

Green Hill School

Program Handbook

Updated June 2022

Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Green Hill School
375 SW 11th Street
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(360) 740-3400

Program Introduction

This handbook provides general information about being a resident at Green Hill School (GHS). After you go through the initial intake interviews, you will be assigned to a living unit where staff will provide you with information on your specific unit schedules and expectations.

Our goal at Green Hill School is to help youth and young adults (ages 17 to 25) lead healthy lives by providing a safe, structured and secure environment where you can learn new skills, develop positive habits and disengage from the activities that brought you here. Staff at GHS will provide you with opportunities to better yourself, create positive experiences and make the most of your time here.

Jennifer Redman, Superintendent
Torey McCully, Associate Superintendent
Lori Nesmith, Associate Superintendent
Jeff Indermark, Associate Superintendent

(360) 740-3400

Living Unit Program Managers and Supervisors

Baker

- Justin Eden, Program Manager
- LeeAnn Pele, Supervisor

Cypress

- Vacant, Program Manager
- Porter Nelson, Supervisor

Hawthorn

- Nichelle Curtis-McQueen, Program Manager
- Joe Harvey, Supervisor
- Scott Thomas, Supervisor

Maple

- Jeremy Mitchell, Program Manager
- John Speed , Supervisor
- Yvonne Penitusi, Supervisor

Spruce

- Shawn Northcutt, Program Manager
- Carolyn Brown, Supervisor
- Edward Jett, Supervisor

Willow

- Jeremy Rocheleau, Program Manager
- Vacant, Supervisor

Security Managers and Supervisors

You will see the security team all over campus. They will be in school, at meals, at recreation and at special events. Security responds when there is an emergency, provides basic transport and assists with individual movements and escorts.

Duane Bailey, Facilities Administrator
Bill Taylor, Security Manager
Randy Isaacson, Security Supervisor
Sean Kinder, Security Supervisor
Michael Smith, Security Supervisor
Steven Maccormac, Security Supervisor

Resident Overview

Daily Living

- Your assigned unit will have a posted schedule.
- We expect you to treat everyone fairly and respectfully (including yourself).
- We expect you to assist others and contribute to building a healthy community at GHS.
- You need to maintain good hygiene by showering, brushing your teeth and wearing clean clothing.
- You need to clean your room daily. Staff will check your room to ensure cleanliness standards are maintained.
- You are responsible for washing clothing issued to you.
- We will provide you with three meals every day plus one snack. Unit schedules indicate where and when these are provided.
- We expect everyone to attend and participate in academic, vocational or work programs.
- We provide daily physical education and recreation and expect participation.

We expect all youth and young adults to participate in regular programming, which includes but is not limited to:

- Individual counseling
- Treatment groups
- Unit and campus activities
- Chores around the unit and campus
- Other available activities offered at GHS:
    - Religious services and activities
    - Cultural groups and programs
    - Transformational mentoring
    - Intramural competitions
    - Individual and family events
    - Visitation with approved visitors
    - United Youth Council/Youth Voice
    - Capitol Classroom

You will be assigned a counselor in your unit.

- They will help you succeed in your programming, treatment and education.
- They will encourage and reward you for progress in treatment, using learned skills and achieving goals.
- They will redirect inappropriate behaviors and apply consequences if necessary.
- They will assist in keeping you safe.

We ask that you be willing to:

- Work with staff.
- Learn new skills and behaviors and practice them.
- Set aside differences.
- Keep yourself, your room and the living unit clean.

Behaviors that can get in the way of meeting your goals:

- Aggression (physical or verbal).
- Gang-related behaviors.
- Contraband.
- Tattooing.
- Bad language.
- Having tobacco, alcohol or drugs.
- These behaviors may result in:
    - Losing privileges.
    - Losing access to activities.
    - Going to the Department of Corrections (DOC) if you have an adult sentence.
    - Getting more charges and potentially adult time.
    - Staying at GHS longer.

Visitors

Visits take place on weekends and holidays. Times differ according to living units. Visitors will pass through a metal detector before visits and you may be strip searched after visits. Additionally, you may not use the bathroom during visits. If you must use the bathroom, the visit will end and staff will be return you to your living unit.

