



Handbook and House Rules

**Resident Handbook and House Rules
Butte SPIRIT Home**

Table of Contents

Welcome	3
Financial Commitment	4
BSH Disaster Plan	6
What to Bring	7
Phase Structure	8
Visitation Policy	11
Resident Rules	12
Resident Rights	16
Grievances	17
Acknowledgement and Signatures	18

Welcome

The Butte SPIRIT Center team welcomes you to the next step in your recovery journey. Entering treatment and the next steps of recovery support is a big and difficult decision and we're glad that you've chosen the Butte SPIRIT Home for help. Our recovery team is here to help and support you as you lay the foundation for your recovery, and we have put this handbook together both to orient you to our program, and answer questions that might arise regarding your rights and responsibilities as a Resident of our Home.

Butte Silver Bow Persons Invested in Recovery and Inner Transformation, or the Butte SPIRIT Center is a 501(c)3 non-profit organization operating as a community-based peer support organization to create transitional living environments for people recovering from substance use disorder.

Butte SPIRIT Mission Statement

Our mission is to provide supportive housing and services to those recovering from substance use disorders by creating an accessible, drug and alcohol-free environment, supporting fellowship and building partnerships among the recovery community. We seek to build connections with those that are invested in their own inner transformation, and to help them transition into a healthy peer supported network.

ZERO TOLERANCE: It is critical to the success of any recovery house that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here. Any relapse will result in discharge from the Butte SPIRIT Home.

Because the SPIRIT Houses' goal is to maintain a safe environment, some elements of the program have been developed with that in mind. For example, room searches, collections for Urinalysis, and Breathalyzer checks will occur at random times to all residents regardless of their phase in treatment. The SPIRIT House will cooperate with any administrative or criminal investigation regarding any resident.

It is strongly recommended that anyone new in recovery avoids any unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.

All Residents must read this handbook and to refer to it when in doubt about an issue. Any further questions should be discussed with the Residence Manager or brought up during the next house business meeting.

Resident Initial _____

Financial Commitment

Work toward becoming self-supporting, we provide “transitional” housing. The goal is to help you establish a foundation in recovery and transition into independent living.

The Butte SPIRIT Home fee is \$450 per month, with a deposit of \$200. The first month's fees and deposit are \$650 total, due upon admission and is the sole responsibility of the new resident, unless a 3rd party payee is involved, or the resident has applied for financial assistance for the first month through the Butte SPIRIT Center. Contact the Residence Manager if you need help applying for assistance. The first months rent will be prorated from the date the resident moves in until the first of the following month. Then the rent is due in full for the next month in accordance with the set schedule as outlined in the handbook.

House fees will continue to be due one week in advance of the end of the month (the resident will be paying for the upcoming month.) Residents who cannot cover their house expenses because they are unemployed or there is an issue with a third-party payee are to bring this to the attention of Staff immediately so that we can create a repayment plan for you. No lending or borrowing of money between transitional housing residents is permitted. It is understood that changes in Employment may take place. Our responsibility is to assist you with your Recovery, and financial challenges may arise during your time as a resident of the Butte SPIRIT Home. We are here to assist you if this situation comes up, it is especially important that you let Staff know as soon as possible. Any form of fee assistance (3rd Party) is to be approved by the Residence Manager. A three week notice must be given before moving out of the Butte SPIRIT Home or the house fee deposit will be forfeit. No deposit of house fees will be returned for stays less than seven days. If you are asked to leave the residence/discharged due to noncompliance with house guidelines, the deposit will be forfeit.

Your place of employment **MUST BE APPROVED** by the Residence Manager. Full-time students must work part-time (15+ hours/week). You are expected to be actively searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for discharge from the home.

Personal Finances & Program Fees

Managing fees and money is one of the most stressful things for many people in their first weeks and months in housing.

For example, if you move in on January 1st, and get financial assistance with the first month you still owe a refundable \$200 deposit for the month of January on the day you move in. If you still have not made a payment on February 1st, you will then owe \$650.

If you need to establish a repayment schedule for a balance owed, consult with the Residence Manager for a copy of the appropriate form.

