Mission Statement

To provide quality job skills, adjustment and academic services to individuals with disabilities, which will promote independence and lead to employment.

Philosophy for persons who are blind or visually impaired:

We believe that all people who are blind or visually impaired can learn the skills necessary to reach their maximum potential to compete and succeed in society.

Philosophy for persons who are deaf, hard of hearing, or deafblind:

We value and promote an accessible environment which respects the dignity and rights of people who are deaf, hard of hearing, or deafblind and provides education and training that will lead to maximum independence.

E.H. Gentry Facility

www. AIDB.org

1105 Fort Lashley Avenue

Talladega, Al. 35160

E.H. Gentry Facility is accredited by CARF (Commission for the Accreditation of Rehabilitation Facilities) in the areas of Vocational Evaluation, Employment Services, and Assistive Technology for Blind.

(CARF Accreditation Seal pictured)

ALABAMA INSTITUTE FOR DEAF AND BLIND

Office of the President

Dear Student:

It is my pleasure to welcome you to the Alabama Institute for Deaf and Blind (AIDB) and the E. H. Gentry Facility. AIDB is perhaps the most comprehensive institution serving persons who are blind, visually impaired, deaf or hard of hearing in the world. The Gentry staff also does an excellent job of serving persons with general disabilities from the local area. Through its five campuses in Talladega and its regional centers throughout Alabama, AIDB serves individuals of all ages and their families.

The Gentry Facility is the adult rehabilitation program of AIDB. As a student at Gentry, you have the opportunity to take advantage of training of unmatched quality. I encourage you to accept the challenges presented to you by the instructors and staff of Gentry. Your success in meeting the challenges of everyday living and the pursuit of training in your chosen field can have a profound impact upon your life in years to come.

AIDB is a world-class institution in pursuit of excellence in every aspect of programs provided to our sensory impaired population. Please make every effort to learn as much as possible while at Gentry. We are proud to offer you the opportunity to participate in our training programs, and we think that as you learn more about AIDB you will be proud to be associated with an institution of such high quality.

 Sincerely,

 John Mascia, Au.D.

 President

**Introduction**

The Gentry staff want to see our students successful. We will assist you in reaching your maximum level of independence. Gentry serves individuals who are deaf and hard-of-hearing, blind or have low vision, deaf-blind, have autism and hearing loss and those on the general services caseload.

Gentry has four main behaviors that are expected of all students:

Show self-control

Respect the rights and property of others

Be safe

Follow rules and regulations

**Organization Certifications**

E.H. Gentry is an Adult Education provider affiliated with the Alabama Community College System, as well as a member of the Alabama Association for Public Continuing and Adult Education (ALAPCAE).

**Person Centered Practice**

E.H. Gentry values and embraces a person centered approach. Each student will be treated individually, uniquely, and will have a program developed in such a manner.

***Note: Feedback boxes are located outside the Executive Director’s office, Residents Hall, Services for the Deaf, Services for the Blind, and General Service areas.***

**Confidentiality Statement**

All student information is kept confidential. Student information is shared only on a need-to-know basis with staff who are involved in assisting with the student’s program.

**Important Telephone Numbers**

Receptionist Main Number 1-256-761-3416

Toll Free (8:00 a.m. – 4:30 p.m.) 1-888-774-2335

Jessica Edmiston (Executive Director) 256-761-3402

 Cell: 256-493-3360

Dr. Yevette Pearce (Director of General Services) 256-761-3695

Rod Skene (Director of Blind Services) 256-761-3406

Josh Sharpton (Director of Deaf Services) 256-761-3410

 VP 256-358-7555

Connie Johnson (Director of Residential Programs) 256-761-3445

Residence Hall (Students)

Men’s Lobby1-256-761-3688

 1-256-761-3689

Women’s Lobby 1-256-761-3675

Residence Hall (Office) (For Emergencies Only) 1-256-761-3445

Wooten Cottage (Students) 1-256-761-3679

Wooten Cottage (Office) (For Emergencies Only) 1-256-761-3663

Website Available at www.aidb.org

**Section 1 – Programs and Services**

Gentry serves individuals who are deaf and hard-of-hearing, blind or have low vision, deaf-blind, and other disabilities. Consumers are referred for programs at E.H. Gentry by their state’s Department of Rehabilitation Services.

**Instructional Programs**

E.H. Gentry offers a host of adjustment programs which can lead to employment and greater independence. Programs include basic academics, vocational evaluation, independent living skills, and computer training. The settings for these programs vary from classroom instruction to on the job training. The period of training depends on the demands of the program and the needs of the student. Additionally, through our Employment Services, we can assist the student with job readiness, career exploration, “Ready to Work”, and job placement in the surrounding areas and in selected areas throughout the state.

**Adjustment services offered:**

Orientation & Mobility Travel Training

Braille

Independent Living

Assistive Technology

**Academic and Vocational Programs offered:**

College Prep

Adult Education: Basic Academics/ GED Preparation/ \*WorkKeys

AIDT/ Ready to Work Curriculum/ (Alabama Certified Workers Certificate)

WorkKeys (National Career Readiness Certificate)

Job Acquisition/ Career Readiness

Communication

Problem Solving

Workplace Behavior

Computers

BEP-Business Enterprise Program

**Work Adjustment/ Job Coaching**

Work Experiences 1(on campus)

Work Experience 2 (on campus)

Career Exploration/Job Skills (on and off campus)

Job Placement- Permanent placement in your Region or community through E.H. Gentry as well as AIDB Regional Center partners in: Huntsville, Muscle Shoals, Tuscaloosa, Montgomery, Dothan, and Mobile.

**Employment Services**

Employment Services offers a variety of work-related jobs and opportunities that are paid work experience. This work based setting is also available in the community to help develop the skills needed for employment.

To prepare students for work, we have work experience classes which are designed to develop work skills under realistic working conditions. These classes introduce basic concepts such as time management, workplace safety, getting along with others and productivity; all important employment skills. After a brief assessment which last up to 40 hours or 4 weeks, students are paid minimum wage per hour. Students are paid for working a maximum of 2 hours per day in Work Experience, and 4 hours per day in Job Skills.

Job readiness classes are designed to teach students skills they will need to seek and maintain employment and improve their employment potential.

Employment Services staff assist in developing work skills under realistic work conditions and supervision. Helping students to acquire skills needed to move toward the right job while strengthening appropriate behaviors, attitudes and habits. This part of the program gives students the opportunity for personal growth, with an employment specialist and job coach available for support.

Work Adjustment/Job Coaching

Work Experiences 1(on campus)

Work Experience 2 (off campus)

Career Exploration/Job Skills (on and off campus)

Job Placement- permanent placement in your Region or community through E.H. Gentry as well as AIDB Regional Center partners in: Auburn, Birmingham, Decatur (located at AIDB North), Dothan, Huntsville, Mobile, Montgomery, Shoals, Talladega and Tuscaloosa.

