



The Beacon

Expectations

Updated 2/15/2022

The Beacon is a trauma-informed, equity-centered home and programming for women who are coming out of crisis and want to lead satisfying, productive lives. We are here to support you! We have established some expectations so that all of our clients can experience a safe and structured environment that moves toward the Beacon of Life vision:

For women with a history of trauma, abuse, and addiction to realize and begin to experience their emotional, physical, spiritual, occupational, environmental, social, intellectual, and financial potential.

What You Can Expect from Us

- The Case Manager will meet with you to determine what your needs and goals are in life and how our staff can support you in reaching them.
- The staff will treat you with dignity and equity.
- We will provide you with a clean and secured home in a beautiful neighborhood near a bus stop.
- We will hold you accountable to the goals that you have set, including maintaining a substance-free lifestyle and treating staff and clients with respect while at The Beacon by implementing corrective actions as needed. These may include actions such as in-house restrictions, increased chores, phasing down, loss of cell phone, or removal from the Beacon. Our intent is to provide support in meeting your goals and also maintain the safety of the home for all of our clients.
- If you disagree with the actions of any staff or do not believe we are meeting these expectations, please discuss with the Case Manager. If you are still unsatisfied, please give your concerns (in writing, if possible) to the Executive Director.

Alcohol, Drugs, and Safety

- Illicit drugs and alcohol are prohibited while living at The Beacon. In order to help you meet this goal, we conduct random drug and alcohol tests and you may be asked at any time to provide a urine specimen or take a breathalyzer test. You have two hours to provide a urine sample. During these two hours, you will remain in view of staff at all times. Failure to provide a urine sample within two hours will be handled the same as a positive urine sample.
- Clients will complete a breathalyzer test each time they sign in at the Beacon.
- For the safety of our staff and clients, weapons, unauthorized medications, illicit drugs, and alcohol are not permitted on The Beacon property.
- No scissors, pocket knives, or sharp objects are allowed upstairs. Items can be placed in the cabinet at the RA desk with your name on it.
- We reserve the right to search your person, personal belongings, vehicle, and rooms for drugs, alcohol, food, weapons, or other items at any time.
- If you are high or intoxicated, you will be asked to leave the property until you are sober for the safety of other clients. You will have time to determine a location and transportation. If you have a probation/parole officer, the violation will be reported. Once the Case Manager is in her office, you will meet with her to discuss next steps, which may include termination.
- Cigarette smoking and e-cigarette vaping are not allowed anywhere inside the building or within any vehicles driven by Beacon staff or volunteers. Smoking is only allowed on the north side of the building past the fence.
- You may not engage in theft, physical violence, or behavior that is violent, abusive, or intimidating.
- Discrimination based on race, ethnicity, socioeconomic status, ability, sexual or gender identity, religion, or age is strictly prohibited.
- The Beacon is a confidential facility, and as a resident, you are required to be confidential with other residents' identity and personal information. You may only talk with Beacon staff and your probation/parole officer about who is staying at the Beacon, even after you leave.

Rent

- For most clients, general assistance pays for the first month of rent. We can assist with the process of applying for general assistance.
- Rent is \$105/week and includes a furnished residence, utilities, WiFi, access to computers, on-site laundry, and the food provided in the kitchen and pantry.
- Rent is due every Monday.

- You will be charged a \$5 late fee every Tuesday that your rent is not paid up. You will also be on in-house restriction Saturday and Sunday unless going to your job, job training, interviewing for a job, or for a medical emergency.
- If you owe \$300 or more, you will be on in-house restriction every day unless going to your job, job training, interviewing for a job, a programming appointment, or a health appointment. You must bring all paychecks/SSI/SSDI checks or other income to the Case Manager or Executive Director before cashing.
- If you owe \$600 or more, we will support you in finding alternate living arrangements.
- No rental refunds are given.

Medication Policy

- All narcotic medications are to be turned over to staff when you enter The Beacon. We can administer any additional medications if you would like or you can keep them locked in your closet.
- All prescription medications are to be in a prescription bottle from a registered pharmacy. The Beacon staff will keep track of your current prescriptions.
- Medications administered by staff are given only at designated times. They are posted in the main lobby and are subject to change.
- Any narcotic medication prescribed to you while at The Beacon must be approved by the Case Manager and probation/parole officer. If given a narcotic at any hospital, it must be reported to Beacon staff.
- If any changes are made to your medication (dosage, amount, etc.), you must have written notification from your healthcare provider.