Your counselor will assist you with creating an approved visitor list. All visitors must be immediate family or positive influences. Any exceptions to your visitor list require counselor approval. An exception is also needed when more than six people plan to visit you at the same time. If your family cannot visit during regular visiting hours your counselor will help to set up an alternate time. Additionally, you will be allowed to visit with your child and the mother of your child if you have one. Staff will check the paternity of the child.

The following people may not visit you:

- Anybody whose visiting privileges are suspended for breaking the rules.
- Anybody who refuses to go through the body scanner detector.
- Anybody age 18 or older without photo identification.

Visiting rules:

- Stay at your own table and visit only with your family. You may not visit with other resident's families.
- Your visitors can purchase snacks from vending machines unless your visit takes place in your unit.
- You may exchange short hugs, kisses and handshakes with your visitors at the start and end of your visit.
- Remain seated during visitation.
- You may be strip searched after visits if requested to do so.
- Visitors may not give you anything during visits other than items from the snack machines.

If you or your visitors do not follow the rules, the visit may end and future visits could be ended. Staff may ask visitors to leave if rules are broken or the visit interferes with others.

Mail

You may receive mail from family, friends and treatment contacts. Any confidential or legal mail may be opened in the presence of staff. You can send and receive mail from immediate family members at another juvenile or adult institution. Your counselor must work with the counselor at that institution and get superintendent approval.

You must give all outgoing letters to your staff in an unsealed envelope so that it can be screened before being sent. You may not send or receive mail that is sexually explicit, gang related or containing criminal content. Additionally, you may not send or receive letters from detention or JR staff.

Incoming letters are run through a mail scanner and opened by staff to check for contraband, inappropriate content, and money. Any money received from family by mail will be placed in your account and you will receive a receipt. If there is contraband or inappropriate content in a letter, it will be returned to the sender and you will be notified as to why you cannot receive it. If the mail item tests positive by the mail scanner, a copy of the mail item will be forwarded to the resident and a letter sent to the sender and resident describing what the mail item tested positive for. The sender may be unable to write you in the future. Some reasons for returning mail include gang content, writing about drugs, writing about criminal activity or profane language.

All outgoing letters must have a full address and a full return address. Those that do not will be returned to you. All outgoing resident mail is stamped “mailed at a juvenile facility,” so it may not be accepted at another facility.

Phone Calls

Family contact is important. You may place calls to and receive calls from immediate family members and the mother of your child if you have one. Anyone else must be approved by your counselor. You may not call restricted contacts. Calls are placed and received during the living unit’s calling hours.

You may place one free 10-minute call every week and receive one 10-minute call every day. You can increase your phone calls as you show skillful behavior. You may lose phone privileges if you do not follow the rules. Causes for suspension include trying to get extra calls, not ending a call on time, using profanity on the phone and calling somebody you are not supposed to.

Telephone numbers for living units are:

- Baker: (360) 740-3413
- Cypress: (360) 740-3489
- Hawthorn: (360) 740-3425
- Maple: (360) 740-3417
- Spruce: (360) 740-3421
- Willow: (360) 740-3430

Please follow staff directives when you are on the phone. If the floor is cleared, get off the telephone immediately and head to your room.

Privilege System

Privilege systems vary slightly by unit. Staff will explain the system for your assigned unit.

Personal Property

Upon arrival to GHS, your personal property will be stored by Security and you will receive a GHS uniform and hygiene items. You are responsible for all the property that is issued to you. If state property is lost, damaged or altered, you may be charged restitution.

During your stay, you and your counselor will fill out a Resident Room Inventory form with everything in your room. You will receive a list of items you are allowed to have in your room. Restricted property and contraband will be taken and possibly destroyed. You will mark all your property your Juvenile Rehabilitation number.

You may not lend, borrow, sell, gamble, trade or give away your property. Items such as books must be ordered from an approved vendor. You may not have items delivered or mailed from home or friends. If you need new items ask your counselor. You and your property are subject to search at any time. All staff are expected to avoid damaging your property when searching.

You have the right to certain religious or cultural items such as medicine bags. They are also subject to search when institutional safety and security is affected.

When you leave GHS you will turn in all state clothing and receive the clothing you turned in when you arrived. If you need clothes for your release, your counselor will help you obtain them. All of your property will be inventoried by staff when you transfer to different living units or leave GHS. Staff will complete a Resident Room Inventory form and you will be given a copy for your records. If you possess items that are not on your property form or do not have your JR number on them, they may be removed from your possession.