**Program Review**

Throughout your program, you will have the opportunity to meet quarterly, on a formal basis, with staff involved in your program. The goal of the meeting is to provide you with feedback on your progress and to discuss how we can assist you with achieving your goal.

**Attendance Policy**

Attendance in your program is very important to your success. If illness or personal emergency require you to be absent, notify the appropriate Case Manager. You should call in each morning that you need to be absent. Students are encouraged to make routine medical appointments on non-school days.

Students, who maintain perfect attendance for the previous month, or for more than one consecutive month, receive a Perfect Attendance Certificate.

**Daily Class Schedule**

8:00 a.m. - 8:50 a.m- 1st Period

8:55 a.m. - 9:45 a.m- 2nd Period

9:45 a.m. - 10:05 a.m.- **Break**

10:05 a.m. -10:50 a.m.- 3rd Period

10:55 a.m. - 11:45 a.m.- 4th Period

11:45 a.m. - 12:45 p.m.- **Lunch**

12:45 p.m. - 1:35 p.m.- 5th Period

1:40 p.m. - 2:30 p.m.- 6th Period

2:35 p.m. - 3:30 p.m.- 7th Period

**Support Services:**

**Cafeteria**

 **WEEKDAYS WEEKENDS**

Breakfast 6:45 a.m. – 7:45 a.m. 6:45 a.m. – 7:45 a.m.

Lunch 11:45a.m.–12:30p.m. 12:00 noon–1:00p.m.

Dinner 4:45 p.m. – 5:30 p.m. 4:45 p.m. – 5:30 p.m.

Three meals are served each day in the cafeteria. Guest meals are $5.00 per person. Special diets must be arranged through the nursing staff. Leisure time clothing is permitted for the evening meals and on weekends, otherwise, the Gentry dress code is followed. Pajamas are not considered leisure clothing and are not allowed to be worn in the cafeteria at any time.

### **Gentry Café**

The Gentry Café, operated by Business Enterprise Program students, is open Monday through Friday at break time, 9:45 a.m.-10:05 a.m. Breakfast is also served on Tuesday through Friday 7:30 a.m.- 8:00 a.m. Lunch is offered on a weekly basis, typically Thursday or Friday, with varying menus.

**Case Management**

Each student is assigned a case manager to provide assistance and advocacy during their time at Gentry. Each program is individualized and case managers are responsible for students’ class scheduling. As you successfully finish one class your case manager will schedule the next class available for your program needs.

**Counseling**

A professional counselor is located on campus to resolve concerns, assist in individual, family, and other issues. Work with your case manager for appointments.

**Health Services**

The nurse is on campus Monday through Friday, 7am until 3pm and on call after hours for consult and medical questions if needed. Medical emergencies will be transported to Brookwood Citizens Medical Center emergency room by staff (if available) or 911, should a situation warrant.

**Students unable to attend class due to illness must have an excuse from our nurse or the students’ doctor.**

**Student Services**

Services are available through the Student Service Department, room 109 in Grider Hall, Monday through Friday from 7:30 a.m. until 4:00 p.m. However, students are encouraged to complete personal business during their free time so not to take time away from their instructional program. These times are as follow:

7:30 a.m. – 7:55 a.m.

9:45 a.m. – 10:00 a.m.

11:45 a.m. – 12:40 p.m.

3:30 p.m.– 4:00 p.m.

**Student Management Account**

A money management/checking and savings service is available to students. Services are available Mondays throughFridays from 7:30 – 7:55 a.m., 9:45 a.m. - 10:00 a.m., 11:45 a.m. – 12:40 p.m., and 3:30 – 4:00 p.m. Emergencies such as the purchase of medication or money for transportation home due to a family crisis will be considered at any time. See the student service staff if interested in these services. Assistance is also available for students needing help with personal bill paying and weekly money management.

**Check Cashing**

Students who receive personal checks often experience problems cashing them at local banks. Therefore, to prevent delay in receiving cash, we request money received by students be sent to them by cashier’s check or a money order and be made payable to the student. Social Security, SSI and/or SSDI checks are acceptable for a student management account and/or the banking service.

**ATM**

A Regions Bank automated teller machine, ATM, is available for students’ use. It is accessible for students who are blind or low vision and is located just outside the Student Services offices.

**Student Advisory Committee**

The purpose of the Gentry Student Advisory Committee (GSAC) is to provide an official channel for students to express their interest, opinions and concerns. The makeup of this committee will be two students from each program when possible and one student from the Deaf-Blind program. At least one of the representatives should be a residential student.

The representatives will be appointed by the case manager for each program and approved by the departmental director. In order to be appointed to the Student Advisory Committee the student should have demonstrated qualities of a model student during their time at Gentry. Representatives may be removed from the Student Advisory Committee by their case manager with approval by the program director. Reasons for removal include the following: poor conduct, suspension, failure to attend any three meetings without an excused absence, lack of interest, failure to obey rules in the Gentry Student Handbook and failure to set an appropriate example for other students.

The GSAC will meet monthly for approximately one hour. The Executive Director will appoint a Gentry staff member to facilitate the monthly meetings. A list of attendees and minutes will be kept for each meeting and forwarded to the Executive Director within five (5) working days following the meeting.

**Student Feedback**

E.H. Gentry faculty and staff value your input. Please share any suggestions or feedback that you may have. Students are encouraged to give feedback to any faculty or staff, either in person, during intake, program review meetings, exit staffing, or submit feedback in any of the five “suggestion boxes” located in the following areas: Services for the Blind, Services for the Deaf, General Services, Residence Hall, Executive Director’s Office.

**First Fridays**

On the first Friday of each month, all students are invited for an informational/feedback session in the cafetorium at 8:00 a.m. Various topics are presented and discussed that are related to the Gentry program and how services can be improved or changed.

**Rodgers Memorial Fund**

The Curtis Rodgers Memorial Fund is a means of providing short-term financial assistance to Gentry students who have emergency needs for transitional expenses. Students should see their case manager for further information.

**Library for the Blind and Physically Handicapped**

Like Gentry, the Library for the Blind and Physically Handicapped is a unit of the Alabama Institute for Deaf and Blind. The library maintains a general collection of fiction and non-fiction materials on cassette and in Braille. Services are free to all legally blind and physically handicapped students at Gentry. Students can access these services by calling the library at 761-3337.

**Laundry service**

Laundry services are available to any student enrolled in Gentry at a reduced rate. The laundry is open from 7:00 a.m. to 3:30 p.m. Monday through Friday and is located next to the Gentry Residence hall.

**Lost and Found**

All students should safeguard their possessions at all times. All removable items of clothing, books, equipment, etc. should be clearly labeled with the student’s name. Any items that are found should be turned in to the front desk receptionist immediately.