What about my basic needs until am financially self-sufficient?

We have care packages of food and toiletries that we can provide until you start getting paychecks. Additionally, there is a meal plan, including breakfast, lunch and dinner, available for you at CCCS's Broadway Cafeteria for the first month.

Banking

Once you start receiving a paycheck, you are strongly encouraged to open a bank account. A lot of people avoid this out of fears of credit rejection, debt collection, etc.

We have a relationship with Glacier Bank in Butte located at 1880 Harrison Avenue. Our contact there is Simon and he can be reached at 406-497-7024 for a private consultation to set up an account.

For residents who have no financial experience or bad financial experiences, this can be an important step toward a lifestyle of recovery.

Please feel free to discuss your questions or concerns with the Residence Manager, Assistant Residence Manager or Executive Director.

Resident Initial _____

BSH Disaster Plan

BSH staff will conduct quarterly fire/evacuation drills, in which all residents will be required to attend. Evacuation routes are posted throughout the house and primary or secondary routes shall be followed as appropriate. Upon evacuation due to fire, all BSH residents will meet directly across from BSH on Galena St. to be accounted for and await proper authorities. In the event the BSH is not habitable due to natural or man-made disaster, BSH shall find appropriate emergency housing for all residents.

FIRE SUPPRESSION PROCEDURE:

Upon discovery of a beginning-stage fire, the resident shall obtain the fire extinguisher closest to their location and attempt to suppress the fire and contact the local fire department (911) by phone to advise them of the situation. Even if beginning stage fire was successfully suppressed the Fire Department should inspect the area and perform any additional suppression activities. Residents will not be allowed to return to an area where a fire has burned until such time as the Fire Department has declared the fire suppressed, staff has inspected the area and the area has been cleaned and/or debris has been removed.

If a non-beginning stage fire is discovered the person discovering the blaze should call 911 immediately.

If a smoke alarm sounds or you are instructed to evacuate the building, evacuate immediately!!! DO NOT stop to gather personal belongings!

EARTHQUAKE PROTECTION PROCEDURE:

In the event of an earthquake, protect yourself in a doorway or under a sturdy piece of furniture until shaking stops. Upon evacuation, ensure you do not stand under any power lines and stay clear of trees or other hazards.

Resident Initial _____

WHAT DO I BRING?

1. Clothing- should bring one and a half weeks' worth of clothing (9 days); should be comfortable for exercise and movement, and be appropriate for seasonal weather.
2. Shoes- At least one pair of comfortable tennis shoe type shoes that will be acceptable for hiking, walking and exercise. It is recommended Residents also bring a pair of slippers as well.
3. Personal Hygiene Items- Remembering you will be in the program at least 90 days please bring liquid soap, shampoo, conditioners, self-care items, and other hygiene items as appropriate. If you do not have these products you will be given trial size hygiene products until you are able to afford your own.
4. Personal Medications- Residents must bring all currently prescribed medications with them; all medications must be included on the application. Residents must also indicate any and all supplements they plan on bringing on the Personal Medication List. All medications and supplements must be provided in their original labeled containers. These medications will be held in a locked container, with access provided at the appropriate time by the Residence Manager.
5. Weather Specific Clothing- If you will be attending treatment during the winter season please ensure you have a warm winter coat, gloves, and winter boots. In the summer please ensure you have a light jacket.
6. One Large Suitcase or Duffle Bag- Residents will not be permitted to bring more than one large suitcase or Duffle Bag to contain all their personal items. Residents will only be allowed to have enough clothing for one week, clothing beyond this will be stored or sent home.

WHAT SHOULD I LEAVE AT HOME?

- Personal Bedding- Sheets, Blankets and Pillows
- Aerosol spray deodorants and body sprays
- Products containing alcohol
- Towels and washcloths
- Stuffed Animals
- Adult Material Media
- Inappropriate clothing
- Contraband items
- Furniture Items
- Television
- Bar soap
- Colognes

Resident Initial _____

Phase Structure

Phase 1: Orientation/Adjustment/Education (approximately one to three weeks)

Entering Phase 1, you will receive the Resident Handbook containing information on rules, infractions, privileges, consequences, grievances and services provided by the Butte SPIRIT Home and our contracted partners which include the SMART Program and Serenity in Motion.

