



The Orion House

Resident Manual

Revised 2020

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WELCOME TO ORION HOUSE, INC.

Orion House, Inc. (OHI) wants to welcome you to its facility. As a young person placed into Orion House's care there are some important rules and guidelines that you must understand and accept in order for your stay to be a successful one. Therefore, we have taken great effort in producing this Resident Manual. It is the responsibility of every resident at OHI to read, learn and comply with the rules documented in this manual.

Without question, every resident at OHI has the right to live in a safe and drug free environment. In support of your individualized treatment there are individual and group responsibilities that must be adhered to. To this end, it is the responsibility of each resident to learn and follow the rules of OHI. Failure to learn and obey the rules will cause you great difficulty and the very real possibility of a termination from our program. Those residents who make a serious and daily effort to follow the rules and staff instructions can expect a successful outcome to their placement.

Each resident admitted into OHI will be assigned a Case Manager. The Case Manager is your direct contact person. He or she will help you learn the Resident Manual, write your monthly reports, contact your family members, assist you with personal needs and shall serve as your advocate. Residents are strongly encouraged to meet with their Case Manager on a regular basis in order to get to know one another.

The Board of Directors and professional staff of OHI sincerely hope your stay here is a positive experience. However, we can only make the opportunities for you to be successful. It is truly up to each resident to "work their treatment" each and every day in order for that success to be fully realized. The final goal is to have each resident graduate from OHI and return to their family or independent living status whereby they may lead a productive and successful life.

ACTIVITIES

The Orion House, Inc. works to get residents out on activities as often as possible. Residents who are grounded may or may not be eligible to participate in off-campus activities, depending upon their particular situation and staff discretion.

On all activities, residents are expected to:

- ✓ Follow all staff directions
- ✓ Conduct themselves in a safe, appropriate, and responsible fashion (defined by staff)
- ✓ Dress appropriately for the activity

Any time that a staff member feels as though residents are not safe or acting responsibly, the activity will be discontinued immediately. This action may be taken whether it is the actions of one individual or the entire group. Residents who demonstrate unacceptable behaviors while in the community will be restricted to the campus until a plan for improvement is in place.

APPOINTMENTS

Residents are expected to attend all appointments (medical or otherwise). If you refuse to attend, you may be responsible for paying any late cancellations fees (often up to \$50!). Residents should contact the Residential Care Coordinator or the Program Director should the resident feel as though they are in need of medical attention. Should you feel your medical needs are not being met, please speak directly with the Program Director.

APPROVED CONTACT / CALLING LIST

We are required to approve the number and types of individuals you may have contact with. Parents, lawyers, JPPO's, and CPSW's are always permitted to have contact with you. Friends, romantic partners, and others require advanced approval from the Orion House and your guardian. If you call or have contact with someone who is not approved, you will be subject to consequences.

AWOL (Absent With Out Leave)

Residents must obtain staff permission before going out of the house. This means letting them know if you are going outside, leaving for a sign out, apt etc. If a resident is not where they "sign-out" to be or if they cannot be found on OHI property, then they are considered AWOL. If you do not tell us, we may mistakenly believe you have run away.

BEDTIME POLICIES

Residents are expected to follow the curfews, guidelines, and bedtimes policies of Orion House, Inc. Furthermore, residents should have all of their personal duties such as hygiene, laundry, homework, and communications completed prior to their in-room time. Residents should only leave their rooms after lights out to use the bathroom. All stereos and televisions must be turned off at "lights out". **At no time** are residents allowed in any other resident's room after lights out. All trips out in the community must return by 8:00pm, except on special occasions (trips to a Celtics game or a concert, for example).

A resident’s bed-time depends on their privilege level. Every resident enters the program at Bedtime #1. However, you can apply for a later bed-time as a privilege (see “Privilege” section for details).

| BEDTIME | In-Room School Night | Lights-Out School Night | In-Room Weekend | Lights-Out Weekend |
|----------------|-----------------------------|--------------------------------|------------------------|---------------------------|
| #1 | 8:30pm | 9:00pm | 9:00pm | 9:30pm |
| #2 | 9:00pm | 9:30pm | 9:30pm | 10:00pm |
| #3 | 9:30pm | 10:00pm | 10:00pm | 10:30pm |
| GROUNDING | 8:00pm | 8:30pm | 8:00pm | 8:30pm |

BORROWING

Residents may borrow personal property from other residents (except money). Both residents involved and a staff member must fill out and sign a contract. The information on the contract must include the names of both residents, the date, the item(s) being borrowed, when they will be returned, and all three parties’ signatures (both residents and the staff). By signing the contract, you are taking financial responsibility for the property you are borrowing.