**Section 2 - Campus Living**

The Residence Program is designed to evaluate and encourage independent living skills. These skills are evaluated by room cleanliness, personal grooming, respect of self and others, respect for property and responsible decision making skills. There are three residential facilities on the Gentry campus – the Residence hall, Wooten Cottage and independent living apartments.

**Residence Hall**

The Adult Hall houses students who are independent and require minimal assistance. Residence hall staff are available 24-hours-a-day, 7-days-a-week for assisting students. Rooms are designed for double occupancy and therefore students may be required to share a room and bathroom with a roommate. Students are responsible for their own personal management, belongings, and room; a small safe is available for medications and personal items. Cleaning supplies and equipment are available for use. Residential staff will assign rooms and discuss rules and regulations when students arrive.

**Residence Hall Rules and Regulations**

1. Each respective living area is off limits to students of the opposite sex.
2. Students with vehicles on campus must show proof of insurance and register the vehicle with their case manager.
3. Inappropriate touching is not allowed in the residence hall or on campus, shuttle bus, or state vehicle.
4. Horseplay is not allowed in the residence hall or on campus.
5. Illegal drugs and alcohol are not allowed on campus, shuttle bus, or state vehicle.
6. Individuals under the influence of drugs or alcohol and deemed to be harmful to themselves and/or others are not allowed on campus, shuttle bus, or state vehicle.
7. Knives, guns or any potential weapons are not allowed on campus (residence hall, personal vehicles, etc.).
8. Use of profanity is not allowed.
9. When in public areas of the residence hall, students should be fully dressed, including shirt and shoes.
10. Use of tobacco, tobacco products, or e- cigarettes is not allowed in the residence hall but in designated smoking areas only.
11. Harassment or threatening harm to others is not allowed.
12. Furniture in student rooms and lobbies is not to be moved.
13. No items are permitted on the walls and doors of student rooms. Bulletin boards are in each room for pictures, notes, etc.
14. Televisions in the men and women’s lobbies are turned off at midnight.
15. Quiet hours are 9:00 p.m. – 7:00 a.m. Please be courteous at other times.
16. Visiting hours are 3:30 – 9:00 p.m. Monday through Friday and 9:00 a.m. – 9:00 p.m. Saturday and Sunday. All visitors must register at the office.
17. Only the immediate family of a student may visit in student’s room. AIDB/Gentry defines immediate family as one’s spouse, parents, children, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, grandchildren, and grandparents. Step and foster type relationships will also be considered immediate family. Where unusually strong personal ties exist, due to a student having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized as immediate family for visitation purposes. In each such case, the student concerned shall notify the dormitory supervisory staff of the circumstances which justify an exception to the general rule. See Visitors section of this Handbook for further guidelines regarding visitors.
18. During the instructional day, students are not permitted in the residence hall except during break, lunch, with a pass from appropriate staff, or if scheduled to be in the residence hall by their case manager.
19. Only medical staff can excuse a student to remain in the residence hall during class time.
20. Loitering on campus and in parking lots is not allowed. The residence hall doors are locked at midnight. After that time, students must be coming or going and not loitering on campus. Residence hall staff will provide entry to the building through the main entrance after midnight. Client and visitors parking is located in the rear of Grider Hall in front of the Laundry.
21. All maintenance requests/issues should be reported to residence hall staff.
22. The office phone is for business use. Students may use the phone, if staff determines it is an emergency. Phones are available for student use.
23. The residence hall supervisor must approve all room changes.
24. All students are expected to keep their rooms clean and in order.
25. Laundry room hours are 5:00 a.m. – 8:00 a.m. and 3:30 p.m. – 12:00 a.m., Mondays through Thursdays. On the weekends the laundry rooms open at 3:30 p.m. on Friday afternoon and close at midnight (12:00 a.m.) Sunday night. It is very important that students monitor their laundry process and remove their laundry from the washer and dryer when it is finished.
26. Students wishing to use the residence hall computers and video relay system must sign a contract stating they understand and will abide by the computer room and video relay system guidelines.

(Agreement form is at the end of this handbook.)

**Room Responsibilities**

Students are required to keep their room and hallway clean. Residence hall staff will explain specific rules for cleaning and provide necessary cleaning supplies. Each suite has a mop and broom available for student use.

**Room Inspections**

The staff reserves the right to enter rooms to inspect for room cleanliness and maintenance. Students are subject to disciplinary action for failure to maintain proper standards. Gentry reserves the right to conduct room searches if necessary. Students are responsible for keeping their area clean and orderly. If a student fails their room inspection, they will be asked to correct the problem. If room cleanliness becomes a persistent problem further disciplinary action up to and including suspension or termination may result.

**Residence Hall Visitors**

**Family and friends may visit between 3:30 p.m. and 9:00 p.m., Monday through Friday and between 9:00 a.m. and 9:00 p.m. on Saturday and Sunday.**

To respect privacy, certain areas of the residence hall are reserved for residents only.

Residence Hall” means any dormitory building (except Wooten Cottage), apartment, or other facility owned or operated by AIDB/Gentry to provide housing accommodations for students.

“Resident” means any student residing in a residence hall.

“Visitor” means any person invited by a resident to visit in a residence hall or room of a residence hall.

Only immediate family, as defined in residence hall Rules and Regulations #16, can visit a student’s room.

Students are not allowed to visit in other resident’s rooms

Visitors other than immediate family must be at least 18 years of age.

For safety and security reasons, all visitors must be signed in and out at the residence hall or cottage office and show picture identification if requested.

Residents are responsible for the conduct of their visitors.

Visitors are required to follow applicable AIDB/Gentry policies especially those related to alcohol, drugs, tobacco and weapons.

All visitors must remain with the resident during their visit.

If the room is dually occupied (two students living in the room), the resident wishing to bring in a member of their immediate family must first obtain the roommate’s permission before bringing the family member to the room.

The roommate has the right at all times to request that the visiting family member leave the room.

Visitors are not allowed to use the recreational area, unless the person they are visiting is with them.

Visitors should never be given or loaned a room key.

The residence hall office is for business and should not be used as a gathering place for residents and/or visitors.

Friends, family and former students (who have been given permission to come on campus) are allowed to visit during designated times. Visitation during instructional hours (8:00 a.m. until 3:30 p.m.) is discouraged in order to provide an uninterrupted level of instruction. During instructional hours, all visitors must sign in with the secretary in the front lobby of Grider Hall to receive a visitor’s badge. Picture identification may be requested. If the visit is during instructional time, the instructor must give permission for the student to go to the front lobby to see a visitor.

**Mail Distribution**
Student mail is distributed daily after 3:30 p.m. in the Residence hall office.

Stamps can be purchased in the Gentry Café.

