



Sober Living and Recovery Support for Women

Resident Handbook

House Policies & Procedures

Rev March 2021

www.legacyhousetx.com

LegacyHouseTX@yahoo.com

913-963-5210

832-540-5649

Homeowner is member of



Legacy House is a women's sober living home owned and operated by a Licensed Chemical Dependent Counselor. We are in the Woodlands/Spring area of North Houston. We offer an ideal and supportive environment for women whose goals include freedom from substance abuse and alternative healthy coping skills to establish and maintain recovery from addiction. Our home offers a 12-step inspired, faith-based program and way of living that requires support group meeting attendance, employment, volunteering, continued education, attendance and successful completion of IOP or PHP programs, attendance to all house meetings and compliance with all house rules and policy.

In our house, we take the program of recovery very seriously. Your adherence to these guidelines is an indication of your attitude toward long-term recovery. By adopting the structure of our program, you will enjoy seeing your life change in many positive ways.

Upon arrival you will be breathalyzed and must submit to a UA test. All belongings that you plan to enter home with will be searched and gone through. Intake normally takes about an hour and consists of a thorough overview of program rules/policy, completed application, all documentation signed and financial obligations paid. We do not accept partial or weekly payments. We do accept credit cards, Venmo, Zelle, Pay-Pal, cash, cashier's check and checks.

Requirements for Admittance:

- Female
- 18 years or older
- An honest desire to stay clean and sober
- At least seven continuous days of sobriety (medical clearance if applicable)
- Must not present with any type of detox symptoms
- Preferably, a completion of an inpatient residential treatment program
- Willingness to take part in an IOP or PHP (if applicable)
- Ability to meet all Legacy House residency financial requirements (monthly rent)
- Signed agreement to follow all rules and procedures of program
- Proof/Documentation of a negative COVID-19 test is required 24 hours before entry

Provisions:

- Legacy House provides safe, structured, nurturing environment conducive to living a productive, happy life of recovery from substance abuse.
- Random drug screens and breathalyzer at no additional cost to resident
- Weekly inhouse meeting followed by an AA meeting
- Weekly 12 step Yoga class available (class is scheduled based on interest)
- All morning meals and Monday evening meals included
- Wi-Fi and printer access
- Assistance with Job search
- On Site Gym
- Assistance with securing an appropriate sponsor
- Sober coaching
- Sober companionship
- Some transportation
- Community resources to enhance sobriety

- Sober fun group activities
- Visitation for family and friends
- All paper products and cleaning supplies

House Rules/Operations/Procedures: _____

Curfew & Scheduling

- Resident must always sign in/out upon leaving/returning to the house.
- Schedule must be filled out every Sunday for the week on the whiteboard
- Sunday -Thursday – 10:00 P.M. curfew
- Friday and Saturday 12:00 A.M. curfew
- Monday Mandatory house meeting 5:30 P.M. – 8:00 P.M. (Every Monday, dinner provided).
- Weekday curfew adjustments are only considered if it's a job requirement. You cannot intentionally schedule yourself for a late shift.
 - If you are running late, you must notify house manager.
 - If being late becomes an issue, privileges will be taken away.
- Resident lead Morning Meditation M-F 7:45 AM. All residents are required to attend.
 - Wake up is 7:30 am already seated prior to 7:45 am start.

Weekdays: In rooms by 10:30 P.M. All lights and electronic devices off at 11:00 P.M.

Friday & Saturday: In rooms by 12:30 A.M. All lights and electronic devices off at 1:00 A.M.