- Active participation and progress made (as determined by the Treatment Team) in the appropriate Level of Chemical Dependency treatment
- Displayed behaviors indicating a progression from Pre-contemplation or Contemplation Stage to beginning Preparation Stage of 'Readiness to Change'.
- Received the endorsement of a majority of the BSH population.
- Completion of the required number of meetings outlined by the outpatient chemical dependency program. Which is 5 support meetings which are outside the house. 2 therapeutic meetings and 1 mental health meeting which are inside the house.
- Consistent attendance of appointments with community providers (Chemical Dependency/Mental Health)
- Consistent attendance/participating in BSH group activities
- Consistent in arranging a monthly treatment team meeting to discuss progress in the program.
- Comply with the requirement of looking for work by completing 14 applications a week while in this Phase.
- While unemployed the resident has done other things to give back to the program and community (such as janitorial services at BSH and community service)
- Recognized the need to utilize newly acquired social/coping skills.
- Completed all necessary assessments recommended during this Phase.

Privileges:

1. Able to have visitors on the weekends (Friday and Saturday from 5:00 pm to 9:00 pm) and Sunday from 6:00 pm to 8:00 pm.
2. Curfew is 8:30 pm Sunday through Thursday and 9:00 pm Friday and Saturday.

Phase 2: Utilization and Integration of Recovery Concepts and Skills (one to three months)

Upon satisfactory completion of Phase 1, you will progress to Phase 2 of the Butte SPIRIT Home. Staff will re-evaluate, on a regular basis, your cognitive functioning to assure your ability to receive and process information.

- Active participation and progress made (as determined by the Treatment Team) in the appropriate Level of CD treatment
- Displayed behaviors indicating a progression from Preparation Stage to the Action Stage of 'Readiness to Change'
- Completed the recommended number of meetings outlined by the outpatient chemical dependency program. Which is 5 support meetings which are outside the house. 2 therapeutic meetings and 1 mental health meeting which are inside the house.

- Continued to schedule monthly treatment team meetings to discuss progress in the program.
- Maintained stable employment of at least 35-40 hours a week.
- Completed the following tasks:
 - Resident is able to accept responsibility for his behavior, problems and solutions - Honesty
 - Resident has participated consistently in daily activities- Willingness
 - Resident has developed a positive social network of peers - Hope
 - Resident has earned increasingly more privileges - Discipline
 - Resident has become an established role model and provides leadership in the community - Service
 - Resident utilizes the group process to identify feelings, address issues, confront fears and learn about differences and similarities - Open Mindedness
 - Resident practices sociable confrontation skills with community members consistently - Courage
 - Program may develop additional criteria at their discretion
- Maintained a zero balance on rent at the BSH
- Complied with following through treatment recommendations (mental health, medical needs, dental needs, Vocational Rehabilitation, GED, etc) - Integrity
- Took a more active role in the house meeting, discussing more openly their progress in recovery and any concerns they may have - Humility
- Initiated and coordinated peer group activities.
- Internalized newly acquired skills and is using them more consistently.
- Improved his social and assertiveness skills.
- Developed an initial plan and has begun to implement regarding stable housing/return to the community.

Privileges:

1. Able to have visitors on the weekends (Friday and Saturday 4:00 pm to 9:00 pm) and on the weekdays (Sunday through Thursday 5:00 pm to 8:00 pm)
2. Curfew is 9:00 pm (Sunday through Thursday) and 9:30 pm (Friday and Saturday)
3. Able to request 3 overnight trips a month with return by noon of the last day.

Phase 3: Relapse Prevention and Community Transition (approximately two to four weeks)

Upon satisfactory completion of Phase 2, you will progress to Phase 3 of the Butte SPIRIT Home. During Phase 3, you will prepare for transition from the Butte SPIRIT Home back into the community. Phase 3 residents are viewed as the leaders and role models for Phase 1 and Phase 2 residents.

