

# Joppa House Ministries

## Residency and Cooperative Living Agreement

Joppa House Ministries (JHM) guidelines are put in place for its Campuses to ensure that everyone is safe and is able to live cooperatively during their stay. Remember that everyone here is experiencing critical issues. Each person comes from a different background and has different values. We need to respect those differences. Please be tolerant, respectful, and understanding to all who live here.

1. Staying at a JHM House is a privilege and a blessing. Therefore staying elsewhere overnight should be on an emergency basis or for approved leave only. A decision to stay elsewhere means that you **forfeit** your room.
2. You must maintain a full time job or a part time job in conjunction with classes during your stay at a JHM House. **You are required to pay your shared living expense EVERY pay day.**
3. Confidentiality is of the utmost importance. What you see, hear, or say, stays here.
4. Abuse, verbal, mental, physical, or emotional to anyone is not allowed.
  1. No profanity, foul, or offensive language is allowed in any of the JHM Houses or on the property.
  2. Gossip and backbiting will not be tolerated. A divisive person will be evicted from JHM.
5. **For safety reasons it is important for you to:**
  1. Follow all safety and fire regulations.
  2. The use of matches, lighters, candles, or incense will not be allowed.
6. Follow curfew hours or risk losing your residency.
  1. 11:00 pm is curfew except in cases of employment requirements.
  2. You must be in the house and in your room by 11:00 pm.
  3. Lights out and in your room with only exception being bathroom breaks in the night.
  4. You may NOT smoke or fix yourself something to eat during quiet hours.
  5. Quiet hours are between **11:00 pm and 7 :00 am.**
7. Health and safety laws require that bedrooms are clean and that all the floor area is clear. Your possessions must be stored neatly in your closet, dresser, or storage containers.
8. House meetings will be scheduled by the House Manager as necessary.
9. **JHM Campuses have a ZERO tolerance policy of drugs, alcohol, and/or weapons.**
  1. Use of alcohol or drugs is not permitted during your stay.
  2. Illegal items or concealed weapons are not allowed at any of the JMH Houses.
  3. If there is suspicion of drug or alcohol use, a drug (UA and/or T-Cube)/breathalyzer (BA) test will be given.
    1. No one may possess/use illegal drugs or alcohol at any time while residing at any of the JHM Campuses.
    2. At the House Managers discretion you may be asked to submit to a drug or alcohol test.
      1. Refusal to comply will result in immediate expulsion from the program.
      2. Evidence of drugs and/or alcohol on the premises or in your possession will result in immediate eviction.
      3. If you are found positive for drugs or alcohol, you will be asked to leave the premises within 30 minutes of a positive test result for the safety and sobriety of everyone in the program.
        1. You will have the opportunity to enroll in rehab or detox.
          1. If you refuse to enroll in rehab or detox you will need to leave for a minimum of 24 hours. After that time you will be invited to meet with the House Manager to share your story. The House Manager will then determine if you can remain the program with restrictions, or whether you will leave the program.
        2. Relapse does not guarantee that you will be asked to leave permanently.
        3. Grace is not permission. Any second relapse communicates that you need something other than JHM.
          1. We will always consider re-applications, dependent on your situation and your willingness.
10. Medical marijuana and/or legal marijuana will not be permitted at any JHM Campus and or on the grounds of any JHM Campus. Failure to comply will be grounds for immediate dismissal.
11. All prescription medications must be turned in to the House Manager upon entering the transitional home and/or filling prescriptions.
  1. Filled prescriptions found in your room will be grounds for dismissal.