CARS

Residents are allowed in automobiles other than those of Orion House, Inc. only under/once the following conditions are met.

1. Residents may ride in a vehicle with any adult in their immediate family and their JPPO/CPSW.
2. Residents may ride with other adults under all of the following conditions:
 - A. The Orion House, the resident’s guardians, and JPPO/CPSW have approved it.
 - B. We have a copy of the driver’s current registration, insurance, and driver’s license.
 - C. Residents are expected to gain permission from staff prior to riding in any vehicle other than the Orion House, Inc. vehicles. If someone in the vehicle is doing something wrong, it is your responsibility to leave that situation immediately, even if it means that you must get out of the car and walk.
3. Residents are permitted to have vehicles while they are at Orion House Inc, however this is a privilege and must be agreed upon by all team members. Keys will always be turned in while at the house.
4. All residents must wear seat belts! Those who do not wear their seat belt properly are subject to consequences. _____

CASE MANAGERS

All residents are assigned a Case Manager within approximately one week of their arrival at Orion House, Inc. Your Case Manager is responsible for assisting you with your individual needs, advocacy, purchasing

personal items (shampoo, haircuts) and attaining the goals and objectives identified on your Individualized Treatment Plan. Case Managers have regular contact with your family, shall write your Monthly Reports and Court Reports, and shall serve as your individual advocate on all matters of importance to you.

CHORES

Residents are expected to perform assigned chores with a positive attitude. Staff and peers will teach you how to do each chore. Once you have learned how to do the chore properly, you are expected to do the chore correctly- staff should not need to call you back repeatedly to fix it. Chores are an important responsibility, and will be asked of you on a daily, or more frequent, basis. You will be paid for these chores as well. You may also apply for a Work Study position (See “*Work Study*” section) if you would like to earn more money. See “*Money Policies*” for more pay information.

COMMUNITY SERVICE

OHI requires residents to complete community service work. **It is mandatory for residents to participate in all community service activities.** The activities are organized based upon the need of the local communities. Examples include volunteering for the Food Bank, helping at a farm, adopting a highway.

CONTRABAND

See also “*Prohibited Substances & Paraphernalia*”

Contraband is anything that you are not allowed to have at the Orion House. Some Contraband is illegal (i.e. weapons and illicit drugs) and will be dealt with within the laws of New Hampshire. Other contraband items can include pornography, having more than \$5.00 on your person, food, computers, iPods, cell phones, firecrackers, and equipment to give tattoos or piercings- among many other things. **Report all items in your possession to the program at the time you obtain them so that they may be placed upon your personal inventory and to ensure the items are appropriate.** Failure to follow this procedure will have consequences.

“C” THE FUTURE FORMS

C The Future is a slogan of the Orion House (C= Community, T=Therapy, F=Family, R=Residential, E=Education). There are forms with each of these domains listed on it. These forms are what you use to apply for privileges. They should be turned into your Team Leader by Tuesday Night. Be sure to put your name and date at the top, as well as what privileges you are applying for. No Name= Automatic denial. In each of the domains (circles), you should write what you have accomplished and why you have earned the privilege you are asking for. There is also an Individual domain, where you can list some individual goals you have moving forward. At staff meeting on Wednesdays, all the staff will discuss if it is appropriate for you to obtain the privileges you are seeking.

DAILY ROUTINE

The daily routine of OHI is designed to consider the needs and treatment goals of all residents. It is not designed for the individual comfort of each resident. Residents who fail to adhere to the daily routine will be subject to disciplinary action. There are generally two routines at OHI- school and non-school seasons.

The daily routine while school is in session is:

