

# **PATHWAY HANDBOOK ROUTINE & ORDER FOR DAILY OPERATIONS**

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**“Working with Families to Improve Our Future, One Child at a Time”**

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# **TABLE OF CONTENTS**

<b>Wake-up.....</b>	<b>3</b>
<b>Bathroom.....</b>	<b>3</b>
<b>Clothing Appearance.....</b>	<b>4</b>
<b>Room Routine and Order.....</b>	<b>5</b>
<b>Desk Routine and Order.....</b>	<b>6</b>
<b>Facility Room Routine and Order.....</b>	<b>6</b>
<b>General Rules of Order .....</b>	<b>8</b>
<b>Set-up &amp; Clean-up.....</b>	<b>8</b>
<b>Dining Room Routine and Order.....</b>	<b>9</b>
<b>Basketball Court.....</b>	<b>9</b>
<b>Treatment Group Guidelines.....</b>	<b>9</b>
<b>Rules During School.....</b>	<b>10</b>
<b>Radios.....</b>	<b>11</b>
<b>Games.....</b>	<b>11</b>
<b>Writing Utensils.....</b>	<b>12</b>
<b>Horseplay.....</b>	<b>12</b>
<b>Time Out.....</b>	<b>12</b>
<b>Refusal to Participate.....</b>	<b>13</b>
<b>Showers.....</b>	<b>13</b>
<b>Sleepwear.....</b>	<b>13</b>
<b>Telephone Calls.....</b>	<b>14</b>
<b>Bedtime/Lights out.....</b>	<b>14</b>
<b>Laundry Days.....</b>	<b>15</b>
<b>Medication.....</b>	<b>15</b>
<b>Visitation.....</b>	<b>15</b>
<b>Recreational Equipment.....</b>	<b>16</b>
<b>Youth Chores.....</b>	<b>16</b>
<b>Specific Chores.....</b>	<b>17</b>

## **WAKE UP**

- Youth wake-up is at 5:00 a.m. weekdays and 8:00 a.m. weekends and holidays.
- Youth must get up within 5 minutes and make up bed within 15 minutes.
- Youth must complete a.m. hygiene, be dressed, and have room in order within 30 minutes.
- Youth rooms are locked upon leaving for breakfast and residents are responsible to obtain all items they will need for the day prior to this time.
- Youth will not have access to rooms until after lunch without staff present.

## **BATHROOM**

1. One youth is allowed in the bathroom at a time.
2. Youth are responsible to clean up bathroom after they use it.
3. The last youth to use the bathroom must clean it if following youth does not accept the condition of the bathroom.
4. Youth are responsible to wipe sink, flush toilets after use, and wipe off the toilet seats if necessary.
5. Youth assigned bathroom responsibilities needs to monitor the condition of the bathroom periodically throughout the day.
6. Dirty linens must go inside the linen bag and set out for pickup on Thursday night.
7. Youth are allowed 3 minutes to complete PH (Personal Hygiene).

## **CLOTHING APPEARANCE**

### **Shirts**

- Only the top button on a shirt may be unbuttoned. Shirts having alcohol and/or drug promotions, suggestions regarding sexual activity, or promoting violence, are not appropriate. Shirts provocative in their message (lewd, crude, or just plain socially inappropriate) are not allowed.
- No tank-tops.

- **Shirts are to be tucked in at all times. Only sweaters, sweatshirt, or jerseys are worn outside pants. A shirt or t-shirt must be worn as an undershirt with sweaters or sweatshirts and must be tucked in.**
- **Youth are to have five (5) changes of shirts per week. Laundry is to be done during the weekend. (Friday through Sunday), as is ironing.**

### **Shorts/Pants/Belts**

- **Shorts are to be knee length.**
- **Hems on pants, jeans, and shorts are to be sewn.**
- **Pants/Jeans are to be worn at waist level, no sagging, no rips, no holes, no writing.**
- **All belts must be worn at waist level.**
- **Youth on suicide watch will not be allowed to wear belts or shoestrings for any reason.**
- **Only one pair of pants may be worn at a time.**
- **Youth are to have five (5) changes of pants or shorts per week.**