- All residents are to be mindful of your housemate's schedule. Whether you must get up early or go to bed early. Be considerate and do your best not to wake or disturb others when you enter or leave the room. *Continuous disturbances will be addressed accordingly, and consequences administered
- No television or sleeping Monday – Friday between the hours of 9:00 A.M. and 4:00 P.M.
 - This includes on the couch or in common areas.
 - Exceptions are made for residents with a full-time job (32+ hours a week). ***Must be approved by Legacy management.**

Wake Up

- Monday thru Friday, wake-up is 7:30 AM at the latest. (Meditation at 7:45am)
- You can sleep in till 10:00 AM Two days per week total (Sunday to Saturday); if you work weekends your chosen weekday(s) to sleep in must be noted on the house calendar.
- You should be dressed for the day by 8:30 A.M weekdays and 10:30 A.M. weekends.
- Weekly and daily chores are to be completed by 10:00AM or prior to you leaving home in the morning. You must sign off on your chore or it will be considered not done.
- ALL BEDS MUST BE MADE EVERY DAY. YOU HAVE ONE HOUR AFTER WAKE UP TO HAVE YOUR BED MADE.
- **MUST BE READY FOR MORNING MEDITATION AT 7:45 A.M. IN THE MEDITATION AREA.** If you are not up and ready you will be considered late. This will result in consequences. There are no phones, no getting up for coffee, no vaping and no falling asleep. This will result in a behavioral write up.

Overnight Passes & Conditions:

For any pass to be considered, *resident must purchase a breathalyzer before they can go on pass.*

Management can and will call residents at any given time while on pass to be breathalyzed.

- **First Month: (30) days:** There will be no overnight passes granted during your first thirty (30) days of sober living.
- **Second Month: (after completing 30 plus days):** you will be eligible for (4) overnight passes in each month as long as you are not under contract or experiencing multiple behavioral write ups. In other words, you must be in good standing with the structure and program of Legacy House.
- **Third Month: After completing (60) plus days:** you are eligible for up to (8) overnight passes in each month if in good standing with house and not on contract.
- **Overnight passes are typically over a weekend, and for no more than (2) consecutive nights in a (7) day period. **Exceptions made on case-by-case basis.***
- If a resident is on pass or out of the house and unresponsive to management communication, that resident is considered insubordinate and will be considered for automatic discharge and referred out to either higher level of care or alternative sober living environment.

**7:00 P.M. Sunday night curfew for residents who utilizes a full weekend pass. This will assist you with completing weekend chores, collecting medications for following week, filling out weekly schedule board and completing all drug screens, ETG and breathalyzer.*

Passes must be turned in 48 hours before the time you leave

Passes will be granted on Case-by-Case basis and are subject to approval. Passes are a privilege. What is good for one person is not good for another. They can and will be denied if house rules are not being followed. Passes must have location and name of person or persons you will be with along with a phone number. Emergency passes may be granted upon program directors and house manager's discretion. Residents will always submit to a drug screen/breathalyzer upon return from a night away from house. **Typically passes are for weekends and are again approved on a case-by-case basis.*

Dating:

It is strongly suggested that anyone who is in their first year of recovery withstand from developing new intimate/sexual relationships. This is not conducive to your recovery. **Legacy House does not allow or condone our residents to begin new/intimate/sexual relationships during the first (90) days of sober living. A new relationship is defined as: relationships initiated during residential treatment prior to entering Legacy House as well as any new relationships started within the first 90 days of residing at Legacy House.** We will not knowingly grant passes that will enable you to date new partners during this time! However, we do understand friendships of the opposite sex. If you have any questions or concerns regarding this policy, please discuss it with house management team and we will gladly explain to you our reasoning. This policy is not punitive, but it is put into place to increase your chances of staying sober & allowing you the time to focus on yourself and your own recovery.