Standard Room Inventory	
3 pairs of trousers	Approved hygiene products (one of each item)
3 sweaters	School materials
1 jacket	Religious items
7 T-shirts	5 books
7 briefs	Photos on a single poster paper
7 pairs of socks	1 deck of playing cards
1 pair of shower sandals	Personal letters and legal documents to fit in a single shoe box (no envelopes)
3 tank tops	2 blank envelopes
2 pairs of white/black gym shoes	2 short pencils
1 bathrobe	Writing paper
2 pairs of gym shorts (do not use as underwear)	Poster paper for treatment
1 knit cap (seasonal)	Approved food items
1 water bottle	

Individual standards may be restricted by individual program or allow for additional items according to treatment progress. Room inventory is maintained by case managers and any additional or restricted items must be authorized and placed on the standard property list and posted.

In addition to the above, Level 4 residents are also allowed the following five additional books or magazines and a state-issued television, if available.

Movements

As a part of normal programming, you will need to walk to different locations on this campus (school, meals, recreation etc.). Staff will be present when you move outside your living unit. Usually you will be moving with other individuals. During moves, individuals line up in pairs with their hands behind their backs. You will need permission from staff to talk during moves.

Interpretative Services

If you do not speak English or are deaf, hard of hearing or deaf/blind, you will be provided an interpreter. You and your family have the right to obtain your own interpreter or designate someone to serve as your interpreter at your own expense. A private interpreter will replace a DCYF authorized interpreter. Family members cannot be designated to provide interpretive services.

Personal Wellness

Individual and Group Counseling

You will be assigned a counselor within the first week of your arrival. This person will help you develop your individualized program and will assist in reaching your treatment goals.

At Green Hill School, 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.

Individual treatment involves:

- Your counselor working with you and your family to identify your individual treatment plan and progress over the first 90 days.
- Receiving individual counseling with your counselor.
- Completing Diary Cards to track your behaviors and treatment targets each day.
- Behavior Chain Analysis (BCA): Working with staff to help figure out how and why you do what you do, especially things that get in the way of your goals.
- Skills and Treatment Groups that help you learn how to:
    - Focus your attention.
    - Deal with emotions.
    - Handle tough situations without making it worse.
    - Take care of and improve relationships.
    - Solve problems.
    - Figure out your values and how to follow them.
- Family programs:
    - Counselors contact your family each month to discuss your progress and get input.
    - Residents make weekly phone calls to their family.
    - Family visits (scheduled through staff).

Medical Services

The Health Center on campus is available for medical, dental and mental health needs. Staff will provide physical and dental exams when you arrive at GHS as well as a mental health screening.

Medical services are voluntary unless there is a life-threatening situation. If you want to refuse medical services, including medication, you must fill out the Voluntary Refusal of Medical Treatment form. If you choose to not take a physical exam, you will not be able to participate in physical recreation.

If you feel you need to see a mental health professional, talk with your counselor for a referral.

Your health, mental health and substance use history is confidential and cannot be released without your consent.

Programs

We require all youth and young adults to attend school or have a job for vocational training. We expect you to arrive on time and be prepared for class or work, be in the correct school building that you are assigned to and be respectful to teachers.

If you are sick for school or work, the Health Center will make sure it is an excused absence. You may not be able to participate in other activities that day.

Education

The academic school is operated by the Chehalis School District and offers the same type of classes as middle and high schools throughout the state. Youth may earn their GED or high school diploma. Diplomas are awarded during graduation ceremonies. The school also provides vocational programs that include welding, auto mechanics and auto bodywork. College classes are also available through Centralia College and Evergreen State College for qualifying youth.

Campus Employment & Vocational Programs

As part of the Work-Based Learning Program, paid employment is available in maintenance, recreation, laundry, grounds crew and the central kitchen. If you owe restitution, you will have the opportunity to set up a payment plan with your counselor. You are not required to pay restitution while you are here unless it is specified in your court order. The goal is for you to have funds to help you with transition back to the community. Vocational training programs are growing and currently include pre-apprenticeship construction, personal training and nutrition, and peer mentoring.

Transition

You will begin working on a transition plan when you arrive. You may stay at GHS for your whole sentence or you may be able to transition to a less restrictive facility.

Naselle Youth Camp is a medium security JR facility that focuses on forestry work, vocational training, education and meeting specific treatment needs.