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12. Non-prescription and OTC drugs must be kept in a locker or lock box in your room, out of the reach of children.
13. JHM reserves the right to search your room at any time.
14. Any items loaned to you during your stay at the JHM Campuses must be returned to the lender when you leave.
15. **Cell phones and other electronic devices including computers are to be turned OFF at 11:00 pm and left with the House Manager.**
  1. No phone calls or texting is to take place after lights out.
  2. Failure to comply will result in cell phones and/or other electronic devices possibly being confiscated for 24 to 72 hours depending on the offense.
  3. Alarm clocks will be provided for each woman in residence at any JHM House.
16. Photos with a cell phone or any other device is prohibited unless express, written permission is given by the photographed person. A copy of the written permission must be given to the House Manager.
17. Movies or games that show explicit material or contain undue violence or contain excessive foul language will not be shown or viewed at any JHM House.
  1. Offensive, demonic, paranormal, or pornographic material of any kind or in any medium is not permitted on any JHM Campus.
  2. No pornography (magazines, videos, cable stations, or internet) will be permitted on any JHM Campus at any time.
18. Food must be eaten in the Kitchens or Dining Rooms ONLY.
  1. Water may be consumed anywhere in the house, including your bedroom.
  2. Coffee and other beverages must be lidded or capped to be outside of the Kitchen or Dining Room.
  3. No food is to be taken to OR kept in your bedroom except for candy that is individually wrapped.
    1. Any dishes, cups, coffee mugs, or silverware taken from the house must be returned after use.
19. Due to possible allergies or risks, do not, at any time, give food or drink to any residents' child or any child who may be visiting another child without parent permission.
20. All food in the refrigerator must be labeled with your name and the date it was put in the refrigerator.
  1. Clearly date the food that has been opened or stored.
  2. Do not eat other people's food without permission.
  3. All food labeled with an "H", or food without a label, is considered "house food" and is for everyone to consume.
21. All residents are expected to take the main meal together on "class day" evenings, unless excused for work related reasons.
  1. Everyone will be expected to participate in clean-up from the meal.
  2. Clean up after yourself after all **individual meals** or snacks.
    1. This includes wiping off the table, your placemat, etc., and sweeping around your eating area if necessary.
    2. Wash your dishes immediately after eating and put them away in the cupboards. **There should never be dishes in the sink.**
22. Clean dishes in the dishwasher are to be put away as well as dishes in the dish drainer regularly. This is not an assigned chore, but is expected to be **EVERYONE'S** chore.
23. You are expected to do your weekly assigned chore and keep that area neat and clean all week.
  1. Failure to do your chore may result in dismissal from residency.
  2. Do your chore completely and during the scheduled time.
24. Be fully and modestly clothed at all times.
25. Family visits are to be pre-arranged with time and dates per the Visitor Request Form.
  1. Male and/or exclusively romantic relationship visits are not allowed.
  2. No PDA's.
  3. No conjugal visits allowed.
  4. **No sexual activity of any kind allowed on any JHM Campuses or within the Campus houses.**
26. Children are a mother's responsibility.
  1. Children are not to be unsupervised at any time.
  2. You are required to clean up after your child(ren) including:

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1. Toys, bathroom visits, table, after meals, bedroom, etc.
27. **ALL** diapers are to be bagged and taken immediately to the outdoor trash tote.
  1. **Diapers are never to be left in the bathroom or in the bathroom trash!**
28. Bedtime for children is 8:30 pm on weekdays; 9:00 pm on weekends.
29. Please remember to clean up the bathroom after use.
  1. No personal items are to be left in the bathroom.
  2. Label **ALL** of your personal items.
  3. Do not use anyone's personal items without permission.
  4. Taking someone else's personal property without permission constitutes theft and will be dealt with immediately.
30. Laundry is to be finished by 10:00 pm.
  1. That means washed, dried, folded, and in your room. **No exceptions.**
31. Wash your bedding bi-weekly. More often if needed.
32. Do not lounge or sleep on the couch. Use your own room.
33. Turn off lights and TV's when not in use.
34. Smoking is allowed in the designated area outside of the JHM House. Smoking inside is absolutely prohibited.
  1. **This includes all types of smoking: cigarettes, e-cigarettes, and vaping.**
  2. Cigarette butts must be disposed of in the trash or approved container.
  3. Chewing tobacco is not to be used in the house and must be disposed of properly.
  4. Butt containers must be emptied every trash day.
    1. Chore will be assigned to smokers own a rotating basis.
35. Avoid the use of perfumes, scented lotions, powders, and/or any other scented personal products.
36. Spearmint of any type (gum, toothpaste, mints, etc) is not allowed.
37. Borrowing or lending of money is not permitted between residents or between residents and the House Manager or JHM staff.
38. Gambling is prohibited.
39. Loaning your car to another resident is prohibited.
40. Daycare for minor children must be procured by the mother as far in advance as possible.
41. Pets are not allowed, excluding the house service animal.
  1. Pets may be "fostered" elsewhere during residency.
42. You are responsible for your own cash and other valuables during your stay at any of the JHM Campuses.
  1. JHM and its Campuses and House Managers are not responsible for your items lost, stolen, or left behind on the premises.
  2. Keep your items safe and make sure you take everything with you when you leave residency.
43. Any personal possessions left at any of the Joppa House Campuses upon your exit will be removed or disposed of within one week of exit date if not claimed or other arrangements are not made in advance.
44. Upon departure of the JHM program and its campuses, your address must be changed. Any mail and/or packages received after you leave residency is not the responsibility of JHM and will not be forwarded to you.

**These guidelines are put into place to ensure cooperative living.  
Thank you for your cooperation.**