12 Step Meeting Attendance:

All Residents are required to attend **FIVE** 12-step meetings per week. The Monday night house meeting can count as one, as we will utilize the first hour of meeting as a process/weekly progress/check in group and the second hour will be an AA meeting. You can attend various types of 12 step meetings: AA, NA, Celebrate Recovery, Smart Recovery, etc... You will be supplied with a list of local meeting times and locations. If you are currently attending IOP or PHP you will attend the specified number of meetings that your particular program requires. IOP counts as one attended meeting and PHP counts as two. ***Resident must get weekly meeting sheet signed at each meeting attended and turn it into management at the Mandatory Monday night House meetings.**

Work

You are expected to find employment after two weeks upon entering house. We reside in an ideal location and have many options available for jobs near the house. If you don't find employment, you must participate in verified community service for a minimum of 24-32 hours per week. If for any reason you become unemployed community service must begin within 3 working days. Please do not quit a job without securing another job first. You must be working, volunteering, working out, and attending meetings, therapy, IOP or PHP during the day. **(If you are enrolled in an IOP and PHP, you are not required to work simultaneously)** There is no reason for you to be at the house during the day for extended amounts of time unless you work a night shift. School can replace work requirement.

Chores

Each house member is assigned daily chores and a weekend chore. Must do chores thoroughly and will be asked to redo if not done to standards. Details of each chore provided on the chore done. Please sign off on chore and the house manager will approve it.

Each house member is responsible for picking up their own belongings. Do not leave anything laying around including your water bottles, books and shoes. Please respect your house mates. EVERYTHING HAS A PLACE. IF YOU ARE UNSURE ABOUT WHERE SOMETHING GOES PLEASE ASK HOUSE MANAGER FOR HELP.

ASHTRAYS NEED TO BE EMPTIED AFTER USE!! SMOKING CIGARETTES IS ONLY ALLOWED OUTSIDE!

Beds are to be made properly every morning at one hour after wake up. Bedroom are to be kept neat and clean. Take initiative in keeping things tidy and organized...this is a life skill that equates to a clearer mind and more productive day. **You should not be getting back in your bed throughout the day.**

No more than 3 personal items on your bedside table at all times.

Eating is allowed in the commons area only (at kitchen bar, on TV trays or outdoor living spaces) ABSOLUTELY NO EATING IN BEDROOMS. Clean up all dishes, cookware, silverware and anything else

you eat. Do not leave dishes in sink. Either wash, dry and put away or place in dish washer.

All of your personal laundry must be washed, dried and put away on your designated laundry day/time. You are not allowed to do your laundry at any given time. (This would create confusion and lost laundry items). SHEETS AND TOWLES MUST BE WASHED WEEKLY. **If leaving for the day you must not leave laundry in the washer or dryer.**

Chores will be assigned on a weekly basis and posted on dry board by House Manager. Chores assignments will change on a weekly basis and be reassigned every Sunday and gone over every Monday night at House Meeting. Chores will be inspected at any given time. Be on top of your game. **If chores are neglected, you will be given a verbal warning and it will be addressed by you and your housemates during weekly meeting. If you continue to neglect your chores (2nd strike) a write up will occur and you will lose privileges (privileges may include use of your phone, TV, passes, etc.) 3rd infraction of chore responsibility can result in you being asked to leave or behavioral contract based on severity of rule infraction, how long you have resided in house and your attitude. Chores are to be done by 10 AM weekdays and 12 pm on weekends. If you leave early for the day (Before 10AM) you must complete your chores the night before or prior to departure.**

Hygiene

Hygiene- Taking care of yourself is a must in this house!! As a resident in this house you must shower every day, Hair must be washed at least every three days!! Must wear deodorant, wash hands and have good hygiene habits.

Feminine Products- Please Roll up used tampons, pads and discard them properly/lady like to show respect for other residents. DO NOT FLUSH TAMPONS OR PADS DOWN THE TOILET!! If a plumbing issue occurs due to the carelessness of your actions you will be financially responsible for the damage.

Guests/Visitation

- Visitation day/times are Saturday 10:00A.M. to 10:00 P.M. and Sunday 10:00 A.M. to 4:00 P.M.
- ALL VISITATIONS MUST BE PRE-APPROVED BY HOUSE MANAGER OR HOUSE MANAGEMENT: THIS INCLUDES PROGRAM DIRECTOR AND/OR OWNER/OPERATOR OF LEGACY HOUSE.
- Visitors are not allowed to eat food that is purchased for house members or residents. If you and your visitors do plan on eating at house, you will probably have to utilize outdoor table.
- Visitors are allowed in the common areas ONLY
- Common Areas include backyard and living room
- Alumni are always welcome, including house meetings.
- No children under 18 in the house without their parent.
- Notify housemates of pending visitors and make sure all are ok with it.

