



Parke Creek Community Facility

# Program Handbook

Updated September 2020



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**Parke Creek Community Facility**  
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## Overview

This handbook provides an overview of the Parke Creek Community Facility program, information about opportunities and our expectations while you reside here. As you review this material, it is our hope that you find Parke Creek to be a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please don't hesitate to have your case manager reach out to any of the below listed Parke Creek staff or counselors.

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Phillip Wells, JR Supervisor

Jose Rios, JR Residential Counselor  
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## Program Introduction

Parke Creek Community Facility is one of seven state group homes for JR youth, and houses up to 14 male residents. Parke Creek is committed to fostering a warm and caring environment so that you feel safe in making big changes. Parke Creek also provides education, vocational training and treatment services to help you successfully transition back into the community.

Parke Creek uses the Integrated Treatment Model (ITM) and Dialectical Behavioral Therapy (DBT). Staff reinforce, cue and coach Aggression Replacement Training (ART) skills. The Parke Creek environment is skill-based and therapeutic in nature. Staff model pro-social behaviors by providing coaching and cueing to increase the effectiveness of the cognitive behavioral process. The program equips all youth with skills to help them control their emotions, think logically, make decisions and interact with others in a positive way.

Parke Creek leads new methods and techniques within JR, and employs counselors highly trained in behavioral science. Parke Creek also has a strong partnership with Central Washington University, and residents attend activities at the college like basketball, rugby, volleyball games and more.

We have school onsite, taught by a Kittitas School District teacher. Weekends offer a break from regular programming with activities like gym outings, family visits and in house movie nights. All meals at Parke Creek are nutritious and prepared by a cook. We encourage eating healthy, well-balanced meals.

Parke Creek has a reward system based on the phrase, "Catch someone doing something positive and let them know about it." Each resident earns points for positive skill-based behavior noticed during the day. Youth spend points on a variety of items, including additional phone calls, snacks, clothing items and more.

Residents are assigned a primary counselor who is responsible for caseload management. Most resident needs are directed to the assigned primary counselor. Your primary counselor is in regular contact with your family, counselors at your next placement and your parole officer. Your counselor works with you to establish an individualized treatment plan, short and long-term goals and target behaviors to work on during your stay.

## Program Orientation

Upon arrival, each resident will go through an orientation process. This includes meeting with staff for room assignment, taking inventory of your belongings, touring the facility, introducing you to residents and other staff and reviewing basic program rules and expectations.

### Safety

At Parke Creek, we want you to not only be safe, but also feel safe. It is important to know your privacy matters and we do not tolerate any physical or emotional intimidation by peers or staff. Staff do not physically restrain residents. Your privacy is considered and respected. Staff want to hear your concerns and if at any time you don't feel safe in the program or in our local community, please inform staff immediately. We will discuss the issue with you and help to identify some solutions to remedy the situation.

### Your Right to an Abuse-Free Environment

Parke Creek is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a zero tolerance policy toward all forms of sexual abuse and sexual harassment. This means staff investigate every report of abuse or harassment. As part of your orientation, you will receive a safety guide on sexual abuse and harassment and Parke Creek staff will educate you on:

- Your right to be free from sexual abuse and sexual harassment
- Ways you can protect yourself
- How you can report incidents
- Your right to be free from retaliation for reporting sexual abuse or sexual harassment
- The zero tolerance policy at Parke Creek and in JR
- The response procedures to sexual abuse and sexual harassment

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment in the following ways:

- Tell your counselor, a supervisor, teacher or any staff at Parke Creek you feel comfortable speaking with
- Tell someone you trust
- Call the END HARM Hotline at 1 (866) 363-4276
- Fill out a youth complaint form and turn it in
- Call the 24-hour Victim Services Hotline 1-888-560-6027

### Privacy

All residents have a right to shower, perform bodily functions and change clothing in privacy. The only exceptions to this is in an emergency safety situation (example: if you fell in the shower and needed medical assistance). In order to maintain your privacy we recommend changing clothes in the bathrooms. Residents must be fully dressed when moving from the bathroom/shower back to their bedroom (example: you may not walk to your room wrapped in a towel).

You may also change in your room. When staff are checking on residents, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in. Staff only enter your room in this instance if there is a safety or security issue.

During sleeping hours, you are required to be fully clothed in pajamas (t-shirt or tank top and shorts, sweats, etc.).

