



Resident Handbook

General Information

(January 2016)

ECHO GLEN CHILDREN'S CENTER

RESIDENT HANDBOOK

WELCOME TO ECHO GLEN!

This handbook is designed to give you general information on Echo Glen. When you are assigned to a cottage you will receive information on your specific cottage program and expectations.

If you have any questions about information in this handbook or anything else during your stay at Echo Glen please ask staff. There are many opportunities available to you at Echo Glen. We hope that you will become involved and take advantage of the many programs and services we offer!

COTTAGES

There are thirteen cottages on our campus. Currently nine are open. Each cottage has twelve to twenty bedrooms. You will have your own room. Cottages also have a living room, dining room, kitchen, a laundry room and staff offices. Many also have an indoor recreation/activity area.

Once you are assigned to a cottage you will be provided with a list of personal items that you may have in your room.

Each resident is expected to help keep the cottage and their room neat and tidy. You can be assigned a cottage "detail" or chore, in addition to keeping your room clean.

Bedtimes range from 8:15 p.m. – 10:00 p.m. in most cottages. The later bedtimes are earned through participation in your treatment program, positive behavior in the cottage and at school.

INDIVIDUAL AND GROUP COUNSELING PROGRAMS

Within the first week you are in your cottage you will be assigned a counselor. This person will help you to develop your individual program. All of the counselors in your cottage will work with you to assist you in reaching your treatment goals.

You will be involved in an individual and group treatment program called *Dialectic Behavioral Therapy* or DBT. DBT will give you skills for using here at Echo Glen and when you return to the community. Also, depending on your need, you may participate in programs such as Drug and Alcohol treatment, Aggression Replacement Therapy (A.R.T.), or Healthy Living.

MEDICAL SERVICES

Echo Glen has medical services available to you on campus. The doctor is on campus 3 days per week, along with many specialists who are on campus as needed. The medical staff will review your medical information and meet with you upon your arrival to Echo Glen. You can also expect to meet our dentist shortly after your arrival.

If you share information about abuse and neglect, Echo Glen's Medical Staff are required to report to this to the State Child Protection Services. If sexual abuse or harassment is reported and occurs at Echo Glen medical staff will also inform Echo Glen Administration. It is important to us that you are safe and free from sexual abuse and harassment.

If you do not feel well, let staff know. You will be asked to complete a medical request slip that will be forwarded to the health center so a nurse can follow up on your request. If you feel that your situation is an emergency, please inform staff immediately and they will call the health center staff.

SCHOOL

Our school program is run by the Issaquah School District. All residents are required to attend school. We also have a required summer school session. This will help you catch up with any missed credits that you may have or to get ahead.

The school is similar to a middle or high school program in the community. There are five class periods each day. Each period lasts about 50 minutes, some classes are offered in a block session, which is two 50 minute periods with the same teacher. School begins about 7:55 a.m. and ends about 2:30 p.m. The schedule on Wednesday is a shorter day.

Within your first couple of days at Echo Glen, you will attend school for testing so that the school registrar can develop your school schedule based on your academic needs.

Classes offered include the required programs such as math, science, English, history, etc. Elective classes may include computers, art, PE, parenting, cooking, horticulture and many others.

GED courses and testing are available if you qualify. The decision for a GED program is based on your age, school program, current credits and individual needs.

RECREATION THERAPY

Recreation Therapy (RT) at Echo Glen is developing safe, healthy, all-encompassing, high quality learning activities to help you experience and learn about your emotions, how to manage them, and ways to express them constructively. The RT staff incorporates the campus treatment model to promote DBT learning and skill

building focused on helping you handle stress, control impulses, and motivate you to achieve a “Life Worth Living”. Experiential learning activities include basketball, softball, swimming, flag football, floor hockey, volleyball, arts and crafts, adventure based counseling, ropes course and the pet therapy Canine Connections program. The RT staff also coordinates special events such as campus social activities, clinics and community service projects.

YOUTH VOICE

Echo Glen encourages and supports residents’ participation in the State Youth Voice and the Echo Glen Youth Partnership Council. Youth Voice advocates for changes in state law, policy or programs that affect youth. The Youth Partnership Council members have the opportunity to represent their peers at a monthly meeting with the Superintendent and Executive Team. Each cottage selects two residents to serve on the Youth Partnership Council. This group talks about policies, programs, and community service projects. Already they influenced change in Recreation Policy, Visitation Policy, and Compensation Policy for residents’ paid work. They also influenced the development of Community Service Projects. You will learn more about both Youth Voice and Youth Partnership Council.