### **Socks/Undergarments**

- **Socks are to be worn at all times, unless the youth is wearing sandals. When wearing shoes, socks must be worn also.**
- **Shoes are to be kept neatly in your room under the desk.**
- **Shoes must be worn in dining hall, and at all times when outdoors.**
- **Youth are to change underwear and socks daily (following shower).**
- **Youth on suicide watch will not have access to their shoestrings.**
- **Youth should have five (5) changes of undergarments per week.**
- **Youth will wash their undergarments during the weekend.**

### **GENERAL CLOTHING APPEARANCE**

- **No borrowing, No lending.**
- **No trading, No stealing of other's clothes.**
- **Recreation wear is for recreation time only (gym shorts, swim suits, etc.).**
- **Clothing is to be clean and not torn. Clothing with rips or holes will be sent home to parents. Any items that need replacement due to condition or size should be brought to staffs' attention.**

- **Caps must be worn outside of buildings and with bills facing forward.**
- **No bodysuits allowed.**
- **No bandanas or scarfs outside of bedrooms.**
- **Youth are to dress appropriately based on the climate conditions.**

## **ROOM ROUTINE & ORDER**

- 1. Beds are to be made with fitted sheet, flat sheet, pillow case and blanket.**
- 2. No trash is to be on the floor.**
- 3. Clothes are to be folded neatly and placed either in the drawer or on the desk.**
- 4. No pens, pencils, markers, crayons, or art supplies in room.**
- 5. Personal belongings are to be kept neatly (i.e., clothes and bedding).**
- 6. No personal radios are allowed in rooms without staff permission.**
- 7. No personal hygiene items allowed in room when not in use.**
- 8. No extra linens or towels in room.**
- 9. Rooms are to be clean at all times.**
- 10.No items on window sill.**
- 11.Pictures can be put in rooms (with staff approval).**
- 12.Each youth is responsible for the condition of his room.**
- 13.Each morning after leaving your room, pull your door shut.**

## **RESPOS (Responsibilities)**

- **Rooms are to be opened by staff only. Youth should insure that rooms are in routine and order at all times. The responsibilities to be done are listed on the Monthly Chore List posted on the refrigerator.**
- **Staff will supervise youth to insure that all responsibilities have been done correctly. Staff is responsible to obtain and secure all chemicals before and after a youth has used it.**
- **Under no circumstances should youth handle chemicals.**

## **DESK ROUTINE & ORDER**

- 1. Ask permission from staff (address staff by name) to approach Youth Workers' desk.**
- 2. Youth must stay behind the white line.**
- 3. No leaning on the desk.**
- 4. No hanging around the Youth Workers' desk or reading paperwork on desk without staff permission.**
- 5. All visitors are to check in/out at the Youth Workers' desk, with the appropriate time in and out.**
- 6. Only one resident is to be at the desk at a time.**
- 7. No reaching over desk.**
- 8. When Youth Worker is talking on the phone, the residents are to be quiet.**

## **FACILITY ROOM ROUTINE & ORDER**

**Permission must be obtained from staff to walk throughout the facility.**

**Youth are to address staff by Mr. or Ms. when asking to approach or asking questions. The door frames of youth rooms, entrance to courtyard and area around staff desk are points for asking staff permission.**

### **Youth Rooms**

**Youth must ask staff for permission to enter or exit their rooms. At no time are youth to be in other youths' rooms. Youth rooms must be kept in R&O (Routine & Order) at all times.**

### **Basketball Court**

- Youth have to ask permission to exit the facility to play basketball on the court.**
- There is no arguing or fighting on the court.**
- Youth are to follow staff direction at all times.**
- Youth are to remain on the court until the Youth Workers decide to bring them inside.**

## **Desk**

To receive items at desk or to approach the desk, youth need to line up at the wooden post in front of the desk and ask permission. One youth may approach at a time unless otherwise directed by staff. To return items to the desk, youth must line up at the post and ask to approach to take care of business. Youth must address questions with the staff member who has approached them. Youth shall ask to cross over to the water fountain one at a time and after crossing back over (with permission); another youth may get permission to cross over.