## Your Voice and Opinions Matter

At Parke Creek, we aim to teach you skills for getting your voice and opinions heard in an effective way. We welcome your feedback and will provide opportunities for you to participate in program planning and discussion groups, as well as opportunities to give your opinions, comments and feedback directly (in group or meetings) and indirectly (through feedback forms).

## Treatment and Programming

At Parke Creek, we incorporate Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM). Below is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.

## The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
  - How can we motivate you to want to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
  - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work and life events.
3. Skill Generalization
  - We help to ensure you are able to use the skills you have learned in a variety of contexts or settings. This is done through role-play practice and exposure to new places and situations (i.e. public school, job in community, new friends, etc.)
4. Structuring the Environment
  - We will help to create a place where you feel comfortable learning and using new skills. We will help to create an atmosphere that promotes your success and teach you how to structure your own environment for both short-term and long-term success.
5. Motivate and Engage Treatment Providers
  - This area of the ITM is for managers to make sure they motivate and engage the counseling staff to stay focused on the ITM model and provide you the best treatment guidance they can.

## Programming Opportunities and Expectations

### Job Training, School and Day Program

Parke Creek expects all residents to actively participate in daily programming, school and some weekend programming.

The purpose of a structured day program is to provide opportunities to develop a work ethic through completing details, education and treatment assignments.

| Parke Creek General Schedule   |  |  |  |  |  |   |
|--|--|--|--|--|--|---|
| Sunday   | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday  |
| <b>9 a.m.</b><br>Wake up<br>Breakfast  | <b>7:30 a.m.</b><br>Wake up, clean room, get ready for school, breakfast | <b>7:30 a.m.</b><br>Wake up, clean room, get ready for school, breakfast | <b>7:30 a.m.</b><br>Wake up, clean room, get ready for school, breakfast | <b>7:30 a.m.</b><br>Wake up, clean room, get ready for school, breakfast     | <b>7:30 a.m.</b><br>Wake up, clean room, get ready for school, breakfast | <b>9 a.m.</b><br>Wake up<br>Breakfast   |
|  | <b>8:30 a.m. – 12 p.m.</b><br>School                                     | <b>8:30 a.m. – 12 p.m.</b><br>School                                     | <b>8:30 a.m. – 12 p.m.</b><br>School                                     | <b>8:30 a.m. – 12 p.m.</b><br>School   | <b>8:30 a.m. – 12 p.m.</b><br>School                                     |   |
| <b>10 a.m.</b> Snack Box Open During Break   |  |  |  |  |  |   |
| <b>12 p.m.</b> Lunch   |  |  |  |  |  |   |
| <b>1 p.m.</b><br>Outings (if available)  | <b>1 p.m. – 3 p.m.</b><br>School   | <b>1 p.m. – 3 p.m.</b><br>School   | <b>1 p.m. – 3 p.m.</b><br>School   | <b>1 p.m. – 3 p.m.</b><br>School   | <b>1 p.m. – 2 p.m.</b><br>School   | <b>1 p.m.</b><br>Outings (if available)   |
| <b>1 – 4 p.m.</b><br>Visitation  |  | <b>2 p.m.</b><br>Staff meeting   | <b>2 – 2:45 p.m.</b><br>Group A: School<br>Group B: Skills group         | <b>2 – 2:45 p.m.</b><br>Haircuts<br>Group B: School<br>Group A: Skills group | <b>2 p.m.</b><br>Generals  | <b>1 – 4 p.m.</b><br>Visitation   |
| <b>3 p.m.</b> Snack  |  |  |  |  |  |   |
| <b>5p.m.</b> Dinner (details begin as residents finish eating)                     |  |  |  |  |  |   |
| <b>7 – 9 p.m.</b><br>KHS gym   | <b>7 p.m.</b><br>CWU movie night   | <b>7 p.m.</b><br>Outings<br>Mentor on site                               | <b>7 – 9 p.m.</b><br>KHS gym   | <b>7 p.m.</b><br>Outings   | <b>7 – 9 p.m.</b><br>KHS gym<br>Soda and popcorn for all levels          | <b>6 p.m.</b><br>Church<br><br><b>7 p.m.</b><br>Soda and pizza party for levels 2 and 3 |
| <b>7 p.m.</b> Snack Box Open for I/AR<br><b>8 p.m.</b> Snack Box Open for Everyone |  |  |  |  |  |   |

## General Parke Creek Program Expectations

Our goal is for you to use the skills learned in DBT groups during your stay at Parke Creek. We expect you to practice what you have learned and skillfully deal with issues as they arise in your daily interactions, both during your stay and after your release.