| | |
|---|--|
| <p><u>Latest Wake up times:</u></p> <p>6:40am for NHS/Bus arrives at 7:10am 7:45am for GHS/Leave for school 8:25am 9:00am for all other residents</p> <p>Before leaving in the morning, residents need to clean their room, manage their personal hygiene (showers, brushing teeth, etc.), and take their medications (if applicable). Rooms will be graded on cleanliness- see "<i>Room Inspections</i>" for more detail.</p> | |
| 2:30pm-3:00pm | <ul style="list-style-type: none"> • Residents are searched in • Afternoon Snack • Community meeting is held to discuss the day's activities |
| 3:00pm-5:30pm | <p>This time is reserved for :</p> <ul style="list-style-type: none"> • Group Therapy • Individual Therapy • Study Group • Physical Activities |
| 5:30pm-7:00pm | <ol style="list-style-type: none"> 1) Dinner Time 2) Chores and Work Study jobs 3) Room Cleaning 4) Independent Living Classes 5) Activities |
| 7:00pm | <p><i>*If eligible, video games will be opened at this time, once your chore and room are checked and approved*</i></p> |
| 8:00pm | <ul style="list-style-type: none"> • Snack time • House Curfew • Medication Dispensing |
| 9:00pm | <ul style="list-style-type: none"> • Grounded residents must be in their room. • All residents should being their nightly routine- showering, brushing teeth, changing for bed, etc. |
| 9:30pm-10:30pm | <ul style="list-style-type: none"> • Bedtimes (Varies depending on level earned) • Residents should never be in anyone else's room past lights out. Doing so may result in significant consequences. |

The daily routine for non-school is in season is slightly different- To Be Determined

DISCHARGE PROCESS

Before discharge, the treatment team will generally hold a meeting to determine how to best help the resident transition out of the Orion House. Residents who have successfully completed the objectives of their Treatment Plan will be given a celebration for their efforts (See "*Graduation*"). Should a resident

be discharged for inappropriate behaviors or unexpectedly, the OH team will work closely with the resident's team to provide continuity in care.

DISRESPECT

Residents are expected to conduct themselves in a respectful and responsible manner. We expect everyone to be respectful of staff, residents, and all others. **To state that a comment was a joke is not an acceptable excuse** when the comment contains a disrespectful tone or insinuation. Repeated violations of this rule would be grounds for consequences up to termination from the program, including a referral to law enforcement officials for violation of the New Hampshire bullying laws. Directed profanity and/or insults will result in immediate grounding between 2 -7 days.

DRUG SCREENINGS

Residents can be tested for drugs and other substances. This is based upon the resident's treatment needs. The test is done through urine screening, where it is sent to a laboratory for analysis. There are also "instant" urine tests that we may use as well. All residents who refuse to take a drug screening shall receive consequences for a positive urinalysis. If you repeatedly use substances while you are placed at OHI you, in fact, violate each resident's right to be in a safe and drug free environment. Therefore, you very well could be subject to a violation of your court order and be terminated from OHI. Additionally, if we suspect you may have consumed alcohol, we have a breathalyzer on site. If you refuse to use the breathalyzer, you will receive consequences for consuming alcohol.

EDUCATION

Orion House, Inc. is an intermediate level, residential treatment facility. As such, residents are able to attend the public school system. Should a resident require a specialized education and the sending district is looking for an alternative option, the Granite Hill School will be a secondary option. Residents are expected to attend all classes at school and to approach their education with a positive attitude. It is not acceptable to receive failing grades. Failure at school due to a lack of motivation, poor behaviors, possessing a negative attitude, etc. is grounds for progressively increasing consequences. Some residents may be required to attend mandatory tutoring, summer school, or study group if deemed necessary.

EMERGENCY PROCEDURES

All residents placed at OHI will receive a safety and emergency procedures briefing. This briefing will include fire policies, evacuation procedures, loss of power or lights procedures, and general safety practices. Residents are strongly encouraged to familiarize themselves with all the emergency procedures. Emergency procedures are taken very seriously, and will be practiced. All residents should meet with their Case Managers to make sure that they fully understand the emergency procedures.

EMPLOYMENT

When appropriate, residents are encouraged to find a job in the local community. However, your treatment and responsibilities at the Orion House come before your job, period. You must communicate this to your employer, and the Orion House will communicate with them as well, if needed. You are also limited to the hours you work, depending on school and staffing (as we will often need to transport you). The Orion House and your whole team must agree on allowing you to get a job.

FIGHTING

The policy concerning fighting at Orion House, Inc. is incredibly simple: **DO NOT FIGHT, POSTURE YOURSELF TO FIGHT, OR GIVE THE IMPRESSION THAT YOU ARE WILLING TO FIGHT, PERIOD.** Any resident who engages in fighting, or the appearance of fighting will immediately receive

consequences, up to, and including, an immediate discharge. Additionally, local and state police may be contacted to file criminal charges. Regardless of who initiates the situation, each resident is responsible for **NOT** responding with violence or aggression, including verbal aggression.

FIRE DRILLS

Residents should **never assume** that when the fire alarm goes off that it is simply a fire drill. **Refusing to leave the house during a fire drill is an extremely poor decision, and will result in immediate consequences, as you are potentially putting everyone at risk.** The meeting place is across the street from the parking lot, along the culvert. All residents must meet here and await staff instructions. Please stand in a line and do not run and goof around.