## **Bathroom**

- Youth must ask staff permission to go to the bathroom.
- Only one youth is permitted in the bathroom at a time.
- Under no circumstances can a youth enter the bathroom when another youth is using the bathroom.

## **Dining Room Area**

The dining room is to remain orderly. Five minutes before the next scheduled activity, the dining room is to be put back in its organized state, with all items placed in proper storage and furniture returned to proper place. Dining room floor must be cleared of debris at all times and swept whenever needed. Youth assigned this chore will be given consequences if the dining area is not in a proper state.

## **Furniture**

The furniture is to be used for intended purposes. Youth are to sit up on furniture with feet off cushions. Cushions are to remain on sofa. Youth in the TV room are to sit on furniture unless activity deems otherwise. There will be no eating meals or drinking or eating snacks in carpeted areas.

## **GENERAL RULES OF ORDER**

- 1. Youth must ask permission to move furniture. When moving furniture such as sofa or other heavy object, two youth should assist in moving the item.**
- 2. One youth at a time at the bookcase.**
- 3. Bookcase is to be left orderly (straightened) when items are removed or replaced.**
- 4. Supply closet is to remain locked at all times and staff must remain present while any items are removed or returned. Only one youth at supply closet at a time.**
- 5. Singing, dancing, or reciting rap lyrics (with yourself or others) are to be done only during downtime and during recreation.**

## **SET-UP & CLEAN-UP**

- 1. The resident assigned to “Set-Up” duty must make sure the table is set for each meal.**
- 2. After setting the table, the youth is to let staff know they are ready to proceed. A moment of silence is to be performed prior to each meal.**
- 3. No one is to leave tables without staff permission.**
- 4. Each youth is responsible to throw away their own trash and to stack chair.**
- 5. Each youth should be respectful and courteous of others. No loudness, arguing, singing, laughing loudly, or instigation during meals.**
- 6. Youth assigned to dining area will wipe off tables and sweep/vacuum area clean.**
- 7. No crushing of plates/cups at the table.**
- 8. Food is not to be placed in pitchers.**
- 9. Youth must pick up their own plates and ask to be excused from the table.**
- 10. Trash must be taken out as needed (daily).**
- 11. Youth are to sit quietly on couches until clean-up is complete. Talking in a low voice is permitted.**
- 12. Once clean-up is completed, group will have 5 minute designated quiet time before beginning next activity.**
- 13. Youth Workers will direct residents to begin next activity.**

## **DINING ROOM ROUTINE & ORDER**

- (1) Youth must ask staff permission to leave the dining room.**
- (2) Youth are not allowed in the hallway or corners where they are not easily visible to staff.**
- (3) Youth are not allowed in dining room with peers unless staff is present.**
- (4) Youth must wear shoes in dining room.**
- (5) Youth cannot draw on or erase board.**
- (6) During meals, youth will follow meal routine and order.  
Only one youth may be at the counter at a time and must have staff permission.**
- (7) No singing, rapping, humming or dancing in dining room (unless organized by staff).**
- (8) Tables must be kept clean and chairs must be stacked when not in use.**
- (9) Floors must be kept clean at all times.**

## **BASKETBALL COURT**

- 1. Youth must be dressed in clothing appropriate for weather.**
- 2. Youth must remain within the basketball area.**
- 3. All objects found on the court must be turned into staff.**
- 4. No writing utensils on the basketball court.**
- 5. Keep basketball court clean. (Personal items may not be left on the basketball court).**
- 6. Singing is allowed on basketball court if it is appropriate and not disruptive to others.**
- 7. No screaming in or foul language is to be used on the basketball court.**

## **PROGRAM AND TREATMENT GROUP BEHAVIOR EXPECTATION**

**Remember, each group session is a learning tool!**

- 1) What is said in group, stays in group. Remember confidentiality is paramount.**
- 2) Be aware of others and yourself rambling. Help each other communicate as specifically as possible.**
- 3) Do not interrupt; let each youth complete their thought before speaking.**
- 4) Each youth is entitled to their opinion. (Respect opinions different from yours).**