NO ACTIVE ADDICTS OR ALCOHOLICS ARE ALLOWED ON THE PREMISES AT ANY TIME!!!

There will be no fraternizing, hanging out with anyone whom you know is using/drinking. This is detrimental to your recovery.

Medications

It is important to take medication as prescribed and ensure timely refills, so you don't run out. Not taking meds correctly, i.e., consuming less or more than directed, can cause major mood swings. **We are not doctors.** Adjusting or changing our own medication is "self-medicating". Sharing of prescribed meds is grounds for expulsion of all parties involved. Any changes to your meds including type, dosage or quantity must be reported to the house manager **before** you begin the medication and the change must be recorded on your med sheet. Certain medications are not allowed in the house except with prior approval on a case by case basis. See list of prohibited meds. Days of the week" pill cases are to be used & pill bottles stored in lockers. Pill counts can be performed at any time. Over the counter meds must be approved by the house manager. No pseudoephedrine. If it is determined during a pill count that you are mismanaging your medications or taking more than you are prescribed you may be expelled, based on the situation this could be interpreted as a relapse. TAKE YOUR MEDS AS PRESCRIBED!! ALL PILLS MUST STAY IN ORIGINAL CONTAINER FROM PHARMACY WITH A CURRENT DATE, IT WILL BE CHECKED.

NO PRODUCTS CONTAINING ALCOHOL ARE ALLOWED IN THE HOUSE, INCLUDING KOMBUCHA. NO CBD OF ANY KIND NATURAL OR NOT, YOU MAY FAIL A DRUG SCREEN.

House Meetings/Process Groups

House Meetings/Process Groups are mandatory and are facilitated by homeowner: Kim Livesay, LCDC. House meeting begin promptly at 5:30 PM Monday's followed by an AA meeting that starts promptly at 7:00 PM. We will first hold a house meeting to establish how the house is doing and what improvements if any need to be made as well as any issues that may need to be discussed and vented. Progress Sheets are located in the dining room and must be filled out thoroughly prior to starting the meeting. House meeting will last anywhere from 30 minutes to an hour, we will then move into an AA Women's meeting in which often times members from our local recovery community join us. Dinner for all residents will be supplied at no additional cost to residents. The ONLY valid excuse for missing a house meeting is a work emergency or medical emergency, and the absence must be approved by the house manager. If a resident shares personal inventory details with you or with the group, confidentiality is a boundary to be observed by all, unless the information pertains to harming themselves, someone else or if they've relapsed.

Any member has the right to call an **emergency meeting**. If you feel something needs to be addressed immediately you may call one. Emergency meetings usually pertain to a relapse situation or a heavy confrontation. A majority of the house members **OR** the house manager must be present. The full house membership and manager must be present if the meeting pertains to a possible vote for an expulsion.

Meeting protocol. There will be: no lying down, no eating, no cell phone use and put ringer on silent, no leaving the meeting except to use the restroom.

Random Searches

Your personal items as well as your vehicle are subject to random searches.

Drug Screens/Breathalyzer

Expect to be drug screened and breathalyzed often. BEING ASKED TO SUBMIT TO A DRUG SCREEN OR BREATHALYZER DOES NOT INDICATE THAT WE THINK YOU HAVE RELAPSED; IT MEANS THAT WE ARE DOING OUR JOB.

Drug screens and breathalyzing will be random (no rhyme or reason).

If you are selected for a UA, either for a random test or if you are asked for any reason, you are to remain in the common area in the direct presence of the house supervisor on duty and you will be observed when you submit your sample. In the event of a positive test result, you may be asked to leave the house, and the specimen will be sent to a laboratory for conclusive testing using proper chain of custody.