Under NO circumstances should you ever re-enter the buildings until instructed to do so by a staff member.

FIRE SAFETY

Fire exits and alarms are clearly marked throughout the house. Fire extinguishers are placed at strategic locations in the house. Smoke and carbon monoxide detectors are installed throughout the house as well. Together they represent a large part of our safety system at Orion House, Inc. Tampering with the alarms, smoke detectors, or extinguishers seriously endangers everyone. Any resident who actively or passively engages in tampering with the alarms, smoke detectors, or extinguishers will be subject to disciplinary action and possible legal consequences. Residents will be taught the proper use of the fire alarms as well as the fire extinguishers.

Residents must also ensure that there is nothing blocking any doorways in and out of their bedroom- furniture, laundry baskets, random items- nothing! All doorways must be completely free of items. **The general rule is that there must be a clear three foot path to each door/exit.**

FISHING LICENSES

If you are 16 years or older, and you plan to go fishing on one of our activities you will need a fishing license. Obtaining a fishing license is simple and affordable (as OHI will pay up to 50% of the cost). Talk with your Case Manager about your request for a fishing license. Remember, you are never allowed to use someone else's or go fishing "just once" without your own license. It's against the law.

FOOD POLICIES

OHI provides residents with three well-balanced meals, and two snacks daily. We try and keep the menus varied and appealing to the majority of the residents as much as possible. If you are allergic to certain foods let us know early in your stay. We will provide you with substitutes for the foods you cannot eat. Our main concern when it comes to meals and snacks is proper nutrition. Our second concern is not to waste food. Take smaller portions and come back for seconds or thirds if you feel the need to do so. Remember, the money OHI wastes on discarded food could be better spent on your individual and collective recreational needs.

GRADUATION

OHI sincerely hopes that all residents will successfully graduate from this program. The term successful graduation means different things to different residents depending upon their Individualized Treatment Plan. A successful graduation is something you should be very proud of. It means that you have matured and that you have accepted responsibility for your actions, decisions, and behaviors. Successful graduates will have a dinner of their choice (no meal is too expensive for our graduate), and receive a United States Savings Bond in the amount of \$100.00.

GRIEVANCES

Residents of Orion House, Inc. who believe that they have been unfairly treated may submit a written appeal within 24 hours of the actual dispute. You may also submit a grievance in order to propose a reduced/different consequence. All appeals should be written clearly and submitted to the staff that you have the dispute with. That staff member then has 24 hours from the time of receiving your appeal (they must actually see it- if it is hidden in the back of their box, they may not know it is there) to respond. In the unlikely event that the staff is unavailable, then you may give your appeal to the Supervisor on shift. Appeals should describe the facts of the situation, and an alternative or substitution to what the dispute alleges. If you still disagree with the decision, you may bring your grievance to the Program Director. All parent appeals should be brought to the immediate attention of the Program Director.

GROUNDED STATUS

Generally, the term "Grounded" means that you lose the following privileges: watching entertainment TV, watching and playing video games, using your personal phone, going on the computer, off-campus activities, sign-outs, phone calls to people other than family (ie: no calls to girlfriends), the ability to have money on your person, the ability to be in other resident's bedrooms, or the ability to have visitors in your bedroom. When you are Grounded, you also have an early bedtime- you must be in your room at 8:00 PM, and have lights-out at 8:30 PM.

Because residents are unique individuals, so are the consequences they receive. It is important to note that what is Fair and appropriate may not be equal to someone else's consequences. For a better idea of what consequences certain behaviors may carry, we have a document called the Behavior Continuum, which provides some general guidelines.

GROUP THERAPY or GROUP MEETINGS

Residents of the Orion House, Inc. will be required to actively participate in group therapy or other forms of group intervention. This group work may take the form of house meetings, resident council meetings, independent living classes, emotional management, **and more**. House Meetings and Group sessions are mandatory- if you cannot attend without being disruptive, you will be asked to leave and will receive consequences

HOME VISITS and OTHER VISITING RESOURCES

At your initial treatment plan meeting, visiting resources are discussed. This is the time visits will be discussed. Usually, home visits occur on weekends and during school vacations. Home visits are important to your family reunification plans. If you want to have a home visit that is extended or different from your usual visiting schedule, you must submit the request to the Program Director at least 48 hours before you're expecting to leave. We will do our best to fulfill your request if it is put in later than this, but we cannot guarantee it.