- 5) Youth will not hurt each other (physically or emotionally) or intimidate each other (physically or emotionally) during the group process.**
- 6) Be real and honest in your feelings; don't hesitate to confront those who are not. (Attack the problem, not the person)**
- 7) Show concern for other's feelings by listening attentively and respectfully, i.e. not playing with hair, biting nails, unnecessary movement, etc.**
- 8) Youth should strive to talk about their concerns, experiences, feelings and be willing to give feed back to others, as well as receive feedback.**
- 9) Each youth is of equal importance to the group. (No big me, little you)**

## **EXPECTATIONS OF YOUTH FOR SCHOOL**

- 1) Arrive at 7:30 a.m. daily.**
- 2) Arrive prepared to learn and work.**
- 3) Youth must ask staff for permission to go to the restroom. Youth must have staff cross out with them when leaving the classroom to use the restroom or for any other purpose. Staff will accompany youth there and back.**
- 4) No talking unless asked by the teacher.**
- 5) Youth are to sit at their assigned seats.**
- 6) Youth may not "wander" around unit/classroom or near tables/desk that are not assigned to them.**
- 7) Disrupting the ability of the teacher to teach or others to learn will not be tolerated. Youth not able to maintain appropriate behavior will be prompted by the Youth Worker. If the behavior continues, the Youth Worker will escort the youth out of class to process the behavior. A zero will be given each time youth is asked to leave the class to be redirected. A Behavioral Treatment Plan will be developed by the youth and Youth Worker to address his school behavior.**

## **YOUTH LOCKERS:**

- **Each youth will be assigned a locker upon placement.**
- **Staff will assign each youth a lock and combination number.**
- **Youth are to never give out their lock combination to another youth.**
- **Youth must ask permission to go to their lockers.**

## **RADIO USE:**

- 1) **Radios are to be used with staff permission, unless during Legacy.**
- 2) **Youth can only use their own personal radio or a unit radio, as privileges allow. (Can be earned on levels Optimism, Pride & Excellence).**
- 3) **Keeping your radio over your time will result in loss of radio privilege.**
- 4) **No lending/borrowing of radios, headphones or batteries.**
- 5) **No cassettes or CD's allowed in youth possession without staff approval.**
- 6) **Singing aloud or touching inappropriately (with yourself or others) is not allowed and will result in termination of remaining radio privileges for that day.**
- 7) **Any infraction or abuse of radio privileges will result in loss of radio for a specified time to be determined by staff.**
- 8) **Staff will keep all personal radios locked in a cabinet.**
- 9) **Staff will have residents sign radios in and out.**
- 10) **Resident can have a radio for overnight in his room with staff permission and exceptional good behavior.**

## **GAMES**

**Each new game begins with a discussion and agreement of rules. Staff needs to play with youth. Absolutely no gambling is allowed.**

- **Games are to be age appropriate.**
- **If arguments arise the games will be put away.**

## **WRITING UTENSILS**

- **Pens and pencils are given out by staff. After use, it should be returned to the staff.**
- **No pens or pencils are to be in the bedrooms or upstairs area.**
- **Youth may use markers in the facility.**
- **Writing utensils are not to be used to write on shoes, clothing, furniture, yourself, etc. Any misuse could result in a loss of utensil privileges and/or be reflected in a zero earned.**

## **HORSEPLAY**

**Horseplay is prohibited. Horseplay may be considered verbal or physical. Physical horseplay can lead to feelings creating frustrations and further “acting out”. It may be a way to challenge, threaten, or intimidate other youth through a playful exterior, thus preventing open and honest expression toward one another in a therapy group. Verbal horseplay is instigating, threatening, and/or intimidating behavior. (No touching allowed, this includes youth and staff).**