Mail received at Gentry should be addressed to:

Student’s Name
E. H. Gentry Facility
P.O. Box 698
Talladega, AL 35161

**Change of Address**

Upon completion of your program at Gentry, please make sure to fill out a change of address form for the United States Postal Service to ensure all future mail is delivered to your home after you leave.

**Telephone Service**Phones are provided for student use in the wing lobbies. Family members and friends may contact residents at the phone numbers listed below:

**Residence Hall** (Students)

Men’s Lobby 761-3688, 761-3689
**Women’s Lobby** 761-3675
**Residence Hall** (Office)
(For Emergencies Only) 761-3445
**Wooten Cottage** (Students) 761-3679
**Wooten Cottage** (Office) 761-3663

**Video Relay System**

There is a videophone located in the residence hall. Students wishing to use the video relay system will be given a brief orientation and must sign a contract stating that they understand and will abide by the video relay system guidelines. Students should be courteous of others using the lab at the same time.

**Shuttle Bus Service**
Regularly scheduled shuttle bus service is provided during the week and on weekends by recreation and residential staff.

**Computer Lab**A computer lab is located in the residence hall. Students wishing to use the computer lab will be given a brief orientation and must sign a contract stating that they understand and will abide by the computer room guidelines. Students should be courteous of others using the lab at the same time and should use headphones if necessary.

**Internet Usage**
Use of the Internet by students of the Computer Applications/Assistive Technology Program is permitted and encouraged where such use supports the goals and objectives of their program. However, Internet access is a privilege and not a right. If you need to check your email, or wish to look up information regarding a particular subject, as long as it does not hinder your progress within class, you may do so briefly throughout the day. At any point in time if it is determined you are abusing this privilege, it will be removed. The following policies are enforced to ensure that students:

Comply with current legislation

Use the Internet in an acceptable way

Do not create unnecessary risk to themselves or the school by their misuse of the Internet

**Unacceptable Behavior**The following is deemed unacceptable use or behavior by students:

Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material

Using the computer to perpetrate any form of fraud, or software, film or music piracy

Using the internet to send offensive or harassing material to other users

Downloading commercial software or any copyrighted materials belonging to third parties

“Hacking” into unauthorized areas

Undertaking deliberate activities that waste staff effort or networked resources

Introducing any form of malicious software into the corporate network

**Consequences**

We adhere to a “three strikes” policy. The first violation of this rule could result in a verbal warning by the instructor and/or the loss of Internet privileges. A second violation will result in a formal incident report and counseling with the case manager. A third violation of these rules will result in a formal incident report, counseling with the case manager and the possible termination of your Computer Applications/Assistive Technology Program.

By signing that you have read the handbook, you state that you understand and agree to the policies set forth in this document and you will abide by them during your training program.

**Cable TV Service**

Most rooms in the residence hall are wired to receive cable TV service. Cable boxes and remotes are the property of the cable company, if missing clients may need to purchase these items themselves.

**Wooten Cottage**

Wooten Cottage provides housing for students requiring a more structured living arrangement. These students may just be learning new self-help skills, but must already have the skills to provide minimal personal hygiene and grooming, including the dressing of oneself. Students are responsible for their own personal management, belongings, and room. Cleaning supplies and equipment are available for use. Cottage staff will assign rooms and discuss rules and regulations when students arrive. Recreation activities are provided by the recreation therapy staff. A $25.00 monthly fee is required to pay for some of the student’s recreational activities such as bowling, dining out, movies, etc.

**Wooten Cottage Rules and Regulations**

1. Students will awaken themselves each morning.

2. Student rooms will be inspected daily.

3. Quiet hours will be observed from 9:00 p.m. until 7:00 a.m.

4. Students must be in their rooms by 10:30 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday night.

5. The office phone is for business use. Student phone calls are limited to fifteen minutes on the student phone.

6. In public areas of the cottage, students must be appropriately dressed, including shirt and shoes.

7. All students share responsibility for cleanliness of the cottage public areas.

8. No items are permitted on the walls and doors of student rooms. Bulletin boards are in each room for pictures, notes, etc.

9. Any student requesting to spend the night away from campus must have approval from an authorized parent or guardian.

10. Visiting hours are Sunday through Thursday 6:00 – 9:00 p.m. and Friday and Saturday, 9:00 a.m. – 9:00 p.m. All visitors must sign-in with cottage staff and document whom they are visiting.

11. All students are encouraged to participate in activities scheduled by the recreation therapy staff.

12. Students are not permitted in the Cottage during the instructional day (8:00 a.m. - 3:30 p.m. Monday through Friday) unless participating in an Independent Living/Personal Adjustment class. Appropriate staff must be present.

13. Use of tobacco or tobacco products is not allowed in the cottage.

**Cottage Moving (phasing) to the Residence Hall**

In phasing students from the cottage to the residence hall, dorm staff communicates with the nurse, counselor, recreation therapist, case manager, student, and guardians for this transition to determine the best plan for the student.

# **Independent Living Duplex Apartments**

The four independent living duplex apartments accommodate two students in each apartment. Students living in these apartments have transitioned successfully through the residential program at Gentry. They have demonstrated that they can take care of living responsibilities such as room care, personal hygiene, respect for self, others and property. The decision for this transition is made by the Independent Living Instructor as part of the Independent Living Class.

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# **Independent Living Duplex Apartment Rules and Regulations**

Students living in the independent living duplex apartments are expected to follow the same rules established for the residence hall, with the exception of the number of guests that are allowed to visit at a time. There should only be three visitors at one time unless it is family visiting. Visiting hours are Monday – Friday 3:30 p.m. – 11:00 p.m. and Saturday and Sunday 9:00 a.m. – 11:00 p.m. **Visitors are not allowed in the bedrooms and no overnight guests are permitted unless otherwise approved through dorm supervisor.**

**Packing List: Necessary Items to Bring to Gentry**

Alarm clock

Personal grooming articles

Shampoo

Toothbrush/Toothpaste

Deodorant

Razor

Cosmetics

Extra towels and washcloths

Key chain

Seasonal clothing and shoes

Casual clothes for class (see Dress Code)

One set of clothing suitable for a job interview.

Leisure time (swim suit, shorts, sneakers, sweats, etc.)

**Optional Items to Bring to Gentry**

Radio, TV, stereo, computer

Writing materials (paper, envelopes, pens, etc.)

Camera/film

Coffee mug/glass

Power surge protector

Mattress pad or cover for single size bed

Incidental funds for personal items and/or leisure time activities

**Items/Services Provided to All Residents**

Bed linens

Vending area with soft drinks, candy, snacks, coffee, refrigerator and change machine

Cleaning supplies and equipment

Lock Box

During scheduled times and in designated areas students have the use of: irons and ironing boards, washers and dryers, DVD, computers, coffee maker, refrigerator, pool tables, shuffleboard, exercise/weight room, walking track, outdoor basketball court, piano, microwave, ice machine, and snack vending machines.