Residents will be required to agree to and follow a Home Visit Contract, which will vary depending upon Individual Treatment Plans, but they will outline the limits, rules, and guidelines of your home visit. This may include calling to check in. Should difficulties arise during your home visit, you may be instructed to return to Orion House, Inc. With prior approval, families and team members are always able to visit on-campus. **PLEASE SEE CURRENT COVID POLICIES**

HORSEPLAY

The nature of horseplay is that it is, at least, disruptive and, at most, dangerous or potentially dangerous. An act of horseplay is likely to result in a consequence. General Policy is to keep your hands to yourself.

HOUSE DAMAGE

We have a “zero-tolerance” policy of residents committing house damage. Depending on the circumstances, residents will be expected to pay for the damages they caused and receive consequences, or will be required to complete community service equivalent to the damage they caused. Under no circumstances will the parent be held responsible for payment of the damage.

HOUSE LOG/SIGN-OUT SHEET

The House Log is located outside the Conference Room, next to the large copy machine. People who are not staff or residents of the Orion House are expected to sign-in on this log if they will be in the building for more than a minute or two.

The Sign-Out Sheet is for the residents- when a resident is leaving OH property (either for a sign-out, an outing, or day visit with family) they must sign-out on this sheet, located in the Staff Office. This is used to keep track of where everyone is. Note, you cannot just sign-out and then leave- you must get permission from a staff member FIRST. See “*Sign-Out Policy*” for further details.

HOUSE SLOW-DOWN

The need to conduct a “House Slow-Down” reflects a very serious course of action. This is typically used due to safety concerns. When staff call for a house Slow-Down all residents will go to their assigned rooms and stay there until directed to do otherwise. No stereos, TVs, IPODS, or games may be played, no sign-outs, appointments, activities, or leaving the property is allowed. Any resident not able to assume personal responsibility for themselves, or who does not follow the requests of staff, or demonstrates negative behaviors, will be subject to disciplinary action.

INDIVIDUAL TREATMENT PLAN

All residents of Orion House, Inc. have an individualized Treatment Plan. Residents have the right to inspect their Treatment Plan, have input into the creation and modification of their Treatment Plan, and to be notified should their treatment plan be updated, or changed. Individualized Treatment Plans are the mechanisms by which residents receive services. You, your family, Case Manager, JPPO/ CPSW, therapist, Program Director and/or the Treatment Coordinator, are all involved in the development and implementation of your Treatment Plan. Should you have any questions or concerns about your treatment plan, please communicate them to your Case Manager. If you are not satisfied with the answer(s) you receive, please speak to the Program Director or Treatment Coordinator.

INVENTORIES

All residents are required to maintain an up-to-date inventory. Upon your arrival, staff shall itemize every possession that you choose to bring to Orion House, Inc. Any new items brought back after a home visit or purchased while shopping should be immediately placed upon your inventory list. There are forms in the staff office to fill out in order to add items to you inventory, which is the RESIDENT’S responsibility. **It is very important that residents (w/Case Managers assistance) keep this inventory up-to-date, because if it is not on your inventory, then technically, it is not yours. Inventories are for your protection.** Failure to keep an accurate inventory will result in disciplinary action.

LAUNDRY

In meeting your daily living needs, Orion House, Inc. has set up specific laundry dates and times when YOU can do your laundry. If you are unsure about how to do your laundry (i.e. soap, operation of the washing machine, etc.) please ask a staff member for help prior to your laundry time.

MAIL

We reserve the right to refuse any mail addressed to you from persons we believe may represent a negative influence upon you while you are in the program, or from someone who you are not allowed contact. We also reserve the right to **have you** open your mail in front of a staff member, and for that staff member to ensure that the parcel contains no contraband material. Should you want to mail letters please communicate that with a staff member who will see that we pay your postage, and that it is mailed promptly.

MONEY POLICIES

Orion House strongly encourages residents to seek out both internal and external means of earning money. Residents must adhere to a savings plan. This means that up to \$20 of your income every week is available to you. The rest is placed into a savings account and cannot be accessed unless you submit a request form to the Program Director, and it is determined that the money is being used for NEEDS (not wants). Upon your exit from the Orion House, you will receive all the money you have saved.

MOVIE AND VIDEO GAME POLICIES

Your age will determine the ratings of the movies and video games you will be allowed to play. Any media that is considered offensive will not be allowed.