## **TIME OUT/PROCESSING**

**Youth must comply with “Time Out” standards before his time can begin.**

- A. Sit quietly in designated area (not communicating with others).**
- B. If youth moves out of area, speaks out or attempts to communicate with others, time will restart.**
- C. If youth refuses T.O. and becomes disruptive to milieu, youth will be given a consequence and/or given a zero.**
- D. After required “Time Out” is completed, youth must verbalize to staff why he earned a “time out.” Staff must process the behavior with the youth. Together they must develop a written plan to refrain from the negative behavior.**

## **REFUSAL TO PARTICIPATE IN ACTIVITIES**

**Youth should follow unit schedule. If youth refuses to participate in activity, youth will be required to stay in designated area. Youth will be given a consequence by staff in charge of activity for youth to complete during or after activity. Youth are not allowed to pick and choose what scheduled activities they want to participate in and this will be reflected according to the level/privilege system.**

**Failure to participate in any activity could result in loss of home visit.**

## **SHOWER**

- **One youth at a time is to be in the shower or restroom.**
- **Showers are to be taken as assigned by staff. Bathroom should be inspected by youth prior to accepting it. Once the bathroom has been accepted, it is the responsibility of that youth to correct anything found unacceptable by the next youth. Once bathroom has been accepted, youth should notify the staff of the conditions in which they left the bathroom. The next youth on the shower list is responsible to gather items and be prepared to enter shower within 10 minutes.**
- **All youth have 10 minutes to complete shower. This includes use of bathroom if youth chooses to do so at shower time. Time can be extended by staff if the youth has a medical or health issue. The time begins when youth enters the bathroom. The time ends when youth leaves the bathroom. Upon completion of shower youth should notify staff that the bathroom is available. It is each youth's responsibility to make sure they complete their shower before 6:30 p.m., unless prior arrangements have been made.**

## **SLEEPWEAR**

- **Youth will only be allowed to wear approved sleepwear, pajamas, sweat suits, etc. It is the youth's responsibility to notify staff or guardian of any inventory items needed, especially those such as sleepwear which is required. Sleepwear can only be worn from 8:00 p.m. to 5:30 a.m. Clothing that is worn as sleepwear cannot be worn for regular use the next day.**

## **TELEPHONE CALLS**

- **Calls are made on Tuesday nights only (unless an urgent message is to be delivered or has been received).**
- **The calls are to be made between 8:00 p.m. – 9:00 p.m.**
- **Staff are to call only those on the youth’s visitor list (unless otherwise determined by his CMO).**
- **Calls are to be dialed by the staff only.**
- **Youth are given five minutes each.**
- **Staff will monitor the youth while on the phone, always maintaining visual contact.**
- **Youth have the right to call their Defense Attorney anytime during the day from 7:30 a.m. – 5:00 p.m., during their “downtime.”**
- **Youth should be mindful of time limits and should wrap-up the call when promoted by staff or when time is up. If youth does not comply, youth will be told to terminate call or staff will do so.**
- **If line is busy, youth must go to the end of the phone call list and is allowed to make other attempts during the scheduled time.**
- **Any special arrangements regarding a change in the phone call times needs to be approved through the CMO. No Exceptions without written approval signed by the CMO or the Manager.**

## **BEDTIME/LIGHTS OUT**

- **At 9:15 p.m., all youth should be in their beds. (During the weekend and summer months at 10:00 p.m.).**
- **At 8:45 p.m., youth should begin to return the dining and visitation areas to the appropriate R&O (Routine & Order). Youth should also complete bathroom and water runs at this time. All personal items should be placed in appropriate areas and no items should be left outside youth doors.**
- **Youth are to wear pajamas to bed.**
- **If a youth needs to go to the restroom and wants water, he must ask for staff permission.**
- **At 9:30 p.m., lights are out and there is no talking. Youth are to remain in bed until the next morning.**

## **LAUNDRY DAYS**

- 1) On laundry day, residents must wash ALL dirty laundry.**
- 2) Emergency wash days are for emergencies only.  
LACK OF PLANNING does not constitute an emergency.**
- 3) Residents are responsible to keep track of their time when doing laundry and make sure they are able to drop off loads, switch loads, pick up laundry, and leave laundry room in proper routine and order within allotted time. Residents may not do laundry after 9:00 p.m., or after dark in the outside laundry.**