- Active participation and progress made (as determined by the Treatment Team) in the appropriate Level of CD treatment
- Completed the recommended number of meetings outlined by the outpatient chemical dependency program Which is 5 support meetings which are outside the house. 2 therapeutic meetings and 1 mental health meeting which are inside the house.

- Continued to schedule monthly treatment team meetings to discuss progress and ultimate transition from the program.
- Maintained stable employment of 35-40 hours a week or attended school on a full-time basis and did volunteer work.
- Completed of the following tasks:
 - Resident has focused on strengthening their psychological and social skills to prevent relapse after they leave the home
 - Resident has identified and addressed work and relationship difficulties and developed a positive social network outside the home
 - Resident will be able to manage recreation and leisure time as well as perform daily living skills
 - Resident is able to maintain abstinence outside the home and cope with social situations and feelings that could trigger use.
- Maintained a zero balance on rent at the TLF.
- Maintained a savings account with a minimum \$500.00 balance upon discharge
- Obtained affordable housing in the community or community they wish to reside in.
- Utilized resources in the community effectively in their recovery
- Participated in discussion in the house meeting and has provided feedback and support
- Demonstrated skills for pro social thinking or behaviors with minimal prompting.
- Demonstrated the skills of mentor/leader for newer residents over a period of time
- The resident has been a positive role model regarding his ability to follow rules
- Presented and discussed the feelings and issues experienced in preparing for a possible return to the community and how he will cope.

Privileges:

1. Able to have visitors on the weekends (Friday and Saturday) from 2:00 pm to 9:00 pm and on the weekdays (Sunday through Thursday) from 4:00 pm to 8:00 pm.
2. Curfew is 10:00 pm (Sunday through Saturday)
3. Able to request 4 overnight trips a month with return by curfew

Unsuccessful Discharge & Transfer

Unsuccessful discharges may occur if payment authorization is denied, if you are in need of a higher level of care, when your Recovery Team agrees that your needs would better be met in a different placement, or if you choose to leave.

If you do not take responsibility for completing assignments/goals and progressing from phase to phase you will face consequences. Criteria for program failure will be progressive, with residents having opportunities to address concerns and take appropriate action.

After the staff has made every reasonable effort, residents who do not make positive changes may be discharged from the program. Breaking any of the cardinal rules will result in discharge from the program. Also, repeated violation of the other rules may result in program failure.

Resident Initial _____

Visitation Policy

1. All visitors must fill out a “Request for Approved Visitor Form” form that the resident can receive from BSH staff. This form must be completed and returned to staff for approval. All visitors must be approved prior to visiting the resident.
2. Visitation is a privilege and staff may deny visitation to any person deemed to be a threat to the safety or security of the program, its participants, staff or other visitors.
3. Background checks may be done on potential visitors. Staff has the right to require one be done should a concern arise. Visitors who arrive without prior authorization will be turned away. No exceptions.
4. Visitors may be subject to searches (this includes all visitors).
5. Visitors may bring packages during visitation.
6. Visitors must remain in the designated visitor’s area and are not permitted in the resident quarters at any time.
7. No drug or alcohol consumption prior to attending a BSH visitation. If there is suspicion that a visitor might be under the influence, it will be at staff’s discretion to ask them to leave the property.
8. Physical contact with visitors is to be limited to a brief embrace and /or kiss at the times of both arrival and departure. Hand holding is permitted as long as hands and arms stay in the open and in plain view. No fondling or sexually motivated touching will be tolerated to include, but not limited to, straddling or intertwining of the legs or arms. No one may lie down on the couches, chairs, tables, or floor during visits.
9. Visitors must be dressed appropriately.
10. Visitors may not arrive before visiting hours begin and are expected to leave promptly at the end of visiting hours.
11. The BSH is a non-smoking facility.
12. The BSH will establish visitation hours and location of visits. Residents will adhere to the number of hours they are approved for regarding visitation based on their current phase in the program.

Residents or visitors who fail to adhere to the visiting rules may have their visiting privileges suspended or terminated.

Residential Initial _____

BSH Resident Rules

In order for the BSH to maintain a safe, clean and responsible environment for residents, there are rules to be followed. Rules are important as they establish healthy boundaries and allow residents the opportunity to learn to maintain a physically and psychologically safe community.