MUSIC

Residents are allowed music playing devices. Music not being listened to through head phones needs to remain in your room and should be played at a volume where it cannot be clearly heard outside of your room. If your music has profanity, is degrading, or violent in nature, you will be asked to not play it.

PERSONAL APPEARANCE:

Your personal appearance is not only a matter of individual taste while you are in this program, it also directly reflects upon the OHI agency. Here are some of the guidelines which you are expected to adhere to while you are a resident of this program:

1. Footwear (shoes, boots, sneakers, slippers, or shower sandals) must be worn in all areas of the program outside of your room, including in the shower (this prevents diseases). These must be worn in a manner in which the manufacturer designed them to be worn (staff discretion).
2. You are not allowed to wear: Clothes that exhibit profanity; illustrate or suggest drugs or drug related behaviors (including tobacco); explicit or implicit sexual language or themes, or language or themes that suggest abuse, insult, derogation, or racism toward any individual or any group of people.
3. Residents are prohibited from wearing and/or displaying colors, or anything that appears to be gang related.
4. Your personal appearance must always reflect good personal hygiene (clean clothes, washed hair, etc.)
5. Residents **are not** permitted to alter their appearance after they enter the program. Residents who wish to alter their appearance **must first receive written permission** from both of their

parents, their JPPO/CPSW, and Orion House, Inc. **before** attempting to alter their appearance (i.e hair dying, piercing, etc.)

PHONE POLICIES

The general call time is 7pm-8:30pm every night. However, we realize there are times where you may need to make calls at other hours. If you have to make a call outside those hours, let staff know and they will work to get you on the phone as soon as they can. Calls to your JPPO/CPSW and lawyer can be made at any time, but you must wait for staff availability. We have limited time and a limited number of phone lines, and everyone deserves a chance to make their phone call, so at times we may ask limit the time you can be on the phone. Anyone you call must be on your approved contact list.

Cell phones can be earned as a privilege. Residents would need to have shown a higher level of responsibility, good decision making and be willing to follow an individually designed contract. Additionally, residents must agree to turn their phone in when grounded and understand that the staff can search the phone should there be safety concerns.

PROHIBITED SUBSTANCES & PARAPHERNALIA

Residents who are accepted into Orion House, Inc. are expected to abstain from drugs, alcohol, tobacco, and all other controlled substances. See also the “*Behaviors*” section. The following is a partial list of violations of the Orion House, Inc. prohibited substance policies.

- Bringing alcohol, tobacco, or other drugs onto the Orion House, Inc. property.
- Arranging to have a guest, visitor, friend, or fellow resident bring controlled substances onto Orion House, Inc. property.
- Testing positive on a urinalysis OR refusing a urinalysis
- Possession or use of inhalants (huffing). Huffing can easily result in death and is not tolerated.
- The improper use of or possession of any prescribed medication(s).
- Possession of vials, baggies, alcohol containers, or packages (empty or full) of cigarettes, lighters, matches, etc. and other drug paraphernalia.
- Synthetic marijuana, bath salts, other “legal” drugs.
- Over the counter (OTC) medications. Residents are only allowed to have medications on their person if it is approved by their treatment team.

RESIDENT COUNCIL

Orion House, Inc. deeply values the input, suggestions, and participation of residents in all the decision-making processes. You and your peers may vote for residents who you feel would best represent your needs. Those elected (usually two residents) work directly with the residential staff each week to bring forward resident ideas, concerns, and needs to the attention of the entire staff. Those that have been elected to the council will receive monetary compensation. If the idea of Resident Council sounds interesting to you, speak with your Case Manager about how you can effect change at Orion House, Inc. Staff will have the final approval of Resident Council members.

RESIDENT RESPONSIBILITY

If any resident actively aids or abets another resident's rule or policy infraction (i.e. you knew what someone was going to do, or allowed it to happen without communicating this to a staff person) **you may be held accountable for the total consequence just as if you had done it yourself.** Also, if you cover for another resident's rule or policy violation, you may be held equally responsible for the total consequence of that violation. Personal responsibility is not an easy obligation. Peers who attempt to solicit others in their negative plots are *not truly your friends*. If you need further explanation of this policy or how it might come into play, Orion House, Inc. strongly suggests that you speak to your Case Manager prior to becoming involved under this policy.

RELIGIOUS AFFILIATION

Any resident is free to attend or not attend religious services. If a resident is interested, please notify your Case Manager, so that all arrangements can be made to meet this request in our local community.