## **MEDICATION**

- All youth on prescribed medication will be given his meds during the prescribed time given by the doctor.**
- PM meds will be given at 8:00 p.m., during showers.**
- Each youth is expected to take all prescribed medications in front of the Youth Worker.**
- Each youth must sign the medication log acknowledging that they took their medication.**
- Youth must open his mouth to insure he swallowed.**

## **VISITATION**

**Visitation for youth is to take place on the main floor of the Haley building with staff monitoring at all times.**

**Visiting hours are:**

**Sunday:                      1:30 p.m.   -   3:30 p.m.**

**If the group has a pre-planned extended outing scheduled during visitation hours, the youth's family must be notified (2) days in advance of the intent to change the visiting hours that time only.**

- Any items brought in by family members for youth must be cleared and searched by staff.**

- **If food items are brought into the facility, they must be pre-packaged (store brought) not home-made, and there must be adequate amounts to share with each of the other residents**
- **Guardians/Parents can be searched if staff (with good reason) believes they may have inappropriate items in their possession. Failure to do so will result in a missed visit for the resident.**
- **No foul language is to be used during visitation.**
- **No weapons or firearms are to be brought into the facility.**
- **No children are allowed under the age of 18.**
- **Visitors cannot inquire or solicit information from residents about another resident.**

**Any questions regarding items not included on either list must be directed to a Senior Counselor prior to items being brought on-campus during visitations or being returned with youth following a pass.**

## **RECREATIONAL EQUIPMENT**

**There are footballs and basketballs to be used by the residents at staffs' discretion.**

- **All games, cards, and balls are to be maintained by the residents.**

## **YOUTH CHORES**

- **Each youth will be assigned chores by the staff.**
- **Chores will be rotated monthly until each youth has had a chance to perform each chore.**
- **The chore list will be posted on the refrigerator.**
- **Staff is to properly supervise each youth as he performs his chore.**
- **Failure to complete your assigned chore in a timely manner or perform it satisfactorily could result in a consequence.**

**All assigned chores must be completed before recreation time begins or leaving on pass. Each youth will be responsible for the following:**

- A. Removing linen from their bed and placing them in a linen bag every Friday morning.**
- B. Having staff spray mattress and pillow (inside and out) with disinfectant. The youth is then to wipe all areas clean and remake beds in proper routine and order.**
- C. Each youth will be given linen to put on his bed.**
- D. Dirty linen will be sent to the warehouse before the end of the 7:00 a.m. – 3:00 p.m. shift on Fridays.**

**SPECIFIC CHORES:**

- A. Furniture: Make sure it is in its proper position or place. Make sure all cushions are turned and sprayed with disinfectant daily. (Saturdays only) pull the cushion covers off and wash them. All furniture is to be wiped down/dusted. (This includes stacked chairs). Pull furniture out and sweep behind it.**
- B. Trash: If your chore has a trash can, you must remove the trash liner with the trash. Take it to the larger trash can in the kitchen. (The trash will be taken out when the resident responsible for the kitchen takes all the trash to the main dumpster located on the top parking lot. (Remember to throw the trash inside the dumpster).**
- C. Rugs: They will be either swept off at the front or back doors.**
- D. Windows: All windows will be cleaned on Saturday. Staff will spray the window and the residents will wipe them down. Window sills will be dusted daily and the responsibility of the residents assigned to a specific area.**
- E. Bookshelves: Bookshelves are to be dusted and straightened daily. All books re to be arranged neatly. All games are to be placed neatly on the shelves.**
- F. Water Fountain: Staff will spray water fountain daily while the youth wipe it down.**

**G. Bathroom: Staff will handle all chemicals and cleaners for youth.**

- **Face Bowl – Resident will clean the bowls daily.**
- **Bathroom Stalls – Walls, floors, and doors.**
- **Shower Stalls –**
- **Shower Door –**
- **Floors – To be mopped daily. After each cleaning, staff is to make sure the youth cleans the mop, by soaking it in Clorox.**