In the event of a positive drug screen or an inconclusive drug screen/faint line. If there is any questionable drug screen then we will bring it to the lab and further testing and levels will be conducted at your own cost. However, if the drug screen comes back negative you will be reimbursed.

REFUSAL TO TEST IS AN ADMISSION OF GUILT

Disruptive Behavior

Disruptive behavior includes but is not limited to: verbal aggression, repeated infractions of house rules; “old behavior” such as stealing or lying; being in another resident’s room without permission; not performing chores; making noise to the point of bothering others. Generally, disruptive behavior is “conduct inconsistent with recovery-oriented lifestyle for themselves or others”, or that which disrupts the harmony of the house. Ongoing disruptive behavior is grounds for a behavior contract and, ultimately, after opportunities to self-correct, expulsion.

Confrontation/Communication

As individuals in recovery it is very important to learn to discuss our feelings and concerns. With issues, such as a member slacking on chores, breaking the rules, being negative or otherwise appearing to be in “relapse mode”, you should approach that person either individually or during the house meeting. The basis should always be to help that person to the next level of recovery, as opposed to a negatively attacking them for the level they’re at. Never try to work someone’s program for them, but do not allow their behavior to be disruptive to the house. Do not spread gossip. If another member brings an issue to you about someone else, help them process their feelings then refer them back to the member they’re concerned about, or suggest they bring it to the group and house manager.

Personal Conduct

- Residents are not permitted to enter any public establishment or forum where illicit drugs are commonly found and/or where the consumption of alcohol is the primary business (51%). This includes night clubs, adult entertainment clubs, dance clubs, or any other kind of club unless accompanied by people in recovery. Must approved by house manager.

- Residents are not permitted to get any tattoo work done or any piercings during the first 90 days of residing at Legacy House
- No taking nude pictures and posting on social media, will result in behavioral contract.
- Do not borrow or lend money, clothes, shoes, jewelry, accessories, cigarettes, food, other people's cars, etc. If you do borrow or lend such items, you do so at your own risk. Management and homeowners will not be responsible for any belongings that are not returned or returned in poor condition.
- No theft on or off premises! You may be asked to supply us with a receipt of purchased items at any time. Failure to do so will imply guilt and action will be taken accordingly.
- NO WEAPONS.
- Always keep your cash and valuables on you

Consequences of infractions of rules are:

1st rule infraction = verbal warning by house mgmt. or group discussion during weekly house meeting.

2nd rule infraction = write up and loss of privilege: phone use, earlier curfew, no visitation, loss of overnight pass, etc.

3rd rule infraction = dismissal/expulsion or behavioral contract depending on rule infraction and house vote.

Do not compare yourselves, your consequences or anything else to others in the program. We offer individualized care.

Infractions for verbal warning/reminder, write up, behavioral contract or dismissal include but are not limited to the following:

- Not responding to call or text from any member of management. We will take into consideration your work hours. If we are reaching out to you it is important. You have two hours to return a text or call. Anything over two hours will result in consequences.
- Laying in bed throughout the day
- Missing weekly house meeting (unexcused)
- Not signing out or signing back in
- Bedroom not maintained
- Food or open drinks in bedrooms
- Disrespecting others or spreading gossip
- Not abiding by curfew, wake up times or bedtimes/lights out times
- Not contributing to House Chores (including cleaning up after yourself in kitchen, common areas, bathrooms, etc.)
- Leaving on lights, fans or other appliances
- Not attending required amount of support group meetings: AA, IOP, PHP
- Sleeping or watching TV during prohibited hours
- If more than three days goes by and you have not secured or are actively searching for employment or volunteer opportunities you will receive verbal warning, 4th day write up, 5th day will be grounds for expulsion/dismissal.
- Letting your dirty laundry pile up by not washing, drying and putting away your laundry on

designated laundry day/time.