RUNNING AWAY

Any resident who runs away from the program should do so with full knowledge that he probably will **not** be able to return/stay at OHI. Running away is guaranteed to result in a worse outcome for you. It is exceedingly rare for a runaway not to get caught. We are an open door program, meaning that we expect our residents to make good decisions. If you are not capable of making positive decisions and choose to run away, you may end up placed at a far more restrictive facility.

If you really believe that you need to leave Orion House, Inc., do it the correct way. We will help you, even if that means getting you out of the program and into a different one. This is better than compounding your problems by running away. Working your treatment is not always easy- If you are considering running away, it is because you are probably angry, sad, frustrated, disappointed, or worried. Obviously, this is not the best state of mind from which to make a decision about your life. Residents who run away **almost always regret it** after they get their emotions back in check. Talk to a staff member, or a fellow resident, before you let your emotions do the thinking for you.

SELF-ABUSE

This definition entails far more than what you probably think it does. It does include injuring yourself on purpose, but many other things as well. Here are the definitions of self-abuse that will be enforced while you are at OHI:

- Permanently altering any part of your body in such a way as to disfigure yourself or intentionally causing physical harm to yourself.
- Punching, kicking, hitting, or slamming your body into items that result in personal injury.
- Drastically altering your personal appearance from what you looked like the day you entered the program.
- Refusing to take personal responsibility for your own health or personal hygiene.
- Neglecting to inform staff of issues regarding your personal health that occurred after the time of your intake.
- Refusing to follow a doctor's or trained medical professional's specific instructions for maintaining good health.

- Using or printing of tattoo(s) upon your body or allowing another person to tattoo your body.
- Piercing any part of the body.

SCHOOL BUS POLICY

All residents must ride to and from school on the school bus (unless you go to GHS, which is in walking distance). If it is reported that you are behaving inappropriately on the bus, you will receive consequences. Any resident who is suspended from the privilege of riding on the school bus will receive consequences at the house.

SEARCHES

Residents are required to get searched every time they leave the property and return. You must stay in supervision before you are searched. If you refuse to be searched, you will not be allowed to leave staff supervision, and will not be allowed upstairs, until you do. Refusal to be searched will result in consequences for contraband. The Orion House can also search your rooms and your belongings if there is a concern of safety or rule violations.

SHOWERS

Residents must take a shower a minimum of 1 time every 24 hours. We ask that each shower take no longer than 15 minutes. There are 16 residents. $16 \text{ residents} \times 15 \text{ minutes} = 240 \text{ minutes} = 4 \text{ hours}$ per day of hot water running. That gets very expensive. Not to mention that we only have a local well, and are NOT connected to any public water supply. In the morning, showers are scheduled close together. If you do not adhere to your shower time, you are making it so others may not have time to shower.

SICK or PERSONAL INJURY DAYS

The first rule of requesting a sick day is that you are **UNABLE** to function at or near your normal capacity. Minor stomach aches or headaches although uncomfortable, should not keep you from functioning at or near your normal capacity. To get permission for a sick day, a resident must have a fever and/or be vomiting. Alternatively, if your school declares you sick and sends you back to the OH, this is considered acceptable as well.

Any resident who is granted a sick day must stay in their room (we do not want any illnesses spreading) and cannot have any visitors. Residents are also not allowed to play video games or watch TV while they are home sick. Residents who do not abide by this sick day policy will be subject to disciplinary action. For personal injuries, the Doctor's instructions must be followed at all times.

SIGN-OUT POLICIES

Residents may be granted sign-out privileges once they have proven themselves trustworthy. Your guardians and JPPO/CPSW must also agree to it. If you have earned this privilege, you must have staff permission before leaving, and you must use the sign-out sheet and write down exactly where you are going. You must return on time- returning late will result in a suspension of the privilege. You may lose the privilege entirely if being late is a repeated issue. You are not allowed to hang out with anyone (unless you have permission) nor are you allowed to get into anyone's car. As soon as you return, you must wait downstairs for a staff member to search you in.

There are many times where you may not be able to take a sign out- you may have group or an appointment, or the weather may be poor. It is ultimately the supervisor's decision whether or not you can take a sign-out.

SMOKING

Orion House, Inc., in accordance with state laws, is a non-smoking facility. At no time is using cigarettes, chewing tobacco, vaporizers, or consuming tobacco related products permitted. If you are under 18, you may receive legal penalties (the fine is generally over \$100.00). If you have been a user of tobacco products, and need assistance in not consuming tobacco products, please ask for help and we can explore your options. Any resident who is caught using tobacco products will be subject to immediate grounding and will not be allowed off-campus for a certain amount of time.