We expect you to comply with the rules and expectations so as not to put your residency in jeopardy. If you have any questions or concerns as you progress through the program, please discuss them with the BSH staff.

Prospective clients need to understand that they will interview with the BSH staff prior to acceptance and placement into the BSH.

Community Rules: These rules are intended to protect the physical and psychological safety of the community. They are strictly enforced and breaking one of these rules may result in being discharged from the BSH. Community rules include, but are not limited to:

- No physical violence (includes threats and any forms of aggression or intimidation)
- No drugs, alcohol use or trafficking
- No going into bars or casinos for any reason.
- No sexual acting out including romantic or sexual physical contact.
- No weapons.
- No arson or attempted arson.
- No destruction of property.
- No stealing or other criminal activity.
- No contraband.
- No violation of community, county, state or federal laws.

Cardinal Rules: These rules are necessary for the recovery process and also protect the physical and psychological safety of the community. The first step in addressing a major rules infraction is to conduct an intervention. If a Cardinal rule is broken more than once or several rules are broken only once the resident may be discharged. Cardinal rules include but are not limited to

- No physical violence
- No stealing or other criminal activity
- No drug, alcohol and/or trafficking
- No sexual acting out, including romantic or sexual physical contact
- No weapons
- No arson or attempted arson
- No walking out of groups
- No disrespectful behavior
- No lying
- No racial, ethnic, or sexual slurs
- No gambling on or off the premises
- No profanity or profane gestures

- No gang representations
- No destruction of property
- No threats of violence
- No non-verbal forms of aggression/intimidation
- No verbal forms of aggression/intimidation

House Rules: They are similar to society's expectations/ House rules include or are limited to:

- No pets.
- Residents need to maintain proper hygiene. Hand washing is required before handling any food products and after using the restroom.
- If you are ill, please remain in your room with the exception of eating and utilizing the restroom so as not to spread germs throughout the rest of the residence. Wash hands thoroughly and regularly.

Cleaning and House Chores

Each house member is expected to clean up after himself, to always leave a room as he found it, and to do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, rinsing dirty dishes and loading them into the dishwasher, putting things away after use, moving furniture back the way you found it, and throwing away all trash.

You have one hour to clean the kitchen after use.

- Leaving dirty dishes in the sink
- Leaving shoes, coat, or other personal items in a public area of the house or yard
- Leaving clothes, towels, etc on the bathroom floor
- Leaving the stove dirty after cooking
- Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty
- Littering the yard with cigarette butts or other trash
- Placing trash on the floor next to a full trash can. If it's full, take it out.

Chores will be assigned on a rotating monthly schedule. All house members are required to complete their assigned chores on time.

Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).

- The BHS staff will inspect the rooms before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given a 24-hour notice to complete it. Failure to complete the chore within that time will result in consequences.
- If the BHS staff asks you to redo your chore, you must do it. Failure to do so will result in consequences.
- If you know you will be unable to complete your chore, you may ask another house member to complete it for you.

Weekly House Meetings

- Each resident is required to attend two Therapeutic Community Meetings each week. The day and time of the meeting will be determined by the house manager.
- A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed in advance.

Smoking, Vaping and Nicotine Use

- In the spirit of equal restriction for all nicotine users, none of the above is permissible in the BSH; this includes all smokeless tobacco and nicotine containing products.
- Use is permitted outside the BSH if you are at least 25' away from the home in a designated smoking/nicotine use area.
- Cigarette butts must be extinguished and placed in appropriate receptacles placed on the property.

Laundry

- A washer and dryer is provided for your use. Residents are responsible for washing their personal laundry at least one time a week and to be respectful of others who need to use the laundry facility.
- Residents are expected to wash their bedding and towels weekly.
- Laundry area must be maintained and cleaned after each use including lint being removed from the dryer after each use.
- BSH staff may request that excessively dirty, oily or soiled garments be cleaned at a commercial laundromat.

Moving

- Residents must provide a two-week notice in writing to staff with their intent to move out.
- Residents must provide a forwarding address upon discharge.
- If no forwarding address is provided all mail will be returned to the sender.
- Prorated rent reimbursement will be provided to the resident if the two week notice is provided and the rent for the current month is current.