**Items not permitted in the Residence Hall rooms**

Microwave

Hot plate

Electric Heater

Coffee Pot

Cooking appliances

Candles

Bicycles (must be left outside at bike stand)

Extension Cords without power surge protectors

Incense

Rope Lights

Party Lights

**Recreation Services**

The Recreation Program provides a wide range of scheduled events and activities, both on and off campus, in six major areas: weekly activities, fitness, social events, trips, classes and games. Typical activities are as follows:

Weight Lifting, Skating, Swimming, Bowling,

Dining Out Shopping, Movies, Fishing Trips

Camping, Cookouts, Holiday Socials Dances

Theater Trips, Theme Parks, State Parks, Museums

Concerts, Musicals, Night Classes, Table Games

Billiards, Ping-Pong, Video Games

A monthly recreation schedule is posted in Grider Hall and the Residence Hall, and is also available in accessible format upon request. Trips or events may be rescheduled or canceled dependent upon the number of participants or extenuating circumstances such as inclement weather or a global pandemic.

**Section 3 – Behavior Expectations**

**Behavior Expectations**

Gentry emphasizes self-control, respect and safety. Major behavior violations are brought before a review team, to determine further action. Consequences for major violations can be suspension or termination. In most cases violent, dangerous or criminal behavior will result in program termination. Behaviors that result in immediate suspension or termination include:

Sexual activity on campus

 Use or possession of illegal drugs, alcohol or weapons.

Stealing.

Fighting

Harassment and/or Bullying

**Use of tobacco or tobacco products**

On December 20, 2019, the President of the United States signed legislation amending the Federal Food, Drug, and Cosmetic Act, and raising the federal minimum age for sale of tobacco products from 18 to 21 years (Also, see AIDB Tobacco Policy.).

For those over the age of 21, tobacco products, e-cigarettes, or vaping will only be used in designated areas. The following outside areas are designated for use of tobacco products: specific area behind Deaf Services building, and the pavilion in the back of the Residence Hall.

During the Instructional Day (8:00 a.m. – 3:30 p.m. Monday – Friday) the use of tobacco products is permitted only during the scheduled break and lunch times. Students are expected to use ashtrays to help our campus remain neat and clean. Students are never to spit waste from tobacco products on the ground or in trash receptacles. Such waste should be properly disposed of in some type of sealed container.

**Use or possession of alcohol or illegal drugs**

The National Minimum Drinking Age Act was signed into law in 1984 raising the legal age to 21 years to purchase, consume, possess, or to transport any alcohol, liquor or malt or brewed beverages in the United States.

The Alabama Institute for Deaf and Blind (AIDB) will not tolerate the illegal use of drugs in accordance with the Drug-Free Workplace Act of 1988. The AIDB Board of Trustees authorizes and directs the president of AIDB to develop and implement procedures necessary to provide for a drug- free and alcohol-free workplace. Therefore, the possession of illegal drugs or alcohol products of any kind is prohibited on all AIDB property.

**Harassment and Bullying**

It is the policy of the Alabama Institute for Deaf and Blind and E.H. Gentry Facility that students be provided an atmosphere free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of the AIDB policy and procedures approved by the Board of Trustees. In addition, any such harassment is prohibited by state and federal laws. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated by any employee, student, agent or no-employee on E.H. Gentry property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment that harassment of students is unacceptable conduct and shall not be tolerated by E.H. Gentry or the Alabama Institute for Deaf and Blind.

**Sexual Harassment**

Sexual Harassment is a form of sex discrimination, which is illegal under Title IX of the Education Amendments of 1972 for students. Sexual harassment refers to behavior of a sexual nature that interferes with the education of its victims and their fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Any student who becomes aware of any such harassment should report the incident(s) to his or her case manager or instructor. E.H. Gentry will take prompt corrective and preventive actions where necessary.

**Tolerance, diversity and settling problems with peers**

Gentry serve people with different backgrounds, and with different disabilities. If someone’s behavior is annoying or offensive to you, and you are unable to resolve it in a manner that is satisfactory to all involved, bring your concern to a staff member’s attention.

**Peer Relationships**

Extended public displays of affection are not allowed. No displays of affection are allowed at any time during the instructional day. Please contact staff with any questions.

**Cell Phones, and Electronic Devices**

Personal communication devices are to be turned off during instructional periods. During the instructional day the devices may be used only during scheduled breaks and lunch unless they are being used as part of a class assignment as directed by the instructor.

 **Infection Control/ Proper Hand washing**

 Keeping hands clean is one of the best ways to prevent the spread of infection and illness. Hand washing is easy to do and it’s one of the most effective ways to prevent the spread of many types of infection and illness in all setting, from home to the workplace. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

When should you wash your hands?

Before, during and after preparing food

Before eating food

Before and after caring for someone who is sick

Before and after treating a cut or wound

After using the bathroom

After changing diapers or cleaning up a child who has used the bathroom

After blowing your nose, coughing or sneezing

After touching an animal, animal feed or animal waste

After touching garbage

What is the right way to wash your hands?

Wet your hands with clean running water (warm or cold) and apply soap.

Rub your hands together to make lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails.

Continue rubbing your hands for at least 20 seconds. A good timer? Hum the Happy Birthday song from beginning to end twice.

Rinse your hands well under running water.

Dry your hands using a clean towel or air dry.

Washing hands with soap and water is the best way to reduce the number of germs on them. If soap and water are not available, use an alcohol based hand sanitizer that contains at least 60% alcohol. Alcohol based hand sanitizers can quickly reduce the number of germs on hands in some situation, but sanitizers do not eliminate all types of germs. Hand sanitizer may not be as effective when hands are visibly dirty.

How should you use a hand sanitizer?

Apply the product to the palm of one hand(read the label to learn the correct amount).

Rub your hands together.

Rub the product over all surfaces of your hand and fingers until your hands are dry.

**Personal Hygiene and Grooming**

Students are expected to be clean and to practice good personal hygiene and grooming habits including bathing, clean and well-groomed hair/teeth, and clean clothing. Hairstyles may be consistent with popular fashions.

Beards, moustaches, and goatees must be kept neat and well trimmed. If a student’s manner of dress, hair style, and/or beard or mustache presents an employment barrier, the student will be expected to

dress and change his/her personal appearance consistent with that expected by the prospective employer(s). Tattoos which are deemed offensive must be covered. Aftershave, cologne, perfume, scented lotions and makeup must not be excessive

### **E.H. Gentry Facility Personal Hygiene and Dress Code Guideline**

E.H. Gentry realizes that there cannot be a specific rule to cover each and every personal decision related to grooming and clothing. Students are encouraged to look in the mirror, answer the question, “If I were the boss, would I approve of my own attire, dress, and grooming?” When unsure if an outfit meets the Gentry Dress Code policy, it is best to ask your instructors or case manager of your department.