Cell Phone / Electronics Policy

- Cell phones are not to be used in the lobby or during class/meeting times.
- Phones must be kept on silent or vibrate while on the main floor.
- Your phone number must be updated with staff at all times.
- Cell phones and other electronic devices (i.e. tablets, iPads, televisions, computers, handheld games, etc.) cannot be used after lights out.

Employment and Meetings

- You are encouraged to secure employment within 14 calendar days of admission to The Beacon.
- Individuals on SSDI, SSI, or any other assistance or those unable to work as a result of a mental or physical disability must work with your Case Manager to determine a plan for completing 10 hours of community service per week.

- Employment at an establishment that serves alcohol requires special permission from the Case Manager.
- No client of The Beacon may work in a pornographic or nude dancing establishment.
- The Beacon reserves the right to contact your employer. An employment verification form must be completed at onset of employment.
- If your employment extends beyond the hours of your curfew, you must receive approval from the Case Manager.

Hygiene, Room Cleanliness, and Chores

- For the comfort of others and your own health, you will need to shower daily and observe good personal hygiene.
- You are expected to help keep your space and bathroom clean. You will provide your own cleaning supplies, garbage bags, and toilet paper. This is to be worked out with your roommates.
- You must wash your clothing, linens, and towels at least bi-weekly.
- Write your name on the white board when you are using the washer or dryer. If you are not available to remove the items when the time is up, a client may place your items on top of the machine.
- You may not hang anything on the walls, ceiling, or doors with nails, tacks, tape. You may purchase removable adhesive strips from the store or with your Beacon Bucks (if available) if you wish to put something on the wall.
- If you cause damage to your room or any of The Beacon property, you will be responsible for the repair/replacement costs.
- All lights, fans, TVs, air conditioners, etc., must be shut off when you are not in the room. Staff has the right to change temperature settings in the room.
- Hair dying can only occur in the kitchen or outside.
- You will be assigned daily household chores. Make sure chores are initialed on the chore sheet at the lobby desk and verified by the RA.

Bed Times

- Clients are not allowed downstairs before 5:00 am without permission.
- Clients must be awake with their bed made by 8:00 am every day except for Sunday.
- Sundays and nationally recognized or culturally specific holidays are leisure days. You may sleep/nap as long as wish.
- If you work on Sunday and prefer for a different day to be your leisure day, get approval from a Resident Assistant or the Case Manager by showing them your work schedule.
- Please do not nap in common areas.

- Clients are to be in their rooms by 10:00 pm on Sunday – Thursday with lights out at 11:00 pm and in their rooms by 11:00 pm on Friday – Saturday with lights out by 12:00 midnight.

General Rules

- When you leave the building, you must sign out and give your destination and the time of your return. You must sign in when you return. If you are going to be later than your expected time, you are required to notify staff. If you are in Phase 1, you are required to call and verbally check in with staff every four (4) hours that you are out unless at work.
- When you return to the Beacon, all bags, purses, coats, and pockets will be searched, and your purchases need to be verified by a receipt.
- Please respect the privacy of others. You are not allowed in another resident's bedroom without staff permission.
- No sexual activity with a partner is allowed inside the facility or on its property. No sex toys are allowed on the property.
- When outside the building, you are representing The Beacon in our neighborhood. Please refrain from loud voices or inappropriate behavior.

Visitors

- Female guests of clients are allowed in the front courtyard only with permission from the Case Manager. You must remain with your visitors at all times.
- There will be no adult male visitors allowed on Beacon property with the exception of dropping off items.
- Children up to age 17 are permitted to visit in common areas between 8:00 am and 8:00 pm with permission from the Case Manager.

Meals and Food

- You are to mark all personal food items with your name and put it in your room's basket or shelf. The Beacon is not responsible for any lost or stolen food.
- No food or beverages are allowed upstairs except water and hard candy.
- There are to be no energy drinks or soda on Beacon property, unless a pop pass has been obtained.

Transportation

- The Beacon is not responsible for providing transportation for clients to appointments, jobs, for shopping, or any other purpose. There may be times when a staff or volunteer does provide transportation, but it cannot be the expectation.

