



Transitional Homes Handbook and House Rules

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WELCOME

The community of the Butte SPIRIT Home (herein referred to as BSH) would like to welcome you to the next step in your recovery journey. Entering new levels of independence within the ongoing process of recovery is always a big and difficult decision. We are here to help and support you as you lay the foundation for your recovery within the community. We have put this handbook together to either orient you to our transitional home and to answer questions that might arise regarding your rights and responsibilities as a Resident of the Home. It reflects a **least restrictive, peer supported, and nonclinical** model. If anything, here is unclear, ask your **Lead Resident (LR) or Assistant Residence Manager (ARM)**.

Moving into the BSH is your opportunity to learn and practice the skills that will carry you into a new way of life. It's your chance to build lasting and supportive relationships, shake off old habit patterns that have been holding you back, and to open up to the world of opportunity that awaits you in a life of recovery. As you step into this new way of living, BSH presents you with three keys to making this step of your journey a success:

1. Practice Rigorous Honesty
2. Do the Uncomfortable Work
3. Surrender the Outcome

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.

Butte Silver Bow Persons Invested in Recovery and Inner Transformation, or the Butte SPIRIT Homes 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.

WHAT WE ARE (AND AREN'T)

- We are **recovery housing**, not a treatment program or medical provider.
- You'll find structure, peer support, and a sober environment. Optional groups and community resources are available.
- **No curfew. No routine sign-in/out.** We use community agreements and mutual accountability.

GETTING STARTED

Move-in (within 48 hours of acceptance)

- Orientation walkthrough and review of this handbook.
- Forms we complete together: **Resident Data, Emergency Contacts, Release of Information (optional/needed), Recovery Plan, Media Release, Resident Rights, Medication List, Fee Disclosure & Payment Agreement.**
- Belongings: reasonable limits based on room capacity. If there's **pest risk, a high-heat dryer cycle or bed-bug oven is required** for fabrics.

WHAT DO I BRING?

- Clothing- Bring one and a half weeks' worth of clothing (9 days); clothing should be comfortable for exercise, movement, and be appropriate for multi-seasonal weather.
- 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.
- 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.
- Personal Medications- Residents must bring all currently prescribed medications with them; all medications must be properly documented in the application process. All prescribed medications must be provided in their original labeled containers.
- Weather Specific Clothing- Please ensure you have a warm winter coat, gloves, and winter boots. In the summer, please ensure you have a light jacket.
- Up to Two Large Suitcases or Duffle Bags. Residents will not be permitted to bring more than two large suitcases or duffle bags to contain all their personal items.

WHAT DO I LEAVE AT HOME?

- | | |
|---------------------------------------|--------------------------|
| • Personal Bedding- Sheets & Blankets | • Inappropriate clothing |
| • Products containing alcohol | • Contraband items |
| • Towels and washcloths | • Furniture Items |
| • Adult Material Media | • Television |

WEEKLY RHYTHM & SUPPORTS

- **Weekly House Meeting** led by the **Lead Resident** (attendance expected).
- **Optional groups (off-site):**
 - **Mon evening** – clinical group at the clinically licensed homes
 - **Wed evening** –clinical group at the clinically licensed homes
- **Productivity expectation:** Aim for ~**32 hrs/week** total across work, school, volunteer, and/or treatment.

GUESTS & GOOD NEIGHBOR

- Guests are welcome **during quiet hours** ONLY in common areas. No overnight guests unless your posted policy allows and roommates consent.
- Be considerate with noise, parking, and trash. Park only where allowed; residents are limited to **one vehicle**. Proof of license/registration/insurance may be requested.

SUBSTANCES & CONTRABAND

- **Not allowed:** alcohol, cannabis, illicit drugs, illegal weapons, or misuse of prescriptions.
- **CBD:** only **non-intoxicating topicals** are allowed (no smokable/ingestible cannabinoids on premises).
- If substances/paraphernalia are found: item is secured; **ARM** is contacted; police are called for illegal substances. **Targeted UA/BA** may be requested (not whole-house by default). A safety plan is discussed for re-entry when needed.

TESTING (UA/BA)

- May happen **randomly** or **for cause** (e.g., observed impairment, possession, credible report).
- If you decline a test, it's treated as **policy non-compliance**; you may be asked to remain off-site while a **same-day confirmatory test** is arranged. A negative confirmatory test allows return.

MEDICATIONS & MAT

- You **self-manage** your medicines in your **personal lockbox**. Never share medications.
- **Buprenorphine (Suboxone) and other controlled medications** are allowed; the **ARM will conduct counts** (scheduled or cause-based) to prevent diversion. Tell us if your meds change.

PRIVACY

- We protect your information using **signed releases** (when needed), **minimum-necessary** sharing, and secure storage. We are **not** a healthcare provider. Ask if you want to revoke a release you've given.