Students are asked to bring one set of clothing to Gentry that would be appropriate for a job interview or special event.

Case managers will review the dress code with all new students, including the PowerPoint presentation during new student orientation. Students will sign and acknowledge the review.

**Dress Code**

All clothing should be clean and neat. Clothing with tears and holes is not permitted. Pants or capris must fall below the knee while standing and shall be worn at the waist. No slacking at any time. Shorts are permitted but must fall at or below the knee and must have a zipper/button at the waistband. No nylon or athletic shorts are permitted during the instructional day.

Athletic wear including sweatpants, wind suits, and jogging suits cannot be worn during the instructional day, but are permitted in the dorm, exercise program, and after-school programs. This rule may be waived based upon a student’s physical disability and the recommendation of a medical professional. Leggings, jeggings, or tights must be covered with tops, blouses, sweaters or dresses that are no more than three inches above the knee. Shirts shall be tucked or rest above top pocket of pants for safety issues. Shirts and/or dresses shall cover shoulders and fit closely to arms. Spaghetti straps and tank tops must be covered with jacket or blouse. No tube tops or bare midriffs. Dresses and skirts must be no shorter than three inches above the knee. Caps, bandanas, and head gear, including hoods attached to jackets or sweatshirts are not permitted to be worninside school buildings. Head gear can be worn outdoors and in some workplaces, such as the woodshop and/or laundry, with the instructor’s permission or when recommended for medical reasons by a physician.

Undergarments shall be worn and concealed at all times in public places. Shoes should be appropriate to the area, for example, open-toed shoes are not appropriate for work experience, laundry, AIB, and other industrial areas. Rubber flip-flops and athletic slide sandals are not permitted during the instructional day, but are allowed in the dorm.

Clothing with logos, words, or pictures which are suggestive or offensive (sexual comments, beer/alcohol or drugs, gang activity, etc.) is not permitted at any time. Excessively tight or revealing clothing is not allowed. Facial and tongue piercings will be removed during the instructional day and in the work setting, but may be worn in the dorm setting. Earrings for multiple piercing in the ear should be limited to two earrings in each earlobe during the instructional day and workplace. Jewelry, purses, and other accessories for both men and women should be minimal and not distracting.

**After-hours Dress Code**

After hours clothing should be a reflection of respect for yourself and others. Overly revealing attire, as determined by staff, is not permissible.

Pants shall be worn at the waist. The “no slacking rule” applies in the dorm setting as well.

Slogans of a suggestive or offensive nature are not permissible on clothing at any time.

Footwear is required in public areas.

Pajamas (sleepwear) are **not** permitted in public areas. This includes areas such as the T.V. lounge, game room, or computer room in the dorm and the Gentry cafeteria.

House-shoes or slippers are not permitted in the cafeteria or during the instructional day program.

Please be mindful that this is a program focused on gaining employment and attire should always be appropriate for work at both on and off campus worksites. If attire is found inappropriate for worksites student will be asked to change, if this behavior continues disciplinary action will take place.

**Non-Compliance** **with Dress Code**

**Non-compliance** = NOT following the Dress Code

 Allowing students to return to the dorm to change clothes or shoes and/or shower wastes valuable time which should be spent in class or at work. Repeatedly breaking the dress code policy in the work environment may result in workers being terminated.

It is the responsibility of the first period instructor to gauge the appropriateness of their students’ attire and hygiene. However, any Gentry staff member or instructor who sees a dress code infraction can refer a student to his or her case manager and/or director for a review of their attire.

**Consequences for Dress Code Violations:**

**1st Offense:** If the clothing is deemed inappropriate or if the student’s grooming is unacceptable, the student will be asked to return to the dorm to change and/or shower. The instructor will complete a Case Note and the Case Manager will be notified.

**2nd Offense:** If a student is sent to the dorm for a Dress Code Offense, the staff will check GRIN to see if a prior offense occurred and documented by a Case Note. If so, the staff member will complete an Incident Report in GRIN and the Case Manager will be notified.

**3rd Offense:** Instructors and staff will check GRIN and continue to document Dress Code infractions. When two Incident Reports are posted in GRIN, the Case Managers will meet with the student and discuss consequences, up to and including suspension.

**Section 4 – Safety and Security**

**Rules and Policies**

In accordance with the Gentry admissions procedure and criteria, the facility reserves the right to decline admission to individuals who have a history of aggressive behavior, which could present a danger to themselves or others.

**Injuries and Accidents**

All accidents or incidents that results in either personal injury or illness, and or damage to AIDB property shall be reported immediately to a staff member. Any incident which has the potential to cause an accident or injury should also be reported immediately to a staff member. The staff member should document the accident or incident in the student management database.

**Identification and Reporting of Critical Incidents**

Students can document an incident using the student critical incidents reporting form.

**Student Reporting Form for Critical Incidents**

AIDB leadership is to be notified as soon as possible of critical incidents. Forms can be located at the end of this handbook. The following list, while not all inclusive, represents critical incidents which can be reported by students:

Neglect

Elopement

Use of Restraint

Medication Errors

Incidents Involving Injury

Communicable Disease

Infection Control

Violence or Aggression

Unauthorized Use or Possession of Weapons

Wandering

Vehicular Accidents

Biohazard Accidents

Unauthorized Use or Possession of Licit or Illicit Substances

Abuse

Suicide or Attempted Suicide

Sexual harassment

Other Sentinel Events

Or Any Other Incidents

**Reducing Physical Risks**

The following procedures will be used to reduce physical risks. This could include safe lifting techniques, stretching, slip prevention, ergonomic safety, etc. There is a potential for someone to get hurt every day and you must find a way to avert an injury. It’s important to identify a hazard, assess the risks and develop procedures to control the risks.

**Slips and Falls-**To help avoid slips and falls, make sure that your workspace in clean. The floor should be clear of obstructions. Stay alert for potential safety hazards. If you notice a potentially unsafe situation, then notify AIDB leadership immediately. Safety is the responsibility of everyone and it begins with you. Ensure that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons.

**Electrical Shock-** In order to keep safe from electrical shock, beverages should be kept away from computers and other electrical equipment. It is recommended that all power cords be plugged into a power strip surge protector, not directly into the wall, in order to prevent damage to the equipment or injury. Do not open computers or look inside electrical equipment to made adjustments.

**Do not lean back in chairs.**

**Hot Beverages**- Be cautious when handling hot beverages.

**Safe Lifting-** Lifting incorrectly can result in a variety of injuries. Safe lifting plays an important role in keeping your back healthy. There are lifting techniques that can take the strain off the low back area. Look over a situation and determine if you can or should handle it alone. When in doubt, ask for help. The following are a few simple rules for lifting.