FAITH SERVICES

A number of services are available to residents through the faith programs. These include one to one counseling, Sunday non-denominational services, Islamic Prayer service twice a month, monthly Native American Sweats and weekly bible studies. Special events such as Christian bands and youth activity nights are also offered.

Participation in religious programming is voluntary. If you are interested in receiving more information on faith services, complete the information form provided to you at intake or you can request that your cottage staff make an appointment with the coordinator for you.

VISITORS

Visiting hours are 1:00 p.m. – 2:45 p.m. on Saturday and Sunday as well as observed Holidays. On Wednesday and Saturday there is also a 3:15 p.m. - 4:45 p.m. session. Your assigned staff will work with you to develop an approved list of visitors that meets Echo Glen and your cottage’s guidelines. Visitors are usually limited to biological children and immediate family members. Your approved visitors must schedule their visitation time in advance. If your family cannot come on the scheduled visitation times because of work schedules or other restrictions, they can contact your staff or program manager to arrange for another visitation time.

MAIL

Mail is received Monday – Friday in your cottage. There is no set limit on the amount of mail you can receive. However, mail may not be received or sent to other juvenile or adult correctional facilities or group homes

without prior approval of your cottage program manager. This often also requires the approval of the administration at the other juvenile or adult correctional facilities.

All incoming mail is opened at reception by two administrative staff and checked for contraband and restricted items. If money is sent with the letter it will be placed in your account in accounting and a receipt will be placed in your letter.

Mail is not read unless you are on a restricted mail program. Mail may be read and restricted by staff when public safety, facility security and/or your treatment are in jeopardy. You will be notified in writing of these restrictions.

RESTITUTION/COURT FEES

If you owe restitution or a court fine, this means that half the money earned from any on campus job will be forwarded to the court for restitution and half will be placed in your spending account. If money is received that is specifically marked as payment for restitution/court costs, accounting will forward the money to the court for payment. Echo Glen provides service opportunities that encourage you to take responsibility for your actions and pay back what you owe to the courts.

PHONE CALLS

You will be allowed, at state expense, a weekly call to your family for 10 minutes. Incoming calls are limited based on our cottage program. Phone privileges are different in each cottage. General resident phone hours are 6:30 p.m. – 9:00 p.m. on weekdays and 10:00 a.m. - 9:00 p.m. on weekend and Holidays. Monitoring of telephone calls, by staff, is permitted for safety and treatment purposes. Staff is required to inform you if they will be monitoring your calls.

SMOKING

Smoking or use of tobacco products is not permitted by residents. Smoking is also not permitted by staff or visitors in any of the buildings or within 100 feet of the school at Echo Glen.

DISCIPLINE

Following is a list of offenses that will significantly impact your security and program levels. Often these offenses also require a referral to local law enforcement for prosecution through the King County Juvenile Court. This is not a complete list of major infractions.

- Assault of staff
- Assault of resident
- Escape or attempted escape
- Refusal to follow staff directives

PERSONAL PROPERTY

Your personal property must be limited to two boxes (18 h X 18 w X 12 d), usually items that are easily stored and transported. Personal individual items valued at more than \$100 will not be allowed at Echo Glen. At the time of intake you will inventory all personal items with security staff. If you have more personal property than the set limit, you will be required to return items home or to another approved location. If you are a state dependent or independent, you may be allowed to store belongings at Echo Glen. All personal property being stored by Echo Glen will be recorded by staff prior to being stored.

CONTRABAND/RESTRICTED PROPERTY

Contraband or restricted property will not be allowed. If you have contraband or restricted property, you could receive consequences.

Contraband is property which is illegal to possess, such as alcohol and other drugs, drug paraphernalia, weapons, pocket knives or other illegal sharps and any other items that serves as evidence of suspected illegal activity.

Restricted property is property which jeopardizes safety, health, security or treatment, such as glass, cell phones, clothing that depicts alcohol and other drug use, street gang related clothing, money in excess of \$2 without staff permission, certain recreation equipment (bats, ropes, etc.) music and books that depict and reinforce violence (including sexual violence), alcohol and other drugs or items restricted by the cottage.

