



**DBS Career,
Technology, and
Training Center
Residential Life
Handbook**

Rule 6A-18.046, F.A.C.
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2023

To provide a safe and comfortable living and learning environment that promotes mutual and self-respect, and encourages learning that fosters student development.



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STUDENT ID AND ROOM KEY

Upon your arrival you received a room key, which grants you access through pedestrian gates along the campus perimeter fence, the inner east staircase, inner staircase, front and back doors, and your room.

To use your room key, locate the scan plate outside of the point of entry and swipe or press your card against the plate until the door unlocks. You should have participated in a demonstration of how to use your room key during your campus tour. If you lose or misplace your room key or if it's broken, please alert a Residential Instructor immediately and we will issue you a replacement.

When signing out for the weekend, holiday, or any other extended period that will keep you off campus, turn in your room key prior to your departure.

You will receive a student identification card with your photo to keep along with your room key. Your student ID will be issued to you within 3 – 5 business days of your arrival.

CANE OR SERVICE DOG POLICY

You will be required to use a cane or guide dog during your time at the Career, Technology and Training Center if:

- An Orientation and Mobility Instructor recommends that you use a travel aid; or
- You are endangering yourself, other students, or staff.

If you do not have a cane, you will receive one along with training on how to use it. If you have a service dog, you will:

- Keep your service dog in harness while in all public areas.
- Not release your service dog from harness for play time while inside any building.
- Clean up their dog's waste.
- Dispose of dog waste in outside trash cans only.

We recommend that you walk your dog in the grass field toward the west end of the Residence Hall. If you need waste bags, you may request them from any Residential Instructor on duty.

WEAPONS, DRUG AND ALCOHOL USE POLICY

The use, possession, or storage of weapons, recreational drugs and/or alcohol is prohibited on campus. Violations of this policy may result in law enforcement being contacted and expulsion from the program.

RESIDENCE HALL DRESS CODE

While in the common or public areas, which is the area outside your room, all students must wear appropriate clothes and shoes. Clothing should always provide proper coverage and be appropriate. Vulgar language on clothing, and images containing alcoholic beverages, drugs, or smoking products are not permitted. Students are to refrain from wearing pajamas, robes, or gowns in any common or public areas.

BEHAVIORAL EXPECTATIONS

The Career, Technology, and Training Center encourages an environment of mutual respect between students and staff. We will not tolerate vulgar or offensive language, sexual advances, harassment, and any form of intimidation. Please notify a staff member if you feel threatened, uncomfortable, or unsafe during interactions with staff or another student. If you are not comfortable reporting an incident of harassment or intimidation to Center staff, please dial 800-342-1828 and speak with a DBS representative to report the incident. Violations of this policy will be handled on a case-by-case basis.

SECURITY

Our campus has a 24-hour security detail. The security detail is tasked with ensuring that our campus is free of all unauthorized persons, as well as assisting both students and Residential Instructors during an emergency. The Residence Hall lobby doors will automatically lock nightly at 10pm and will remain locked until 6am. During this time, you can exit the building; however, it will be necessary to use your room key for re-entry into the Residence Hall.

TOBACCO AND TOBACCO ALTERNATIVES

Smoking, chewing, dipping, or vaping within 50 feet of any building entrance, inside any building, or in a state vehicle is **strictly** prohibited. The use of tobacco and tobacco alternative products is permitted on campus, in recommended areas. You may use tobacco and/or tobacco alternative products on the north patio of the Residence Hall at the recommended patio area. In the event of rain, students may use these products at the bench located on the west end of the north side of the Residence Hall.

SIGN IN/OUT POLICY

When leaving campus overnight, for the weekend, or just for a few hours, you must verbally sign-out with a Residential Instructor at the front counter, not with security. In the event of an emergency or fire, it is vital for us to know if you are present or off campus. When you return, please verbally sign in with staff.

Reminder: If you sign out overnight, for the weekend, holiday, or for an extended period (such as a medical furlough) you must surrender your room key upon your departure.

QUIET HOURS

Quiet hours are from 10pm to 6am. Loud conversations, music, or any other disruptive activities in the hall on the second and third floors are prohibited during quiet hours.

While in your room, we ask that you refrain from loud conversations on your phone, turn down all music and speakers on your computers and book players to a level that will not disrupt your peers. Students are not permitted in the room of another student during quiet hours.

FIRE DRILLS

The Career, Technology, and Training Center conducts fire drills at least once a month and as necessary thereafter. During your tour, you received instructions on the best route to take to evacuate the building and where to assemble with your peers during a drill or actual alarm. When the alarm sounds, you must exit the building, with your cane or service dog, in a calm yet focused manner, and assemble at the meeting area.

LAUNDRY ROOM

The laundry room is available daily from 6am to midnight. When doing laundry, please be mindful that other students may need to use the laundry room. Remember to check your laundry and collect it as soon as possible.