Grounds for Expulsion

Any resident who is intoxicated or is discovered to have relapsed while a resident of the house may be expelled or referred to the next higher level of care ie; Detox, inpatient treatment center; IOP or PHP; Other grounds for expulsion include:

- Any type of theft or criminal activity in or out of the house. This includes internet gambling!
- Abusing medications as per the house policy stated above.
- CREATING DRAMA/GOSSIP. This is a house of recovery and that is OLD BEHAVIOR
- Using over-the-counter herbs or compounds that may be mind, or mood altering.
(Examples include but are not limited to: CBD, KRATOM.)
- Physical aggression of any kind or destruction of house or personal property.
- Giving out the keypad door code OR copy of key to any non-resident.
- Smoking in the house.
- Unexplained absence / unknown whereabouts / no overnight check-in.
- Any member who knows about but does not report any of the above behaviors can be expelled for compromising and endangering the integrity of the house.
- Refusal to submit to UA, breathalyzer testing, or room search

Any resident who is expelled or leaves voluntarily should take their belongings; or they will need to schedule an appointment with staff to pick up their belongings during normal business hours. Personal items should be removed from the house within 3 days. Any remaining articles could be donated to a local charity. A resident expelled for behavioral reasons can petition for re-admission after 2 weeks. In the event of a chemical relapse, resident can petition for re-admission after 30 days, and upon house approval.

(Subscriber Number)

Special Instructions/Allergies/ Medical Conditions:

Have you had a flu shot in the last year? YES/NO If yes, then when was your last flu shot?

Prohibited Medications

The following medications are excluded from use, unless pre-approved by house staff prior to arrival.

- Adderall (stimulant, amphetamine)
- Alprazolam (Xanax, benzo)
- Ambien (Zolpidem, non-benzo)
- Ativan (benzo)
- Barbiturates of any kind
- Benadryl
- Carisoprodol (Soma)
- Clonazepam (benzo)
- Doceine Phosphate (opiate)
- Concerta (stimulant)
- Dalmane (benzo)
- Darvocet (analgesic non-narcotic)
- Darvon 65 (analgesic, non-narcotic)
- Fiorinol (barbiturate)
- Hydrocodone/Codeine (opiate)
- Hydromorphone (Dilaudid, opiates)
- Kadian (morphine sulfa, opiates)
- Klonopin
- Librium (benzo)
- Limbitrol
- Lorcet (narcotic analgesic)
- **Lunesta**
- Meperidine (opiate)
- Methadone (opiate)
- Morphine Sulfate (opiate)
- Nembutal (barbiturate)
- Nyquil
- Oxycodone (opiate)
- Oxycontin (opiate)
- Percodan, Percocet (opiate)
- Phenobarbital (barbiturate)
- Restoril (benzo)
- Ritalin (stimulant)
- Serax (benzo)
- Soma Compound
- Sonata
- **Subutex / Suboxone**
- Tranxene (Clonazepate, benzo)
- **Ultram (Tramadol)**
- Xanax
- Valium (Diazepam)
- Vicodin
- Vyvanse

Kratom and CBD are NOT permitted!! We have tests that detect these substances!!

I have received and understand the house operations and rules as provided and explained to me.

The Financial Agreement will be set on a monthly basis and automatically renews each month, with a 14-day notice of termination by resident that coincides with the end of a residency period.

Resident hereby agrees to no notice of termination for eviction pursuant to Texas Property Code Title 8, Chapter 91, Section 91.001(e). RESIDENT UNDERSTANDS AND AGREES THAT RESIDENCE IN THIS SOBER LIVERAG RECOVERY HOME UNDER THIS AGREEMENT EXCLUDES RESIDENT FROM NORMAL DUE PROCESS AFFORDED BY LOCAL LANDLORD- TENENT LAWS. IF RESIDENT IS EVICTED, RESIDENT MUST VACATE THE PREMISES IMMEDIATELY.

I hereby agree to observe strict confidentiality with regard to the residency of other individuals within the house. IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day and year below.

Resident Signature

Date

Legacy House, Representative

Date

Witness

Date