YOUTH SEARCH AND SEIZURE

Staff may search you, living units and program area. Searches may be conducted as needed to ensure health, safety and security, to control contraband, or to recover missing property.

Searches are required:

- At initial intake to Echo Glen
- When there is a reasonable suspicion that a resident has contraband
- Prior to and return from off campus movement or activity
- When a youth arrives from another JRA facility
- Prior to movement of youth by JRA transportation
- When taken into custody by parole staff
- Random per security protocols

LEGAL SERVICES

Legal services are available to you at no charge. If you have a question or concern about any issue that you think could best be answered by an attorney, then you may either write or telephone the legal services attorney. Request forms are available in each cottage. A staff can assist you in placing a call if you request. If you pose an immediate health, safety or security risk or negatively impact the cottage program operations, staff may inform you that your call will be placed when you have demonstrated safe behavior.

The legal services attorney visits Echo Glen once a month and may schedule a visit with you to further discuss your legal concern.

Legal correspondence is confidential. You will need to provide written consent each time to staff before they can read your mail from an attorney.

YOUTH COMPLAINT APPEAL PROCEDURE

If you have a complaint about your program or an action taken by staff that you haven't been able to work out, you may file a youth complaint form. This will start a review process of your complaint. In your cottage there is a black box located by the front door where you can submit your complaint. Blank forms should also be available by the box. This box is emptied on a regular basis and complaints processed according to our policy timelines.

If you have a complaint that involves an allegation of sexual harassment or sexual abuse and choose to use the Youth Complaint process you are not required to attempt to resolve the allegation with the staff as part of the youth complaint process. If you submit a youth complaint that alleges sexual abuse or sexual harassment it will be forwarded directly to an administrator for review of processing requirements.

It is important for you to be fully honest in your report. There are consequences for false reporting of sexual harassment and sexual abuse allegations.

ZERO TOLERANCE OF SEXUAL ABUSE AND SEXUAL HARASSMENT

PREA is a Federal Act focused on the protection of youth and adults in residential facilities, jails and prison from sexual assault and sexual harassment. Throughout your stay at Echo Glen, you will receive information on the expectations of PREA. This includes brochures, classroom training and talks with your staff. You will see posters in your cottage and other buildings across campus.

Here is some information on PREA to help you understand your rights and expectations:

Sexual contact and sexual harassment between youth, even if perceived as consensual, is prohibited. You will receive consequences for violating this policy. In some cases this sexual contact may be a crime which we will refer to law enforcement.

Sexual contact and sexual abuse between a staff, volunteer or contractor and a youth is a crime. Sexual harassment between a staff, volunteer or contractor and a youth is a serious policy violation.

As a resident there are some things you can do to minimize risk of harassment or abuse, such as:

- Stay in view of a staff member when at all possible
- Trust your gut! If a situation feels unsafe it probably is!
- Do not accept favors, gifts or lend and borrow
- Tell someone if you feel unsafe
- Tell the Truth

If you feel you are a victim find a staff that you trust and report this immediately. You can also request to call the Washington State Child Protection Hotline 1-866-END-HARM (1-866-363-4276). Any staff can assist you in doing this. In school ask to speak to the principal or dean of students to make a call to the Child Protection Hotline. You do not need to tell staff the details of why you are calling the hotline. All allegations of sexual harassment and sexual abuse will be investigated. Honesty with CPS is important.

Staff will monitor you and others involved in the investigation to ensure safety throughout the investigation. Retaliation (Revenge) is a Policy violation and will not be tolerated.

You will be protected. You will be provided medical and mental health care. You have the right to be in an environment that is free from sexual abuse and harassment.

Youth advocate support

In addition to the services provided by our medical and treatment staff, if you are a victim of sexual abuse you may request contact with an outside advocacy program.

Our local program is:

King County Sexual Assault Center
24 hour access line: 1.888.99.VOICE (1-888-99-86423)

200 Mill Avenue South, Suite 10
Renton WA 98057
Main phone M-F: 425.226.5062

Echo Glen staff will request that the youth advocate inform Echo Glen if you disclose information that may put you or anyone at Echo Glen at risk of serious harm or injury.

We hope that this handbook has been able to answer some of the questions you have about Echo Glen. As we said before, if you have any questions, please ask we are here to help you. Also, each cottage has a program manual that you will receive when you are assigned to a cottage that can answer questions about your cottage program.