Room Assignments

- Room assignments are determined by the BSH manager.
- Room changes are made at the sole discretion of the BSH House Manager.
- Residents are permitted in their assigned room only.
- Residence room doors must be open at all times during the day when the room is not occupied.
- Residents must not self-isolate in their rooms.

Room Searches

- Random room searches can be conducted at any time by BSH staff to search for contraband.
- While it is preferable that the resident is present, searches can occur at any time. Residents will be provided a written notice by BSH staff if their room has been searched when they are not present.

- Staff may enter rooms at their own discretion at any time to ensure the safety of the residents.

Spiritual Practices

- BSH staff supports residents in exploring their spiritual / religious practices.
- Rituals and practices within the home itself must be limited to practices that maintain the safety and security of the home as listed elsewhere in this manual.
- Residents are not required to attend or participate in religious / spiritual services or discussions.

Cell Phones

- Cell phones are permitted in the BSH and each resident is responsible for their own phone.
- BSH is not responsible for any misuse or theft of cell phones.
- Residents must register their cell phone numbers with the BSH staff and advise of any change to the numbers immediately.
- BSH will maintain a landline for use by the residents. When answered by a resident it will be answered by a “hello” to protect the confidentiality of the residents.

Transportation

- With very few exceptions, personal vehicle privileges will be granted to Residents upon completion of Phase 1.
- Driving privileges may be extended to residents. In that case proof of license, registration and insurance must be provided to the BSH staff so a copy may be maintained in the resident file.
- Any resident transported to or being picked up at the BSH must present for the BSH staff the license, registration and current insurance certificate for the driver and vehicle they are being transported by.
- When residents gain the privilege of having a vehicle while in residence it must be kept in good working order, properly registered and insured and parked in the front of the BSH. While parking is limited, residents must be respectful of other community residents and may not park in the alley or driveway of the BSH in the rear of the residence.
- While residents are encouraged to use public transportation in Butte, they may possess their own bicycle for their use and are encouraged to wear helmets when riding.
- BSH will waive the requirement for copy of vehicle registration, insurance card and license for commercial forms of transportation such as taxi, uber etc..

Wall hangings, furniture etc

- Each resident is provided a bulletin board in their room to post reminders, pictures or any other material for their personal use. All material must be consistent with house rules and may not be considered contraband in other parts of this manual.
- You may maintain pictures in frames that are placed on your furniture.
- Nothing may be hung on the walls in your room.

Residential Initial _____

Resident Rights

1. Residents have the right to a safe and humane psychological and physical environment.
2. No Resident in the Program shall be subjected to verbal abuse, sexual abuse, neglect, or physical abuse.
3. No Resident in the Program shall be subjected to unusual, severe, cruel, humiliating, or unnecessary punishment.
4. Residents have a right to dignity, confidentiality, and privacy, when it is not contrary to the Resident's treatment plan and safety of the Resident. This includes recognition and respect in the delivery of all services.
5. Residents have the right to be admitted to treatment without regard to race, color, creed, national origin, religion, sex, sexual orientation, age, or disability, except for bona fide program criteria.
6. Residents have the right to be reasonably accommodated in case of sensory or physical disability, limited ability to communicate, limited English proficiency, or cultural differences.
7. Residents have the right to be treated in a manner sensitive to individual needs and which promote dignity and self-respect
8. Residents have the right to be provided with the Resident grievance policy and procedures.
9. Residents have the right to not be punished or suffer retaliation for making a grievance.
10. Residents have the right to review their own treatment records in the presence of the administrator or designee;
11. Residents have the right to be fully informed of all fees charged including fees for copying records to verify treatment and methods of payment available.
12. Residents have a right to opinions and recommendations when developing their individualized case plan/treatment plan. A Resident's signature on the case plan/treatment plan shall indicate that input from him has been heard.
13. Residents have a right to develop their own recovery plan, with the assistance of a Certified Behavioral Health Peer Support Specialist (CBHPSS)
14. Residents have a right to receive educational services in accordance with Montana law.
15. Residents have rights to family contact, in person or telephonically, but the placing authority, Probation & Parole, and/or the Court may put special restrictions on such contact in writing to Butte SPIRIT Center.
16. Residents shall have a right to send and receive sealed mail unless the placing authority, Probation & Parole, Recovery Team, and/or the Court puts special restrictions on such contact in writing to Butte SPIRIT Center based upon the individualized treatment and safety needs of the Resident. The Recovery Team will create a No-Contact List for each Resident when deemed necessary. The Recovery Team will also develop an approved contact list on a case-by-case basis.
17. Residents shall have an unrestricted right to send and receive sealed mail from their placing worker, attorneys, physicians, Court officials, and involved government officials.
18. Residents have the right to religious worship and spiritual beliefs. No individual shall be required to engage in any religious activities or be dissuaded from spiritual beliefs.
19. Residents have the right to seek adequate medical treatment for physical ailments.