At Parke Creek, there is a basic expectation of integrity, honesty, respect, maturity, responsibility, compliance and appropriate language. These expectations are designed to facilitate your daily programming needs and to ensure the safety and security of residents, staff and the community.

Residents will follow daily programming appropriately dressed and presentable (no sweats or slides and trimmed nails, neat hair). Failure to follow daily program expectations results in loss of privileges up to and including AR.

## Skills Group

In skills group, residents learn DBT skills and learn how to apply them in various situations using role-play. Staff divide residents into two skills groups that meet twice weekly. Staff assign homework each week, which you must complete by the next group meeting. Failing to complete homework may result in an I status.

## School

Residents are required to attend on-site school Monday through Friday. Staff post the daily school schedule on the door to the kiosk. Please ask the teacher for specifics on school rules and expectations. School is the most important activity at Parke Creek. Doing well in school helps with levels and other privileges at the house. Doing poorly hinders levels and privileges.

## Details Assignments

- Staff expect all residents to participate in daily details
- The detail assignment list is posted on the kiosk window
- Every resident has a detail to perform each day
- If you have completed your detail, you must be in your room with the door closed
- Some details are performed more than once a day
- The instructions and expectations for each detail are on the bulletin board in the resident hallway, on the cupboards in the kitchen or on the back of the doors in the bathrooms
- Generals are done on Friday afternoons and involve a more thorough job on an assigned detail
- Staff must inspect and sign off on details before they are considered complete

## Point System

Residents earn points from staff for participating in programming, details and meeting the house expectations. These points can be used to buy snacks, clothes or make phone calls.

## Weekly Rewards

Each week staff choose a “Resident of the Week” to receive a special reward. Earning the title “Resident of the Week” is based on attitude, behavior and compliance with Parke Creek expectations.



Each week a resident is acknowledged for “Room of the Week.” Earning this title means having a consistently clean room.

There is also a “Student of the Week,” selected by the teacher to receive a reward from the school.

Last, but not least, there is a “Kitchen Helper of the Week.” The cook chooses this resident to receive a reward.

## Community Engagement and Family Visitation

### Family Visitation

We encourage as much family and community contact as reasonable during your stay at Parke Creek. Your immediate family is welcome to visit on Saturdays and Sundays from 1–4 p.m.

In order to visit, your family must first call ahead and speak with your counselor. After this, we will add them to your approved visitor list and they can begin visiting during visiting hours or by calling ahead to make arrangements.

- It is your responsibility to have visitors preapproved and added to your visitor list prior to their arrival
- Staff turn away any visitors who are not preapproved or who do not have proper identification
- Children under the age of 18 may not visit on weekends
- Only two visitors may be on site at a time
- If visitors are under age 18 or there are more than two visitors, they may visit on weekdays as follows:
  - Monday: 1–3 p.m.
  - Wednesday: 9 a.m. –12 p.m.
  - Thursday: 9 a.m. –12 p.m.
  - Friday: 9 a.m. –12 p.m.

### Visiting Procedures

When visitors arrive, they must report to staff and sign in. Visitors must have preapproval to visit with other residents. Residents need staff permission to interact with visitors other than their own. Visitors may bring in food, clothes or hygiene products.

Visits only take place in the game room, living room, dining room or outdoor table area. Visitors must be in view of staff or security cameras at all times. Residents may greet and say goodbye to their visitors in the front hallway, but may not leave the building through the front door.

### Visitation Food

Visitors may bring food for you to enjoy during your visit. Please don't share or give food items to other residents. You must consume the food during the visit – it cannot be saved for later.

#### Approved Food:

- Fast food from a restaurant
- Sealed food from a grocery store
- Packaged candy
- Juice
- Water
- Soda (no bigger than 16 ounces)

#### Restricted Food:

- Homemade food
- Fruits and vegetables
- Food that needs to be cooked
- Tea

- Coffee
- Energy Drinks
- Opened containers
- Glass containers

## Community Outings

Level 2 and 3 residents may participate in staff-supervised community outings. Your conduct in the community is very important and we expect you to be on your best behavior at all times. That means being polite and courteous toward each other, staff and the public. Not following rules on outings results in more serious consequences than at the house. Staff must know your whereabouts at all times. If you break the rules of a community activity, the activity is canceled immediately, and you may be restricted from future activities.

## Telephone Use

Your counselor will work with you to create a list of approved contacts. All incoming/scan calls are limited to 15 minutes. All residents are allowed seven calls a week. The week runs from Sunday through Saturday. Calls to your institution, parole or probation officer, attorney or sponsor are not counted toward your weekly calls.