You are responsible for keeping up with your laundry. If you leave your laundry unattended, and there are students waiting, a Residential Instructor will page you and request that you remove your items from the machines. If you do not report when paged, a Residential Instructor will remove your items to allow students who are waiting for the opportunity to start or finish their laundry.

THEATRE ROOM

The theatre room is located on the ground floor of the Residence Hall. You may not eat in the theater room. While the theatre room is available for use 24 hours a day, you may not sleep in the theatre room.

There is a table near the entry door of the theater room that contains the community printer. When leaving the theater, leave the television remote on the table next to the printer so that other students can easily locate the remote.

FITNESS CENTER

The Career, Technology, and Training Center has a 24-hour, on-campus gym located on the ground floor of the Residence Hall. If using the gym during the building's quiet hours, please be mindful of noise level. At any time, music volume levels must be kept at a respectable level to avoid disturbing peers in the nearby lounge and café area. Prior to leaving the gym, return any used equipment back to its original location.

DEVICES AVAILABLE FOR SIGN-OUT

During your stay in the Residence Hall, you may sign out a battery-operated talking alarm clock and/or a Braille. Please ask a Residential Instructor and we will provide you with the equipment you desire. You must return these items before you leave.

VISITING HOURS AND EXPECTATIONS

Visitors are permitted Monday through Friday from 4:00pm to 9pm and Saturday and Sunday from 10am to 9pm. Meetings with visitors are limited to the Residence Hall lobby and outside seating areas. All visitors must be signed-in and signed-out by you at the front counter. All visitors will receive a visitor's badge that must always be worn, until you sign them out and they leave. In the event of an emergency or fire and to ensure the safety of all, it is vital for us to know exactly who is in the Residence Hall.

Your visitors are expected to follow the same policies and rules as outlined in this document. Visitors who become disruptive will be asked to leave. Visitors may not eat meals with you in the dining hall, use the gym, do their laundry, or wander around the Residence Hall or campus unattended.

DOE/DBS SAFETY POLICY

DOE/DBS prohibits use of plug-ins, candles, extension cords that do not include surge protection, or items that generate heat. Due to fire codes and the health department, there are limitations on the items that can be in the residential suites for food preparation. Blenders, hotplates, and other food processing items are not permitted in the residential suites due to electrical code requirements and sanitary guidelines.

YOUR RESIDENTIAL SUITE

Eating in your suite is prohibited. Unopened food or drinks may be stored in your suite for safe keeping; however, once opened, such items must be re-sealed, labeled and either stored in the student refrigerator or on the shelves located in the residential café. Food storage bags are available, upon request. You are not permitted to store cups of liquids in the student refrigerator.

You are responsible for cleaning your room. Housekeeping will routinely check-in to ensure an adequate supply of cleaning supplies and toiletries.

Cleaning supplies, such as glass cleaner and all-purpose cleanser, are located under the sink in your bathroom. If you run out of cleaning solutions, please bring the bottles down to the Residential Instructors on duty and they will provide you with a refill. A mop and bucket with floor cleaner can also be obtained from the Residential Instructors. You may dispose of trash in the lobby near the elevator on each floor. Please make sure you close and tie the trash bag so that no garbage spills out.

As part of your training, we ask that you:

- Make your bed each morning.
- Do not leave any items on the floor. Items left on the floor are a safety hazard.
- Wash your own laundry. You are required to wash your bed linens and towels as deemed necessary.
- Please DO NOT wash the comforter. Bring your comforter to a Residential Instructor at the front desk in exchange for a clean comforter.

While decorating your suite is not discouraged, items that damage the walls of your room (i.e., thumbtacks, tape, etc.) are not permitted. We recommend that you use adhesive sticky tack, or other non-toxic items to decorate the walls of your room.

Your suite is equipped with a telephone with its own extension number as well as an outside phone number that allows you to receive incoming calls. The phone will allow you to place local calls only. To dial a peer, you can request their extension number from them and then just dial that 4-digit number. If calling outside the campus, dial 1 9 and then the 7-digit local number or the full 11-digit toll free number. If you would like your phone number, please ask a Residential Instructor and they will provide it to you. Please note that we will never provide your extension number to your peers without permission.

If during your stay in the Residence Hall your program experiences a delay or furlough of an extended period, you will be asked to remove all personal possessions and clothing items from your room.

ROOM SKILLS

Room Skills will be evaluated weekly by your Personal Management Instructor, Home Management Instructor or by a Residential Instructor. A Residential Instructor may follow-up with your Personal Management or Home Management Instructor, if necessary, following room skill observation.

When exiting your program or transiting into the apartment program, you are required to ensure that your room is clean as it was upon your arrival to the Residence Hall. At the conclusion of your stay, please allow 20 to 30 minutes before exiting to allow a Residential Instructor a final walkthrough to confirm that you're not leaving any personal items behind.