- It is your responsibility to verify that anyone who drives you to and from the facility has a valid Iowa driver's license, insurance, and is a safe/sober support.
- Motor vehicles are allowed to be parked on Woodland Ave. You must provide an Iowa driver's license, liability insurance, and a copy of your registration to the Case Manager for your file if you have a vehicle.

Curfew and Overnight Visits

- Curfews are as follows:
 - Phase 1: 5:00 pm
 - Phase 2: 7:00 pm
 - Phase 3: 8:00 pm
 - Phase 4: 9:00 pm
 - Phase 5: 10:00 pm
- See our Beacon phases to learn about how to receive overnight passes.
- To be eligible for a pass, you must be current on rent, have completed your daily chores for the week, have no warnings or write-ups, and have presented pass requests to Case Manager for approval one week in advance. Your destination must be approved by your parole/probation officer, if applicable. You must have a working telephone where you can be reached. The home you are going to must be free of drugs and alcohol.
- During your overnight passes:
 - You must be at the approved location between 10:00 pm and 5:00 am unless previously approved.
 - You must be able to be contacted by staff at all times. If staff calls and tells you to return to the facility, you must return immediately.
 - You are not allowed at casinos, bars, or liquor stores where the sale and/or consumption of alcohol is the primary business of the establishment.
 - You may be required to phone staff at a specified time, as instructed. You will accept calls from staff. Call-forwarding or a block that prevents the facility from getting through is not allowed. It is your responsibility to be sure a working phone is in order at the approved location. Staff will call and verify you are at the approved location when you are supposed to be. If you do not answer, your pass may be immediately revoked and subsequent passes may be denied.
 - Staff is able to visit the approved location at any time during the pass.
 - Client will complete a UA upon their return.

Dress Code

- Clothing may not have profanity or other offensive or discriminatory sayings.
- Please wear a bra, underwear, and shoes or slippers when out of your room.

- For the comfort of our neighbors, pajama attire is not allowed out of the house at any time, day or night.

Personal Belongings

- We strongly recommend that you do not borrow or lend money or belongings to the other clients. If you choose to take that risk, The Beacon assumes no responsibility. In addition, your valuables are your responsibility. We recommend storing them in your closet, which can be locked.
- We encourage you to open a savings account at Freedom Financial and store your money there.
- If you move out or are terminated from The Beacon, you will have three days to pick up your items. We are not responsible for your personal belongings after this time, as we do not have space to store them. All property of The Beacon (such as linens) must remain at The Beacon.
- If we discover any important documents or pictures in your belongings, we will do our best to store them.

Phases

Phase 1

Curfew is 5:00 pm.

Minimum of two months.

Obtain a substance abuse evaluation and follow recommendations.

Obtain a mental health evaluation and follow recommendations.

Obtain a physical health evaluation.

Begin meeting with the Evelyn Kay Davis Center for financial education.

Find a mentor/sponsor if participating in NA or AA.

Attend weekly House Meeting at the Beacon.

Attend any classes as determined with your Case Manager.

Employment must be secured within 14 days of living at the Beacon and with a minimum working requirement of 32 hours per week.

If receiving SSI/SSDI benefits, volunteering 10 hours per week must be approved and secured with Case Manager.

Meet with Case Manager once per week.

Weekly itinerary (in this Guide Book) must be completed by 10:00 am each Monday.

Complete tasks, reading, and journaling as assigned in Guide Book.

No overnight passes.

Rent must remain current.

Follow all Beacon rules and complete chores in a timely and respectful manner.

With permission from Case Manager, curfew can be extended to accommodate for your job, as long as it does not prevent your attendance at House Meetings or other programming.

Phase 2

Curfew is 7:00 pm.

Minimum of one month.

Follow recommendations from substance abuse and mental health assessments.

Maintain a minimum of 32 hours a week of employment (or 10 hours of volunteer work if on SSI/SSDI.)

Meet with Evelyn Kay Davis for financial education.

Complete weekly itinerary by 10:00 am on Mondays.

Attend House meetings.

Attend any classes as determined with your Case Manager.

Meet with Case Manager one time per week.

Weekly itinerary (in this Guide Book) must be completed by 10:00 am each Monday.

Complete tasks, reading, and journaling as assigned in Guide Book.

Rent must remain current.

Set up and contribute to a savings account at Freedom Financial Bank.

Follow all Beacon rules and complete chores in a timely and respectful manner.

Two 24-hour overnight passes are allowed during this phase. See rules on overnight passes.

With permission from Case Manager, curfew can be extended to accommodate for your job, as long as it does not prevent your attendance at House Meetings or other programming.

Phase 3

Curfew is 8:00 pm.

Minimum of one month.

Follow recommendations from substance abuse and mental health assessments.

Maintain a minimum of 32 hours a week of employment (or 10 hours of volunteer work if on SSI/SSDI.)

Meet with Evelyn Kay Davis Center for financial education.

Complete weekly itinerary by 10:00 am on Mondays.

Attend House meetings.

Attend any classes as determined with your Case Manager.

Meet with Case Manager one time per week.

Weekly itinerary (in this Guide Book) must be completed by 10:00 am each Monday.

Complete tasks, reading, and journaling as assigned in Guide Book.

Rent must remain current.

Have at least \$250 in a savings account at Freedom Financial Bank.

Follow all Beacon rules and complete chores in a timely and respectful manner.

Two 48-hour overnight passes are allowed during this phase. See rules on overnight passes.

With permission from Case Manager, curfew can be extended to accommodate for your job, as long as it does not prevent your attendance at House Meetings or other programming.

Phase 4

Curfew is 9:00 pm.

Minimum of one month.

Follow recommendations from substance abuse and mental health assessments.

Maintain a minimum of 32 hours a week of employment (or 10 hours of volunteer work if on SSI/SSDI.)

Meet with Evelyn Kay Davis Center for financial education.

Complete weekly itinerary by 10:00 am on Mondays.

Attend House meetings.

Attend any classes as determined with your Case Manager.

Meet with Case Manager one time per week.

Weekly itinerary (in this Guide Book) must be completed by 10:00 am each Monday.

Complete tasks, reading, and journaling as assigned in Guide Book.

Rent must remain current.

Have at least \$400 in a savings account at Freedom Financial Bank.

Follow all Beacon rules and complete chores in a timely and respectful manner.

Two 72-hour overnight passes are allowed during this phase. See rules on overnight passes.

With permission from Case Manager, curfew can be extended to accommodate for your job, as long as it does not prevent your attendance at House Meetings or other programming.

Phase 5

Curfew is 10:00 pm.

Minimum of one month. Client will remain in this phase until moving out.

Follow recommendations from substance abuse and mental health assessments.

Maintain a minimum of 32 hours a week of employment (or 10 hours of volunteer work if on SSI/SSDI.)

Meet with Evelyn Kay Davis Center for financial education.

Complete weekly itinerary by 10:00 am on Mondays.

Attend House meetings.

Complete all classes as determined with your Case Manager.

Meet with Case Manager one time per month.

Weekly itinerary (in this Guide Book) must be completed by 10:00 am each Monday. Ask Office Manager if additional sheets available are needed.

Complete tasks, reading, and journaling as assigned in Guide Book.

Upon completion of Guide Book, clients are encouraged to continue reading and educating themselves on topics of interest.

Rent must remain current.

Have at least \$600 in a savings account at Freedom Financial Bank.

Follow all Beacon rules and complete chores in a timely and respectful manner.

Two 72-hour overnight passes are allowed per month. See rules on overnight passes.

With permission from Case Manager, curfew can be extended to accommodate for your job, as long as it does not prevent your attendance at House Meetings or other programming.

May be eligible to put in 30-day move-out notice and submit to Case Manager if:

The Guide Book and Beacon of Life programming is completed.

The client is in stable recovery and has set up a transition plan with Case Manager.

After You Graduate & Move Out

After living with us for 6 – 24 months and successfully graduating.

You will receive case management services for 12 months after moving out, with the Case Manager meeting with you over the phone or in person once a month.

You will be invited to attend Saturday night social events at The Beacon with current and former graduates.

You are encouraged to maintain contact with the community programs and services with whom you were connected, such as mental health counseling, substance use treatment, your sponsor, Evelyn Kay Davis, and others.

Consent and Acknowledgement Form

By signing this Consent and Acknowledgement Form, I agree that I have been given and have reviewed the Expectations, including Zero-Tolerance Policies, and the Phase Program for the Beacon of Life. My signature constitutes my agreement not to make a claim or bring suit against the Beacon of Life staff, volunteers, Board of Directors, or others involved with the work of the Beacon of Life because of these expectations.

Client Signature

Date

Beacon of Life Staff Signature

Date