- Outgoing calls need to be placed before 8:45 p.m.
- Calls are restricted to immediate family during OR level
- You may only receive and make phone calls to people on your approved phone contact list
- Staff assist with placing all calls
- Calls should not interfere with meals, details, school, groups or other scheduled programming
- Staff will not monitor any calls without advance notice to you

## Resident Funds

While at Parke Creek, you may receive money. Parke Creek staff are the assigned custodians of all money received by youth. Staff will document and receipt all money and place it in a safe. Please work with your primary counselor to spend money.

## Community Service

In order to foster community involvement, develop support networks, give back to the community and practice social skills, community service is a requirement at all JR community facilities. Any resident participating in a community service project receives credit for completion of any outstanding community service hours ordered by the courts. Community service is part of the program and youth are encouraged to participate if asked to.

## Written Correspondence

We encourage you to write often to your family. Parke Creek supplies envelopes, postage, paper and pencils for writing letters.

Staff open all incoming mail. Staff will ask you to be present for opening legal or attorney-client mail. Staff will not read legal mail unless you give them permission to do so.

Staff don't read mail, but do check for contraband and/or money. Staff place all money in your resident account for safekeeping.

Staff confiscate contraband and any mail bearing gang symbols, inappropriate photographs, obscene symbols or language or anything contrary to the treatment process. If mail contains a threat to security or safety, it may be deferred to supervisory staff for reading.

Additionally, you may receive publications as long as they are pro-social in nature, not drug or alcohol related and do not objectify women.

JR prohibits mail delivery between facilities without supervisor approval. We will inform you in writing if mail from a source is restricted, and the reasons for restriction.

## Personal Wellness

Parke Creek supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Parke Creek also provides some structure to encourage necessary levels of sleep and exercise. We have gym nights and weights onsite as well as outdoor space for recreation.

## Medical, Dental and Mental Health Services

Parke Creek has working agreements with several medical, dental and mental health services in the community. When you arrive, we will make an appointment so you can meet our doctor and set up any needed medical plan.

All residents are eligible for a DSHS medical card under the Medicaid program unless wage earnings exceed the allowable limits for eligibility. Your private insurance carrier may cover treatment. Medical coupons cover some basic services, while other services cost extra. Parke Creek will pay any necessary treatment not covered by medical coupons with approval by the program administrator.

It can take up to several weeks to schedule medical appointments. Please don't wait to speak with staff if you feel you need to go to the doctor, dentist, psychiatrist or a therapist. When you request a doctor or dental appointment, you are placed on medical restriction until you have attend the appointment. This is to minimize the safety risk to you. In the event of an emergency, staff will take you the nearest hospital emergency room.

A current immunization record is required for school attendance. If your record date is not current, it will be necessary to bring it into compliance with required vaccinations.

Parke Creek prohibits keeping medications in resident rooms or personal possession. Staff manage all medication. Staff supervise consumption of any medication.

If you refuse medical or dental care, you need to sign a waiver releasing Parke Creek from any responsibility. Taking prescribed medication is voluntary, but because Parke Creek does not have an onsite nurse, refusing medication may result in relocation to a more secure facility for medical safety and security reasons.

If you need to miss school due to illness, you must remain at the house, sleeping or relaxing in your room. When sick, you must sign a sick status contract and cannot change status until the following day.

- All meals are served and eaten in your room
- No phone calls except to parent/guardian
- Bathroom breaks and medication calls are allowed at staff discretion
- Working on anything or listening to music is not allowed
- Missed homework must be made up

## Clean and Sober

We expect residents to remain drug and alcohol free while at Parke Creek. Any residents caught with alcohol or drugs will be relocated to a secure facility. Residents returning from Community Involvement must complete a urine analyses as soon as possible. Failure to do so results in consequences.

