will result in immediate dismissal from our program. These rules are considered zero-tolerance:

- Use of any drugs, tobacco products, or alcohol after entry into our program
- Failure to notify staff of another participant's use of drugs, tobacco, or alcohol
- Tampering with the integrity of our drug testing procedure
- Theft of property (of any kind) or leaving without permission
- Threats or acts of violence (Physical violence, verbal aggression, and intimidation)
- Failure to comply with rules and requirements for passes
- Intimate, physical, and/or sexual behavior with anyone during program
- Failure to report another student's intimate, physical, and/or sexual behavior
- The burning of candles or incense
- Failure to comply with the payment contract in Phase 2
- Participants who are found driving a vehicle without a valid driver's license, registration, or insurance
- Giving any information about other participants to callers or guest

You will be dismissed from the Re-Entry Program if you break these rules, and all appropriate authorities will be notified immediately.

There are other infractions which are of a more minor nature but are just as important to the operation of our program. Repeated violations of these rules are grounds for the discipline of our participants, up to and including dismissal from the program.

## **Violation of Rules**

More minor incidents that break the rules of this Community Agreement will be logged in a written violation report by a pastor, volunteer, or staff. And will be placed in your file. These files are accessible by TDOC employees, Probation, and Parole Officers at any time requested. If you obtain three of these written violation reports within 90 days, you will be dismissed from the program and the proper authorities will be notified.

I have read all the rules and guidelines, and I understand them and will abide by them.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date