Community Facilities, also called “group homes,” focus on supporting and using skills learned at GHS while living in the community. You may attend public school, gain employment in the community and wear your own clothes. Ask your counselor about meeting eligibility requirements.

If you meet eligibility requirements, you could go home on your minimum or before your maximum release dates. Some factors may not allow you to go home before your maximum release date.

Depending on your offense there is also a possibility that you may have parole services upon release from GHS. If you have an adult commitment, you may have community supervision through your local DOC parole office. You will be assigned a parole counselor who will tell you what is expected of you and what you need to do to be successful.

Transition When Serving Adult Sentences

If you are serving an adult sentence, you may be able to stay at GHS until age 25. If you have a DOC earned release date that ends before your 25th birthday, you may be eligible to go to a Community Facility. If you have a DOC earned release date that is after your 25th birthday and before your 26th birthday, you may be eligible for Electronic Home Monitoring (EHM) for the remainder of your sentence if you qualify. For earned release dates after your 26th birthday, you will serve the remainder of your sentence at DOC. If you have a pending adult sentence or charges, you may go to county jail or the DOC.

Adult Sentences

If you are serving an adult sentence, both GHS and DOC rules apply to you. Michael Hixson is the assigned DOC classification counselor and will explain expectations.

Certain serious behaviors such as assaults on youth, assaults on staff, gang activity, introducing drugs, etc., may result in a DOC infraction. For these, you will participate in a hearing where incident reports are reviewed and you have an opportunity to provide your perspective. If it is determined that you committed the infraction, your earned release date may be extended. Infractions can also effect where you are placed in the DOC if you return there.

It may be determined that transferring to DOC for the remainder of your adult sentence is more appropriate for the safety of GHS. Please let your counselor know if you have any questions about the infraction process.

Law Enforcement Referrals

We do not want you to receive an extended sentence, however, certain behaviors could result in a law enforcement referral, which could result in more time. Behaviors that could lead to more charges include, but are not limited to:

- Assaults on staff or youth.
- Destruction of state property.
- Possession of illegal substances (drugs or alcohol).

Your right to privacy is limited at GHS. All staff are required to keep you safe and this requires frequent monitoring of individuals in their rooms or in the bathroom. Each living unit at GHS has video cameras to watch activity in common areas. If you have certain concerns about your safety you may be placed in a room with a video camera. You will be notified before placement.

Legal Services

If you do not have an attorney but would like to seek legal assistance, TeamChild legal services are available to you at no charge. The telephone number and address to contact TeamChild is posted in your living unit wing. Staff can also provide you with this information.

TeamChild
1225 South Weller St, Suite 420
Seattle, WA 98144
(360) 322-2444

Youth Complaints

If you have a complaint, it's best that you try to solve it with the individual. If that doesn't work you can file a written complaint. Youth Complaint forms are in your unit. After filling out the form, place it in one of the complaint form boxes in your living unit or at the school – do not give it to staff. Complaint forms are picked up daily. Your program manager or supervisor will review your complaint with you to determine the best possible outcome. If your complaint is not resolved, you may appeal it to the next level.

Your Right to an Abuse-Free Environment

Green Hill School 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 every report of abuse or harassment is investigated. 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 Green Hill School, you will receive information on the expectations of PREA, including brochures, classroom training and talks with your staff.

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

- Sexual contact and sexual harassment between youth, even if perceived as consensual, is prohibited. There are consequences for violating this policy. In some cases, 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.

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, nurse or any staff at Green Hill School 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 (complaint box is checked daily).
- Call the 24-hour Victim Services Hotline 1 (888) 560-6027.
- Ask to call Human Response Network (360) 748-6601, Toll Free 1 (800) 244-7414.

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 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.

Your Safety and Campus Safety Are Important

Green Hill School uses a Smith's Detection B-Scan BS-16HR-FB Body Scanner to help ensure no unauthorized items or contraband are introduced to the campus. The body scanner also promotes trauma-informed care by minimizing the need for strip searches. The Body Scanner is used when there is reasonable suspicion of contraband possession or as part of the periodic screening process following participation in certain programs, for example, welding, auto shop, central kitchen, etc.

GHS Handbook and Legal Services Acknowledgement

This handbook has been provided to me by a GHS staff member and staff have reviewed my rights with me. My case manager has been available to me for questions about my rights and responsibilities.

Individual Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____