FEE DISCLOSURE

- This section lists all fees, deposits, and any non-refundable items.
 - **Room Rate:** \$650 per month
 - **Deposit:** \$650 (refundable, less authorized offsets)
 - **Other Posted Fees (if any):** damages, excessive cleaning, etc.
 - **Third-Party Payers Accepted:** Any form of fee assistance (3rd Party) is to be approved by the ARM.
- If you fall behind, talk with us—**payment plans** are available and engagement in a plan helps you remain housed.
- First and last partial periods prorated by nights housed.
- **Refunds** generally require **30 days' notice**; damages may be deducted.

CONFLICTS, FEEDBACK & GRIEVANCES

- Try resolving concerns **peer-to-peer** first.
- If needed, go to **Lead Resident → ARM → RM (appeal)**.
- We acknowledge grievances **within 5 business days** and we do **not retaliate** for raising concerns.
- You can also contact **Recovery Access Montana (RAM)** as an external option. RAM details are posted in the house.

SAFETY & EMERGENCIES

- In any emergency, **call 911 first**. Then notify **LR → ARM → RM**.
- Know the evacuation route and outdoor **meeting point** (see posted map).
- Participate in **quarterly fire drills** and read the posted **Contact Tree**.

TEMPORARY REMOVAL (SAFETY)

- If there's an immediate safety risk or severe disruption, the **Lead Resident** may initiate a **time-limited temporary removal**. The **ARM** conducts a **same-day review** with the **RM** to confirm/modify/rescind and set re-entry steps.

LEAVING THE RESIDENCE

- Give notice per your Fee Disclosure. Complete the **Exit Plan** and room inspection; return keys; provide a forwarding address.
- We hold belongings for **2 weeks** after exit.

POSTINGS & HOUSE ADDENDUM

- Posted in your home: **Resident Rights & Grievance (RAM contact), Evacuation Map + meeting point, Contact Tree (LR → ARM → RM), Quiet Hours, Good Neighbor rules, Smoking Area, Naloxone location**.
- Your **House Addendum** lists the address, parking rules, room map, and any house-specific notes.

COMMUNITY AGREEMENTS

- Treat everyone with dignity; respect privacy; no harassment or threats.
- Keep shared spaces clean; do chores as assigned.
- Smoking/vaping only in designated areas.
- **Quiet hours**: default **10pm–8am** (your House Addendum may adjust).

RESIDENT RULES

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.

Cardinal Rules:

These rules are necessary for the recovery process and to 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 asked to move out. Cardinal rules include but are not limited to:

- No physical violence (includes threats and any forms of aggression or intimidation)
- 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 contraband
- 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
- No violation of community, county, state, or federal laws.

House Rules:

These rules align with society's expectations / House rules include but are not limited to:

- No pets unless the pet is a registered service animal and certification papers are submitted for approval.
- 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 except eating and utilizing the restroom so as not to spread germs throughout the rest of the residence. Wash hands regularly.
- Quiet hours must be respected in the home, out of respect for the other residents who are resting through the night: **10pm-8am**

Cleaning and House Chores:

Each house member is expected to clean up after themselves, to always leave any room as they find it, and to do their 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 is full, take it out

Chores will be agreed upon on a rotating schedule. All household members are required to complete their assigned chores on time.

- If you know you will be unable to complete your chore, you may ask another house member to complete it for you.
- Failure to complete chores may result in consequences, as determined in the Weekly House Meeting.

Weekly House Meetings:

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

Smoking, Vaping and Nicotine Use:

- Smoking and vaping is NOT permissible in the BSH
- 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 are provided for your use. Residents are responsible for washing their personal laundry at least once 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.

Moving:

- Residents must provide a 30 day 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 30 day notice is provided and the rent for the current month is current.

Room Assignments:

- Initial room assignments are determined by the LR & ARM.
- Room changes are made at the discretion of the House Meeting consensus.
- Residents are permitted in their assigned room only.
- Residence room doors must be open during the day when the room is not occupied.
- Residents must not isolate themselves in their rooms.

Room Searches:

- Random room searches can be conducted at any time by two people (LR, ARM and/or RM) to search for contraband.
- While it is preferable that the resident is present, searches can occur at any time. Residents will be provided with a written notice if their room has been searched when they are not present.
- ARM or RM may enter rooms at their own discretion at any time to ensure the safety of the residents.

Wall hangings, furniture etc.:

- Each resident is provided with 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.

Spiritual Practices:

- BSH 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 handbook.
- 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 ARM and advise them 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, do not state over the phone that you are in the “Butte SPIRIT Home”, “sober living”, “recovery residence”, etc.
- Cell phones are NOT ALLOWED during group meetings, all phones must be kept in Resident rooms during group sessions.

Transportation:

- Residents are permitted to have one vehicle maximum
- Proof of license/registration/insurance upon request
- Tow-at-owner-expense for violations.

ACKNOWLEDGMENT

I have received and reviewed the Butte SPIRIT Transitional Homes Resident Handbook and understand the expectations of residency.

Resident Name _____

Signature _____ Date _____

ARM/LR Name _____

Signature _____ Date _____

Thank you for choosing a Butte SPIRIT home. We're glad you're here.