SPORTS

Residents are eligible to play sports as long as they meet the school's eligibility standards and are successful in addressing the goals and objectives specified upon their treatment plan. Playing sports is a privilege and may be denied if a resident is not "working their treatment" to the best of their ability. An inappropriate behavior while on a sports-related activity will be addressed under the guidelines of "inappropriate behavior in the community".

STAFF BATHROOM

Simply stated, the staff bathroom is off-limits to all residents. Any resident found to have entered the staff bathroom without staff's specific permission (other than to complete a chore) will be subject to disciplinary action.

STAFF

Orion House, Inc. believes in treating children, their families, and each other with respect and dignity. All residential staff are charged with ensuring resident safety and in treating each resident with the respect they deserve. That means that the residents also have a responsibility to follow staff instructions even through you may not always agree with them. Staff are not here for you to demean, argue with, or abuse.

If you choose to not follow staff instructions, you may receive a consequence. The proper way to deal with a decision you may not agree with is to write a grievance or a proposal. Advocate for yourself respectfully and appropriately, and we will do our best to work with you.

SUICIDE & GESTURES OF SUICIDE

If there is a time whereby you are considering suicide you **must** ask any staff for help. All staff of OHI receives the thought of suicide very, very seriously. Staff will respond decisively and immediately to any resident verbalizing their stated need for help. Any resident who asks for help or communicates a thought of suicide will be put on suicide watch. In some instances, a resident on suicide watch may have to be within an arm's length of a staff at all times. Repeated suicide ideation or gestures of suicide will be immediate cause for a referral to the local mental health center. Do not joke about suicide or the thought of committing suicide as OHI has a zero-tolerance policy about this subject.

SWIMMING

Like any parent, Orion House, Inc. has an obligation to ensure that all residents who participate in any swimming activity are safe and monitored appropriately. Diving is not allowed at our pool across the street for safety reasons. At other swimming places, it is up to staff to use their discretion about whether it is safe to flip/dive (there are various rules they have to keep in mind, and will use those to guide their decision). Failure to follow a staff's instructions will be grounds for the entire activity to be cancelled and for the offending resident to receive a consequence.

TAKING SPACE

Residents who are asked to take space are being given a very clear and non-negotiable instruction: "Go to your room, safe space immediately." It gives you time to reflect upon your situation and to hopefully resolve the situation to staff's and your satisfaction. Once a staff has told any resident to "take space" the resident must **immediately** comply. Any resident that does not comply may be immediately placed on "**Slow Down**" and have a face-to-face meeting with the Program Director. Any resident who passively or actively encourages or supports another resident who refuses to take space will receive consequences.

TELEVISION & VIDEO GAMES

There are several community televisions and an X-Box for residents to use in the common areas only (you cannot bring them in your room). Residents may also apply for the privilege of having a TV and game console in their room. OHI reserves the right to monitor what our residents are viewing and playing. Residents who watch or who are suspected of watching inappropriate programming will lose the privilege of having a television in their room. On school days, TV and Video Games cannot be used until after chores and rooms are clean (after dinner time). You must receive staff approval before using them. On weekend days, TV and video games are opened up earlier unless there is another activity being offered.

THERAPY

Most, if not all, OHI residents have therapy included in their Individualized Treatment Plan. Those residents who have therapy as part of their Treatment Plan must attend therapy on a timely and regular basis. **It is not the sole responsibility of this program to make sure that you are participating in therapy. It is your responsibility as well.** Residents who refuse to participate in therapy when it is included in their Treatment Plan may be subject to termination. The usual consequence for refusing therapy or being asked to leave a session due to poor behavior is slow down for the rest of the day.

WORK-STUDY

All residents are required to do chores daily, but you may apply for a Work Study position instead, if you would like to have more responsibility AND earn more money. Residents will be coached and rated on their work ethic and employment skills. Payment will be afforded to residents who have earned a 75% or higher on their rating scale. Work with the staff to learn areas where you may need improvement.

ZERO Tolerance Policy

OHI prohibits any and all forms of racial or sexual harassment. OHI will take strong exception to any resident, staff, or community member involved in verbally or physically attacking, insulting, or in any way offending someone due to their race, gender, ethnicity, color, religion, sexual orientation, sexual identity, disability or socioeconomic standing. Discrimination of any sort is a serious issue, which we believe merits “no tolerance” from this program. Any violation of this policy will be grounds for disciplinary action up to and including discharge from this program.