

RESIDENTIAL/COMMUNITY LIVING

The dormitories are shared facilities that are kept clean by each student assigned to that dorm – students are considered as living in the small community where each community member has responsibilities. A residential advisor, known as the RA, supervises each dorm. The RA will help you adjust to dormitory living, explain your responsibilities and dorm duties, model appropriate social skills and employability skills with you, focus on your development of CSS and promote teamwork in the dorms.

What are dorm duties, and why do I have to do them?

Dorm duties are extremely important. In Job Corps, each student is responsible for making his or her bed, keeping his or her room clean every day, and completing assigned dorm duties. Each room will be checked by an RA daily and given a score. Personal hygiene and dorm cleanliness are essential in providing you with a safe and clean environment you can be proud of. If you are unsure about what your dorm duty is or how you do it ask the RA or a student dorm leader; they are there to help you. Each dormitory is provided with cleaning supplies. These supplies are used for dorm duties only and must never be kept in your room or locker. Dorm duties will also include the cleaning and maintenance of the areas outside the dormitory – including making sure there is no trash, weeds in landscaped areas are pulled and the impression a new student or guest to the dormitory has is that this is a clean and well-maintained area occupied by proud students.

How do I know what my dorm duties are?

The Residential Advisor will post weekly rotating cleaning duties. It is posted every Thursday and starts the following Sunday.

DAYS	TIMES TO BE COMPLETED
Monday – Friday	Morning: Common areas 7:00am
Monday – Friday	Morning: Dorm Rooms 7:00am
Sunday – Thursday	Evening: All duties 9:45pm
Saturday & Sunday	Morning: All duties 1:15pm

Dorm duties are assigned by the RA to students on a weekly rotation schedule. Every Sunday evening you will receive a new assignment; this duty will last until Friday morning. You are responsible for completing that duty by a specific time every day. On Friday evening you will be assigned weekend duties unless you are on approved leave or weekend pass. Major cleanup or environmental clean-up takes place every Wednesday which means General Inspection (GI)– students stay in and complete a major clean-up of their rooms, lockers, drawers, and all common areas, including outside the dormitory. Directions will be

given by the Residential Advisor (RA) and Dorm Leaders. Rooms, lockers, and drawers will be inspected by the Residential Advisor.

May I have visitors in my room?

No. Only students assigned to the room may enter the room unless permission is granted by the Residential Advisor (RA). Residential staff will enter the rooms throughout the day and night for safety and security checks.

May I go back to the dorm during class time?

No. Each dormitory is locked at 7:15 a.m., Monday through Friday. This ensures that each student's belongings are secure and protected. Returning to the dormitories during class time is for emergencies only.

May I smoke or vape in my dorm room or dorm?

Students who are 21 years of age or older are not allowed to make tobacco purchases for any student under the age of 21. **Students under the age of 18 are not allowed to smoke anywhere on center.** However, students 18 and older are allowed to smoke in the designated smoking area on center which is the gazebo in front of Robinson Dorm, the gazebo by MSK Dorm and behind CPP Building during Training day hours. **E-cigarettes, black and mild and vaping are not allowed on center at any time.**

Phone usage?

Cell Phones may not be used during the training day (8:00am-3:30pm) except during your assigned lunch time and/or break time. After the training day, cell phones can be used until lights-out. If you do not have a cellphone, your RA's phone is available during limited time and based on availability each week.

Where do I pick-up my mail?

Student mail is available in Tydings Building between 4pm and 5pm Monday through Friday. A mail list will be forwarded to each dorm and will be available on the bulletin board.

Where do I do my laundry?

Washers and dryers are available in each dormitory free of charge. Detergent is provided. All laundry must be completed by 8:30p.m. (Monday through Thursday, excluding GI night on Wednesdays), and 11:00pm (Friday and Saturday).

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times	8:30am - 4:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 8:30pm	4:30pm- 11:00p m	11:00am- 11:00pm

Why do I have to inventory my belongings all the time?

Student belongings are inventoried upon arrival and at any time you receive a new item. Students are responsible for notifying their RA each time a new item is obtained outside of the regular monthly check. This protects each student in the event of a Tort claim (explained later) or loss due to fire, etc.

Student Vehicle Policy

Non-residential students can travel to center in their own personal vehicles if they choose to do so. The non-residential student must provide a copy of his/her updated car insurance and provide the keys to the security officer at the front gate. Students are not allowed to transport other students in their personal vehicle. The vehicle can be parked in the visitor area at the gate. Residential students are not allowed to bring their personal vehicles onto the center.

What happens if I don't come back to the center?

After you have been Unauthorized Absence or UA for 24 hours, your belongings may be packed by your RA and your room may be assigned to a new student at the discretion of the Social Development Director. After 6 consecutive training days in UA status you will be separated from the Job Corps Program. The separation is effective by 10 am of the 7th training day. If you accumulate a total of 12 UA days in a 6-month period, you will be automatically separated effective by 10 am of the 13th training day.

How do I receive my personal belongings left on center?

To get your personal belongings: you must contact the Social Development and give them your current address and phone number, so arrangements can be made to ship your belongings to you. It is important for you to take all your belongings with you upon your departure. However, additional luggage/boxes will be shipped to the address provided in CIS.

Hands-On activities to practice the Career Success Standards?

- Every 60 days, the instructional staff and residential staff evaluate the student on their mastery of CSS in the form of an evaluation as part of the Evaluation of Student Progress. The objective is to have every student prepared to be successful in the workplace
 - students are given a grade ranging from 1-5 (1 being low 5 being high) based on observed behaviors and actions.

Groups are conducted by the counselors to help students strengthen their Career Success Standards.