LOANING PERSONAL ITEMS OR FINANCIAL RESOURCES

The Career, Technology, and Training Center does not recommend that any student loan personal items or financial resources to other students residing in the Residence Hall or day students. The Career, Technology, and Training Center will not be responsible for recovery of any property, nor can we assist in that process.

MAINTAINENCE PROBLEMS

Please report broken items or areas that need repair to a Residential Instructor. Depending on your room, your sink faucet and toilet may be battery operated. If the battery-operated sink does not turn on or the toilet does not flush, please report this to us immediately so we can get the issue resolved. If your room is too hot or too cold, please let us know immediately.

MEALS

The Career Technology and Training Center provides breakfast, lunch, and dinner to its residential and non-residential students. Meals are served in the dining hall. If you plan to be absent from a meal service or need an alternative meal because of dietary restrictions, food allergies, or medical conditions, contact the dining hall at least 2 hours prior to the meal service. The dining hall may be reached by dialing 3879 from any phone on campus or by calling 386-254-3879 from your mobile phone.

Breakfast and lunch prepared in the dining hall are to be consumed in the dining hall except for the following reasons:

1. Medical appointments
2. Hospital visits
3. Medication pick-up as instructed by the Nurse.
4. Group or scheduled recreational outing (with Residential or Center staff, such as a beach trip, or other Class trip)
5. Church – scheduled service / advocacy group meeting / counseling appointment / AA or NA meetings, etc. – scheduled meetings
6. Illness – per nurse or Residential Supervisor

On weekends and holidays, continental breakfast is served from 7:00 to 10:00am in the Residence Hall, while lunch and dinner remain available in the dining hall at the designated mealtimes. If you have a planned travel arrangement or group/personal activity for the day you may request breakfast earlier. We offer cereal, milk, canned juices, breakfast Danish, muffins, oatmeal, and microwaveable breakfast sandwiches. You may request a combined total of 2 breakfast items and up to 2 cans of juice or milk.

Snacks are served from 7:30pm to 8:30pm nightly. Students are permitted a total of 2 snacks, as well as 2 cans of juice or milk. Complimentary fresh coffee and bottled water are available in the Residence Hall at any time. Please see Residential Staff to request these items. There are also vending machines available that sell soda and various candy products.

MEAL SCHEDULE

The Dining Hall schedule is as follows:

Monday through Friday

Breakfast

7:00am – 8:15am

Lunch

12:15pm – 1:15pm

Dinner:

4:45pm – 5:30pm

REFRIGERATED MEDICATION NEEDS

Students will be provided a refrigerator in your room, if it is necessary as an accommodation. The student may store medication, such as insulin, canned juices and Dex 4 glucose tabs as deemed necessary by Nursing. On Friday, the Nurse will check-in with you to ensure your refrigerator is stocked with juice for the weekend. If you require additional juice or run out, students may see the Nurse to re-stock their refrigerator. Students are expected to utilize the refrigerator **strictly** for medical purposes. It is not permitted to store containers of food for yourself or your peers.

NURSING SERVICES

The Nursing staff is on the ground floor of the Residence Hall, behind the staff counter. The nurse is on duty Monday through Friday from 7:00am to 11:00pm. An on-call Nurse is available Monday through Friday from 11:00pm to 7:00am and 24 hours on Saturday and Sunday. The Nurses are not permitted to dispense or recommend over-the-counter medications or treatments to you.

Nurses are to assess students upon admission to the Residence Hall and assist students as needed with medication administration per Physician orders, medication refills, scheduling medical appointments, assessing any medical complaints, and advising Students when to seek medical care. The nurse may also provide patient education emergency First Aid, as needed. More information is available via the "Medical Services Provided for Students in the Residence Hall" policy. This policy is reviewed with the student during their medical orientation with the nurse on their first day.

ILLNESS PREVENTION

- **Stay:** if you feel sick, stay in your assigned room, and contact Residential Staff or the Nurse.
- **Safe:** Keep a safe distance from others.
- **Wash:** Wash your hands frequently.
- **Clean:** Clean and disinfect frequently used surfaces
- **Protect:** Protect the vulnerable
- **Sick:** students should remain in their assigned rooms.

NOTIFY STAFF IF YOU EXPERIENCE A COMBINATION OF THESE SYMPTOMS

- Cough.
- Fatigue.

- Body aches.
- Headache.
- Sore throat.
- Congestion.
- Runny nose.
- Nausea.
- Vomiting.
- Diarrhea.
- Loss of taste or smell.
- Shortness of breath.
- Muscle Pain.

Sick students should remain in their room at the Residence Hall. If you are sick, Center staff will work with you to get the medical assistance you need. We will also work with you to get you to the best possible environment for recovery.

- Notify Residence Hall Instructors and the Nurse first to minimize contact. The Residence Instructor and/or Nurse will notify case management for next steps and any follow-up.

ACKNOWLEDGEMENT

The Residential Life Rules & Policies have been reviewed with me upon my entrance to the Residence Hall and by signing, I agree to abide by the information presented.

Student Signature

Residential Instructor

Date