## Mealtime Expectations

Good nutrition is important and Parke Creek encourages a healthy, well-balanced diet. Below are a few mealtime expectations:

- Staff provide three meals per day
- Work with your counselor to document any food allergies in your medical file
- Let your counselor know of any dietary needs based on cultural or religious practices
- We'll make you a cake on your birthday 😊
- Fresh fruit is available as a healthy snack during the day
- Snacks are provided after school and on weekends
- Water is the only food/beverage allowed in your room
- You must wash your hands before meals and snacks
- Do not trade food
- Only take as much food as you plan to eat (you can have more food after everyone has had a chance to eat)
- You may not be on the floor or down the hall during meal times unless staff are present
- Please be courteous and respectful during mealtime (say please, thank you and talk at a reasonable volume)
- Foul language is not tolerated
- Wear close-toed shoes during mealtime (no sandals/slides)
- Eat all food in the dining room
- Residents may not watch TV, play video games or make phone calls during meal times

| Mealtime Schedule |           |           |           |           |           |           |         |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|---------|
|                   | Monday    | Tuesday   | Wednesday | Thursday  | Friday    | Saturday  | Sunday  |
| Breakfast         | 7:30 a.m. | 7:30 a.m. | 7:30 a.m. | 7:30 a.m. | 7:30 a.m. | 8:30 a.m. | 9 a.m.  |
| Lunch             | 12 p.m.   | 12 p.m.   | 12 p.m.   | 12 p.m.   | 12 p.m.   | 12 p.m.   | 12 p.m. |
| Dinner            | 5 p.m.    | 5 p.m.    | 5 p.m.    | 5 p.m.    | 5 p.m.    | 5 p.m.    | 5 p.m.  |

If you would like to save nonperishable food for later, you may place them in your snack box. Below are a few snack box expectations:

- You can place items in your snack box any time
- The snack box is open once in the morning and evening – the snack box schedule is posted on the snack box closet
- Taking snacks from another resident without their permission results in “I” status

### Bedroom Cleanliness

We have minimum standards for room cleanliness at Parke Creek. It is important that your dorm room is neat and orderly. Rooms should be clean every morning and kept neat through the day. You are responsible for your possessions and bedroom area. The following are the basic expectations for room cleanliness:

- Bed is neatly made
- Desk, dressers, window sills, closet and drawers are neat and free of dust
- Carpet is clean and vacuumed
- Clean clothes are in your closet/dresser and dirty clothes are in the basket

- Waste containers are emptied

Staff check bedrooms in the morning, during weekly detail generals and at staff discretion. Staff hold you responsible for any damage to facility property.

### General Room Expectations

- Don't tamper with smoke or heat detectors
- Portable speakers are not allowed in rooms
- Radios must be kept at a reasonable volume and not heard outside your room
- Pro-social decorations and possessions are allowed with staff approval
- Use tape on the wooden strip in your room to hang decorations
- Decorations can't cover windows

### Hygiene and Bedtime

Bedtime dress code is pajamas or shorts and a t-shirt. Residents cannot go to bed fully dressed or with shoes on. Doing laundry, making phone calls or eating snacks is not allowed during hygiene and bedtime. After lights out, only one resident may be on the floor at a time. Arguing with staff after lights out results in automatic consequences.

Parke Creek provides:

- Body wash (shower daily)
- Shampoo
- Toothpaste
- Toothbrush (brush daily after meals)
- Combs
- Antiperspirant
- Shaving cream
- Disposable razors

Hygiene is important. If you don't practice basic hygiene, you will be placed on hygiene restriction. This means staff will sign off on your hygiene every morning and evening. Residents may have their own hygiene items, but they may not include cologne, after shave or aerosol products. Parke Creek also prohibits hygiene products containing alcohol. Showers should happen during free time and not during room time or after lights out. We recommend using shower slippers to avoid communicable diseases.

Residents will have an opportunity for free haircuts by a professional. Residents will not cut their own or each other's hair. Hair length is not restricted as long as it is clean and doesn't interfere with programming. Parke Creek does not permit drastic changes in hairstyle.

| Evening Schedule |                                       |                           |            |
|------------------|---------------------------------------|---------------------------|------------|
|                  | Hygiene                               | Lights Out and Radios Off | No Talking |
| Everyone         | 9 p.m.<br>(7:30 p.m. for AR/I status) | 10 p.m.                   | 10:30 p.m. |

## Laundry

Parke Creek provides all residents with one fitted sheet, one flat sheet, one pillowcase, one pillow and one blanket. Staff provide additional blankets to residents on request. Residents can provide their own blankets, bedspreads and pillows, but they are the resident's responsibility.

Staff also provide towels on request. Old towels must be returned before new ones are provided, so we don't run out.

Parke Creek has a laundry room with equipment that youth must learn to use. Laundry room guidelines are as follows:

- No hanging out in the laundry room
- Don't move other resident's items without the permission of that resident
- Parke Creek provides laundry detergent
- Laundry must be removed from the laundry room by 9 p.m.
- Staff lock the laundry room daily at 9 p.m. – if laundry is left, youth must wait until morning to get it
- Bedding is washed by staff

## Religion

Participation in religious activities is voluntary. Residents have the opportunity to attend a non-denominational Christian church service on Saturday night.