Move in so that your feet are close to the base of the object to be lifted

Face the object squarely

Bend your knees and squat over the item to be lifted

Move up close to the object

Tilt the object on edge

Still squatting, the feet should be set with legs pointed to the object

Grasp the object with both arms and slowly stand up, while pushing with your leg muscles

If you can’t life it slowly, then you can’t lift it safely

# **Security Department**

Uniformed security staffs are on duty for the safety and well being of students and staff. The Gentry staff can contact security for assistance if needed. They, in addition to other staff, will enforce Gentry’s policies on drugs, alcohol, firearms, contraband, behavior expectations, and vehicles. These policies will be further explained during New Student Orientation.

**Gun Free Campus**

It is against the law to bring any type firearm onto the Gentry campus or any other AIDB property. Our policy also forbids the possession or use of any device capable of discharging a projectile by gas cylinder or other means.

**Search and Seizure**

If the Gentry staff believes you have, in your possession, items which are not allowed on our campus, you and your personal possessions can be searched. Local law enforcement will be called in when necessary to conduct a search. Examples of contraband are: firearms, weapons, alcohol, unauthorized prescription drugs, explosives, fireworks, handcuffs, knives, candles, incense, pornographic materials, and illegal drugs.

**Searches for Illegal Drugs**

Gentry is committed to maintaining a drug/alcohol free school. Therefore, Gentry will cooperate with all law enforcement authorities who may conduct searches of the grounds using specially trained dogs or undercover investigations at any time. Students may be arrested and tried in court if they do not follow the state and federal laws while attending Gentry.

**Video Surveillance**

Video cameras are placed at different locations around the campus and inside the residence hall, for security and safety reasons. There are no cameras in any private areas, such as individual rooms.

**Student/Staff Identification**

Upon entry into Gentry students will have their picture taken and will be provided a personal identification badge. The ID badges are for safety and security reasons and should be worn at all times. In Lieu of keys, the badges are also used to open the doors to the cafeteria and other buildings you have been granted access to. Student ID badges are the property of Gentry and should be returned to the student’s case manager before final departure.

**Private Vehicles**

Students may have vehicles on campus with proof of a valid state driver’s license and proper insurance coverage. All student automobiles must be registered with the AIDB security office. Case Managers will assist with registration. **Students are to park in the two rows nearest the laundry/ residence hall.**

**Inclement Weather**

In case of inclement weather, please tune to local radio and television stations for school information. Students and staff will transition to the storm shelter which is located behind the residence hall.

**Emergency Drills**

Emergency drills are held regularly at Gentry. The most common are fire drill, tornado drill, intruder drill, and the evacuation drill. See the Emergency Manual in the residence hall or academic department for drill details.

**Care of Buildings and Grounds**

Every student should have a deep feeling of interest and pride in taking care of our buildings and the school grounds. Our custodial staff works hard to keep our facilities clean, but they cannot do this work alone. Student cooperation is needed and expected. Be careful to make no marks on furniture, equipment, or walls in any areas. Be sure to clean shoes well before entering the buildings. Take special care to help keep restrooms clean. All trash should be thrown into trash can. Cigarette butts should never be thrown on the ground, but placed in containers provided in the designated smoking areas. If you see paper or trash on the floors or outside on the grounds, please help by picking it up, even if you did not put it there. Remember that vandalism to any AIDB property will result in disciplinary action.

**Change of Important Information**

Please be sure to inform your case manager of any change in important information. This would include a change of home address, telephone number, emergency telephone number and change of emergency contact information.

**Section 5 – Protecting Students Rights and Dignity**

**Student Rights**

Students have the right to…

be treated with dignity, respect and consideration

receive an answer when asking for services and a reason if services are denied.

communicate with administrators, faculty and staff through the appropriate process with the expectation of a timely response.

be informed of responsibilities concerning their behavior on campus.

due process in any action brought or taken by Gentry against the student which can reasonably be expected to affect the student’s status with Gentry or any of its constituent parts or agencies.

be informed of services, changes or decisions regarding their program.

have access to their own records

get information on how to appeal any decision that they feel is not right.

obtain a clear statement of basic rights, obligations and responsibilities concerning both academic and non-academic student conduct.

talk with staff about their program on a regular basis.

get medical care as needed at the student’s own expense.

not be afraid of mental or physical abuse.

be free from financial or other exploitation, retaliation, humiliation and neglect.

students are provided access to their personal records through their case managers.

case managers will comply with requests for records within 48 hours.

a student's service delivery team is comprised of instructors for those classes in which he/she will participate.

students may appeal the composition of his/her service delivery team within 48 hours of being assigned a schedule of classes.

any student may obtain outside (legal) representation related to his/her appeal of the composition of the service delivery team.

**Student Responsibilities**

Student responsibilities include, but are not limited to …

following directions and cooperating with Gentry staff and their home Vocational Rehabilitation (VR) counselor.

following all Gentry rules.

respecting the rights of others.

demonstrating behaviors that encourage responsibility, mutual respect, equality, and safety, as well as behaviors that discourages improper or illegal behavior, and/or acts that harass or intimidate others.

reporting any hazards or health risks to staff such as spills, broken glass, leaking pipes, smoke or fire, suspicious activities, injuries or accidents

Students are responsible for their own personal items at all times. Gentry is not responsible for any personal items which may be lost or stolen.

Gentry strongly advises against borrowing or loaning money or other personal items while at Gentry.

### GRIEVANCES

**State of Alabama Client Assistance Program (SACAP)**

The State of Alabama Client Assistance Program is a direct link between the student and their ADRS counselor, and others involved in their rehabilitation program.

SACAP will:

Explain the student’s rights for ADRS services and assist in determining their eligibility

Provide guidance and counseling during their rehabilitation program

Explain non-eligibility for or denial of services

Attempt to resolve problems concerning their rehabilitation program

Provide referral to other resources

**SACAP can be contacted by telephone at (334)263-2749 (Voice or TTY) or 1-800-228-3231**

### **Student Grievance Procedure**

Effective communication is necessary to maintain a good relationship and rapport with students. Occasionally, a dispute occurs concerning the interpretation or application of rules and regulations, or academic matters. The **Student Grievance Procedure** outlines steps to resolve these disputes and is available to all students.

**How to Initiate a Grievance**

A grievance can be initiated **orally or in writing** to the student’s case manager or program director if the grievance concerns the case manager within ten (10) days following the cause for grievance.

**Step One**

A discussion occurs between the student, his/her case manager, program director and/or other representative. If there is no resolution, a **written** appeal is

forwarded by the program director to the Executive Director within five (5) working days.