Residential Initial _____

Grievances

The BSH has an established protocol for any resident that wishes to file a grievance against the home or staff related to any incident they deem egregious. Grievance forms are available in your resident packet. The form must outline in complete detail the nature of the grievance including a proposed solution. BSH staff or board will review grievance forms in a timely manner and an outcome or solution will be forthcoming within 5 business days. In the event the grievance is determined to need additional review beyond 5 business days you will be notified.

Resident Initial _____

I agree to abide by all the aforementioned rules and regulations of the BSH. Further, my character will reflect the following attitudes while I remain a resident:

- HONESTY – Fairness and straightforwardness of conduct: adherence to the facts.
- HOPE – To expect with desire; something on which hopes are centered.
- FAITH – Complete confidence; belief and trust.
- COURAGE – Firmness of mind and will in the face of extreme difficulty; mental or moral strength to withstand fear.
- INTEGRITY – The quality or state of being complete or undivided; soundness.
- WILLINGNESS – Prompt to act or respond; accepted and done of choice or without reluctance.
- HUMILITY – Not proud or haughty; not arrogant or assertive; a clear and concise understanding of what we are, followed by a sincere desire to become what we can be.
- LOVE – Unselfish concern that freely accepts another in loyalty and seeks his good to hold dear.
- DISCIPLINE – Training that corrects, molds, or perfects the mental faculties or moral character; to bring under control; to train or develop by instruction.
- PATIENCE/PERSEVERANCE – Steadfast despite opposition or adversity; able or willing to bear; to persist in an understanding in spite of counter influences.
- AWARENESS – Alive and alert; vigilance in observing.
- SERVICE – A helpful act; contribution to the welfare of others; useful labor that does not produce a tangible commodity.

I, _____, received a copy of the BSH Handbook and House Rules. I have read the document and had an opportunity to discuss any questions that I had with the BSH staff.

I agree to abide by the BSH Handbook and House Rules. I understand that an infraction of the BSH Handbook and House Rules will lead to consequences that may include loss of privileges, sanctions, and in some cases formal disciplinary actions that may include removal from the BSH. I also understand that if I commit any crime while at the BSH I may be turned into law enforcement officials.

I also acknowledge that the BSH cannot be held liable for loss or damage to any of my personal belongings due to fire or other damage producing events or theft. I understand that any personal belongings left at the BSH beyond 7 days after my release or departure from the home becomes the property of the BSH. I also understand that neither the organization or any of its agents, members, or staff shall be liable for any loss and/or injuries to persons or property suffered by me while in or about the premises of the BSH.

I also understand that if I relapse while I am living at the BSH I am not to return to the house until I have spoken with staff about the situation and have come to some type of resolution. I understand that I will not be able to pick up my belongings until I have met with staff. If I have not met with staff within 7 days following my relapse that my belongings will become the property of the BSH.

I understand that the BSH Handbook and House Rules have been established to provide structure and outline the expectations of the Program. The staff of the BSH can make exceptions, as needed to any of the expectations outlined in the BSH Handbook and House rules. If there are any changes to the rules, residents will be notified in writing within 5 business days of the changes.

Resident Name (Printed)

BSH Staff Witness

Resident (Signature)

Date