Accommodations can be made for residents to practice some rituals from their own faith. Talk with your primary counselor about possibilities. Parke Creek also allows members of the clergy or your religious faith to conduct instructional or education sessions with you on-site.

## Diary Cards

Staff or your DBT group leader give you Diary Cards to use. You will work with your staff and group leader to determine when you will complete diary cards.



## Treatment and Coaching

### Individual Counseling

Parke Creek administration assigns counselors to youth prior to joining the facility. The counselor will be in regular contact with you at least 30 days before you arrive. This person will help you during the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The first priority in your individual counseling sessions will be to orient you to what treatment and counseling will look like, what you will discuss when you meet with your counselor, how often you will meet and for how long. Your counselor will work to develop a therapeutic relationship with you and will review limits of confidentiality (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify what areas you, your parent/guardian and staff would like to work on.

You will also discuss what has worked well for you in the past and what has not, skills you have already and skills you would like to learn. Alongside staff, you will identify both short and long-term goals to work toward while at Parke Creek and beyond. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important for your growth. Chain analysis will also be used to help you and your counselor assess your behaviors and the “function” of your behaviors so that you can work together to make changes.

## Level System

Parke Creek has a level system – Orientation Level, Level 1, Level 2 and Level 3. Below is a description of each level and the privileges you can earn. Your counselor will discuss behavioral expectations with you.

### Orientation Level – Motivation and Engagement

#### Intake

- Suicide and Self-harm Screen (SSS)
- Sexual Aggressive Vulnerable Youth (SAVY)
- Review and sign consent forms
- PREA education
- Attend skills groups

#### Privileges

- Watch TV in common area
- Basketball outside
- Weight room
- Two week blackout period for visits
- Calls to parents or guardians

#### Behavioral theme

- Positive participation and involvement in your treatment planning with counselor
- School
- Diary card
- Target skills

#### Things to complete before the next level

- Pass Program Handbook quiz
- Make a list of short and long-term goals
- Work on target skills
- Complete a diary card
- Attend at least two skills groups
- Typed commitment letter

### Level 1 – Participation

#### School

- Reentry plan
- School targets in place
- Diary card
- Weekly homework

#### Privileges

- Gym
- Drives
- Weight lifting
- CDs (with counselor approval)
- Visits (with counselor approval)

#### Behavioral theme

- Engaged

- Motivated
- Positive participation

**Things to complete before the next level**

- Attend four skills groups
- Complete Level 1 packet
- Typed commitment letter

## Level 2 – Generalization

**School**

- RTM set (if necessary)
- Positive engagement in all programming
- Demonstrate leadership
- Positive problem solving skills
- Complete weekly assignments
- Able to follow all staff directives during coaching

**Privileges**

- Four hour CIP with family (after 30 days in program)
- Positive peers on phone list
- 9 p.m. hygiene
- Friday pizza party
- Gym
- Drives
- Weight lifting
- MP3 player
- Hair cut at barber
- One additional phone call
- Pick up own detail
- CWU activities

**Behavioral theme**

- Engage
- Motivate
- Participate
- Be a role model for peers

**Things to complete before the next level**

- Attend six skills groups
- Sign off sheet signed by staff
- School grades are “B” or better
- Complete level packet
- Typed commitment letter

## Level 3 - Leadership

**School**

- Authorized leaves during final six months of stay
- Leadership in the program
- Completing all assignments

**Privileges**

- Authorized leave during final six months of stay
- Priority on all outings
- Extra phone call
- Game system in room
- Two additional phone calls
- TV (up to 32") and DVD player in room
- Six hour CIP
- Honors room access

**Behavioral theme**

- Positive interactions with peers
- Positive role model to peers
- Follow staff directives
- Typed commitment letter

## Consequence System

Parke Creek operates on a progressive consequence system. Staff are not required to provide cues before giving consequences, though they often will. If the behavior continues, you may receive a BEE, which is the lowest consequence, up to Administrative Review, which is the most serious house consequence.

### Time Out

Timeouts may be given by staff, or at the request of the resident. Staff grant time outs only for valid reasons, such as mounting distress or agitation. Time outs are generally no longer than 10 minutes. After the time out is over, you should work to resolve issues that happened before the time out with the appropriate staff or residents. If you need a time out, let staff know so they do not think you are walking away from them and unwilling to resolve a situation.