**Step Two**

The Executive Director will schedule a meeting with the student, his/her case manager, program director and/or other representative within five (5) working days of the receipt of the **written** grievance appeal. The written appeal should include the following information:

1. Nature of the grievance

2. Results of previous discussions

3. Reason for dissatisfaction with the proposed solution or decision rendered

4. The recommended remedy or solution sought by the student

The Executive Director will submit a **written** decision to the student with copies to the case manager, program director and/or other representative within five (5) working days of the meeting.

**Step Three**

The student submitting grievance has the right to pursue a review of the decision by external sources. The action will not result in retaliation or barriers to services, and he/she may have an advocate or other assistance of his or her choice to assist during the grievance process.

**Professional/Student Boundaries**

Although Gentry is an adult facility, there are definite boundaries between students and staff members. Staff members are instructed to maintain appropriate relationships with students, as positive role modeling is a professional responsibility. Students are encouraged to respect the professional and programmatic relationship which exists between instructor and learner. Therefore, student/staff contact outside of sanctioned Gentry activities is prohibited, thus the valued role of instructor and learner are not likely to be compromised. Any student/staff contact outside of sanctioned Gentry activities must be approved by the student’s and staff’s program director.

# **SECTION 6 – STUDENT CODE OF ETHICS**

### **Behavioral Expectations**

Communities require certain behavior from their members to maintain social order, respect and safety. Our community at Gentry also has such expectations with particular emphasis on those behaviors needed for a community dedicated to the welfare of those with disabilities. These expectations are also designed to simulate the conditions that students of Gentry will experience in the world of work. Our expectations fall into three categories:

Self-control

 Respect

 Security and Safety

**Self-control:** Students of Gentry are expected to …

control their emotions such as anger, excitement, sadness, etc., without disturbing others.

settle disagreements without fighting, using verbal abuse, threats, intimidation or cursing. When necessary, they should talk to staff for counseling and support.

abide by all rules regarding drugs and alcohol, as Gentry is a drug-free school.

dress appropriate to the situation and dress in ways that do not offend or annoy others.

**Respect:** Students of Gentry are expected to respect the rights and property of others by:

respecting others right to privacy and personal space.

realizing that loud noises (music, conversation, television, etc.) can be annoying and agree to keep noise at a level that does not bother others.

Understanding that sexual affection and/or materials can be offensive and potentially harmful to others and will not participate in such activities on campus.

being responsible for themselves and only ask for help if appropriate.

respecting the property of others by:

1. Turning in lost or found items to staff.
2. Not taking or borrowing property from others without permission.
3. Causing no damage to state or another individual’s property.

**Security and Safety:** Students of Gentry are expected to uphold safety standards by:

abiding by all rules and regulations.

following behavioral and medical restrictions.

respecting the safety of others.

avoiding participation in behavior that causes inconvenience, annoyance, alarm or risk.

**Guidelines for Service Animals at Gentry**

These guidelines are not all inclusive, but are intended to provide some structure for students and staff who choose to use a service animal at Gentry.

Although service animals have accommodation under the law, it is the handler’s responsibility to provide management and supervision of the service animal in public places as well as in the workplace. What follows will address issues of etiquette, discipline, respect of persons and property, and common courtesy, with the understanding that safe and effective guide work is always the paramount goal.

Good grooming of service animals is an ongoing obligation. While it is not necessary to bathe a service animal on a regular basis, proper grooming habits will add greatly to the service animal’s appearance and social acceptability. Therefore, service animal owners are expected to follow proper grooming standards for service animals while attending Gentry.

The service animal owner is responsible for making sure that his or her service animal has an adequate area for relief. **The owner is also responsible for cleaning up after the service animal.** Although it is not unreasonable for organizations to provide an accessible and appropriately maintained location for service animal relief, it is not necessary. Gentry’s staff will cooperate with the owner regarding relief area location and the consistent placement of outside trash receptacles. Gentry has provided an enclosed area behind the residence hall for this purpose. There is a building provided for storage of grooming supplies, etc., if needed.

**Gentry’s Guide Dog Committee Recommendations**

1. The west end doors on both the male and female side of the Residence Hall will be a recognized relieving area and a trash can with a lid will be provided to place the waste in. The trash cans will be emptied daily, unless special circumstances prevent this.

2. A second recognized relief area will be the grassy area between Grider Hall and the Deaf Services building. The individual will be responsible for cleaning and taking the waste to the dumpster located beside the Independent Living for the Deaf building.

3. The guide dog must be supervised. Individuals are responsible for cleaning any messes.

4. The Residence Hall can provide a “pooper scooper” in case one is needed. No Residence Hall staff will be required to clean any dog waste, however, some assistance might be required to assist the individual in locating the waste.

Respect for the space and property of others is an important principle at Gentry and in the workplace. Whether working or relaxing in the classroom, the service animal and its behavior is the responsibility of the handler. Not everyone is a service animal lover, and any guidelines concerning service animals at Gentry or in the workplace must take into account those who are unfamiliar with or fearful of service animals. Such individuals often gain “comfort” in knowing that the service animal is secured, and thereby not permitted to make undesired or surprise contact. Therefore, while on campus and outside the owner’s room or apartment, the service animal must be in their working harness or on a leash. Service animals should not be allowed to run and/or roam free, with the exception of the enclosed area provided (see above paragraph).

Although service animals generally love attention, they should be quiet and inconspicuous when not actively working. Keeping the service animal confined will minimize social interaction. Gentry believes that a “Working Service Animal – Please Ignore” policy is best, and encourages handlers to educate fellow students, staff and the public to this effect.

There are options when considering how a service animal might be “confined”. In some circumstances, simply putting the leash around a chair or desk leg serves as a sufficient restraint. Other restraints may also be considered.

While these guidelines apply in a rehabilitation or training setting, there are some additional points to consider. The service animal owner should take special care to acknowledge the unique setting and move with greater caution. This is especially true since service animals often become accustomed to sighted individuals getting out of their way.

The following agreement must be signed by the service animal owner if they wish to have their service animal on campus other than for a short visit.

**POLICIES**

**AIDB Tobacco Policy (ADC, GBE, D)**

In recognition of mounting concern over the effects of smoking and the use of tobacco, and nicotine related products on the health, productivity, and morale of students, clients and employees, the Board of Trustees directs and authorizes the President to implement a no-tobacco policy under the guidelines which follow.

The use of tobacco and nicotine products of any kind including but not limited to electric cigarettes, smokeless tobacco, battery-powered vaporizers, etc. is prohibited on the campuses of the Alabama School for the Deaf, Alabama School for the Blind, Helen Keller School of Alabama, and the Regional Centers. The use of tobacco products of any kind by employees is prohibited at all times in the presence of students and at official activities of AIDB. The use of tobacco products of any kind is prohibited on all property of AIDB except it may be permitted where designated on the campuses at E. H. Gentry Technical Facility, