The Stepping Stone Drop-In Center Association

PROCEDURE: Re-entry into the Community

PURPOSE: To outline the steps for a Member or Participant to re-enter the community after breaking a House Rule for which suspension is a sanction.

The Executive Director will determine the length of a suspension and when the suspension begins pursuant to He-M 315.08 Suspension of Membership or Participation. The Executive Director will consider the length of time between the Member or Participant breaking the House Rule and the initial contact to begin re-entry.

I. The Member or Participant will submit to the Executive Director a written Re-entry Plan in which he or she will take responsibility for the behavior which led to the suspension, apologize to the community, and present a plan to move toward changing his or her behavior.
II. The Executive Director will review the plan and work with the Member or Participant as necessary to prepare the plan for presentation to the community.
III. The Member or Participant will present the Re-entry Plan at a community meeting at the appropriate site(s), ask for feedback from the community, and answer questions. At the completion of the presentation, the Member or Participant will leave the property.
IV. The community will discuss the Re-entry Plan and the Member's or Participant's presentation and vote to allow the Member or Participant re-entry, request more information from the Member or Participant, or not to allow re-entry. If the community votes not to allow re-entry, the process will begin again.
V. The Executive Director will issue a written decision to the Member or Participant no later than 14 calendar days following a community vote.
VI. Upon re-entry the Member or Participant will begin a 90-day probation. If the Member or Participant exhibits behavior similar to that for which he or she was suspended or breaks a different House Rule, the existing suspension will be extended for 30 days, at which time a new re-entry process will begin.

Reference:	He-M 315
Approved by:	Members; BMHS; Board of Directors
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