### Phone Restriction

Staff place you on phone restriction if you are abusing phone privileges. This includes talking to unauthorized individuals or refusing to follow phone rules. Your counselor determines how long the restriction lasts.

### Behavior Education Essay (BEE)

BEEs are a quick fix for problem behaviors. When you receive a BEE, staff deduct 20 points from your daily points.

### I Status

I status is a 24 hour restriction. When residents are on I status they may not play ping pong, basketball, video games or use the weight room. I status residents don't have community access, cannot sit in the front row to watch TV or decide what to watch. I statuses may only call their parents and have to start hygiene or be in their rooms for bed at 7:30 pm. In order to resolve an I status, the resident must successfully complete their 24 hours on I status. Residents will have 40 points subtracted from their daily points for being placed on I status.

### Administrative Review (AR)

Residents can be placed on AR for a number of reasons, including cussing at staff, victimizing, fighting, failure to comply with the program, failure to follow staff directive or any major rule violation. AR has no time limit. When residents are on AR, they only have one phone call per day and only to their legal guardian. Residents can watch TV, but cannot sit in the front row or choose what to watch. Residents may not have a TV, DVD player or music in their rooms. They also cannot play or video games, be in the community or have visitors. To come off AR, residents must speak with Parke Creek's administrator or supervisor.

### Level Drop

Losing your level means a loss of privileges that accompany that level. If your daily points are in the negative, you will lose your level. Residents may also lose their level for failure to follow the rules. Any staff can drop your level at any time. Arguing a level drop can lead to further consequences. When your level drops, you must work to earn it back.

### Community Restriction (CR)

Staff place youth on CR for not following rules when in the community. CR has no time limit and staff decide when to remove the restriction.

### Medical Activity Restriction (MR)

Staff place youth on MR if they injure themselves, if youth request to be on MR or if they are waiting to see a doctor for a medical issue. Youth on MR cannot participate in physical activities, including ping-pong, basketball, football, hacky sack or exercise.

### Reporting Law Violations

Staff refer all law violations to the Kittitas County Prosecuting Attorney for the consideration of legal action.

## Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Parke Creek has many program policies. These policies explain rules, expectations and consequences for not meeting expectations or for breaking rules.

### Some Basic Rules and Procedures

Below is a general overview of the basic rules and procedures you need to know:

- No pets
- No chasing or harassing wildlife, including snakes, ground hogs, bunnies, etc.
- No pens or ink products in resident rooms
- No sunflower seeds or other types of seeds allowed
- No gum chewing
- No food or drink in resident rooms other than water
- No juice or milk in water bottles – these must be consumed in the dining room
- No food or drink in vehicles or outside of the house without staff permission
- No locks on bedroom doors or blocking door entrance/exit
- Practice good hygiene (brush teeth, shower, wash face, etc.)
- Hats, do-rags and other head coverings may only be worn in your room
- One earring in each ear is allowed only if already pierced
- No tattooing, piercing or other forms of disfigurement
- No sagging pants or tank tops
- Sandals are allowed during free time, not during sports or working out
- Wear socks at all times outside your room
- No tank tops or sleeveless shirts outside of your room
- Shirts must be buttoned to at least the second button
- When riding in vehicles, your seatbelt must worn at all times
- Any issues in the vehicle result in returning to Parke Creek immediately

### Floor Behavior

- Use positive and appropriate language (no swearing, ranking, put downs or inappropriate gestures)
- Learn and practice pro-social behaviors and skills
- Respect personal space and rights of other
- No fighting, intimidating or victimizing
- Other than the side yard or basketball court, residents must have staff permission to go outside
- Unless accompanied by staff, residents may not be out of bounds for any reason
- No spitting
- No throwing or playing with snow
- No loitering in the resident hallway
- Doorway, room or hallway visiting is allowed
- No going in other resident's rooms
- Return furniture to its original spot after use
- No standing or jumping on furniture or slamming doors

- Keep feet off the furniture, walls and woodwork
- Knock and wait for staff permission before entering any office
- No wearing towels around your neck
- No combs or picks in your hair outside of your room

### Additional Rules

- Smoking, chewing or possession of tobacco products is not allowed
- Consequences for smoking or chewing tobacco range from a BEE to I status to AR.
- Vapes or E-cigarettes are prohibited
- No nicknames, gang talk or slang (bro, cuz, fam, fool, dawg, etc.) – show respect by addressing staff and other residents by their names
- No wrestling, horseplay, slap boxing, arm wrestling or giving lumps on arms
- No touching other residents or staff – Parke Creek is a hands off facility
- No gambling or betting of any form
- No financial transactions are permitted between residents, residents and staff or residents and volunteers
- Music
  - Please keep music to reasonable volume
  - MP3 players must be approved by your counselor when you reach the appropriate level – if you lose your level, you must give your MP3 player to staff until you reach the appropriate level again
  - Music containing swear words, glorifying violence, criminal acts or anti-social behavior is not allowed

### Personal Property

When you arrive, Parke Creek creates an inventory sheet listing all of your personal property. Please be sure to update your inventory list as you receive additional property. Any personal property not listed in Parke Creek's inventory, is not Parke Creek's responsibility. Your personal belongings are stored in a designated storage box and you can gain access to items like MP3 players or music devices as you gain level status. The only other person allowed in your personal belongings is your primary counselor.

### Parke Creek Disciplinary Standards

#### Serious Violations

- Escape or attempted escape
- Violence toward others with intent to harm and/or resulting in significant bodily injury
- Involvement in, or conviction of, a criminal offense under investigation by law enforcement or awaiting adjudication
- Extortion or blackmail that threatens the safety or security of the facility or community
- Setting or causing fire with intent to harm self, others or property, or with reckless disregard for the safety of others
- Possession or manufacture of weapons, explosives or tools intended to assist in escape
- Interfering with staff in performing duties related to the security or safety of the facility or community
- Intentional property damage in excess of one thousand five hundred dollars
- Possession, use or distribution of drugs or alcohol, including inhalants



- Rioting or inciting others to riot
- Refusal of urinalysis or search
- Other behaviors that threaten the safety or security of the facility, staff, residents or the community

#### Other Violations

- Unaccounted for time when a juvenile is away from Parke Creek
- Violation of conditions of authorized leave
- Intimidation or coercion against any person
- Misuse of medication such as hoarding medication or taking another person's medication
- Self-mutilation, tattooing, body piercing or assisting others to do the same
- Intentional destruction of property valued at less than fifteen hundred dollars
- Fighting
- Unauthorized withdrawal of funds with intent to commit other violations
- Suspension or expulsion from school
- Violations of school or volunteer work agreements related to custody or security concerns
- Sexual contact or other behavior that results in a referral to CPS or other agencies
- Lewd or disruptive behavior in the community
- Four or more minor rule violations can equal a major rule violation

These violations require immediate verbal reports to the regional administrator or designee. A staff member must provide a written incident report to JR no later than 24 hours following discovery of the incident.

#### Sanctions

When youth cannot comply or cooperate with Parke Creek expectations, they are returned to an institution. Special security precautions must be taken while transfer is pending. Sanctions must also include one or more of the following: loss of privileges for up to 30 days, loss of program level, or room confinement up to 72 hours. Sanctions may also include a change in release date, referrals for prosecution, transfer to an intensive management unit, or an increase in security classification.

#### Possible Reasons for Removal from Program

- Being guilty of a major rule violation
- Four or more minor rule violations
- Unamenable to treatment
- If you can only be single bunked

#### Complaint Services

If you have a complaint regarding your treatment at Parke Creek, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to approach the situation appropriately – staff can coach you through this process. If you have done this and feel your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form. The procedure to do so is posted on the wall next to the youth complaint box by the laundry room. Forms are readily available the head of the hall in a folder. The supervisor aims to resolve complaints as quickly as possible and within seven days.

## Legal Services

Staff will not provide you with legal advice, but you can contact your attorney at any time. Team Child is currently the legal counsel for JR youth. You can contact them anytime at (877) 295-2714 or (206) 322-2444 x 101. Calls to your attorney do not count toward your daily-allotted phone calls. If you have further questions, you can talk with your case manager, program supervisor or program administrator.

## Fire and Emergency Procedures

### Fire Drills

The fire alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet on the gravel by the shop for a head count. Please review the fire escape map attached to the back of this manual. Please look over the attached emergency exit route diagram (also posted throughout the facility). It is your responsibility to familiarize yourself with the emergency exits.

The fire alarm system is for your protection. Please do not tamper with it.

### Actual Fire

Sound alarm (note alarm locations on fire escape map). Notify staff and/or call 911 immediately. Exit the building by shortest and safest route. Save life over any property.

### Other/All Emergency Situations

Notify staff or call 911 immediately. Remain calm and cooperate with the proper authorities. Offer assistance only if you are sure it will help the situation. At Parke Creek, our first consideration in any emergency is the protecting and saving of lives.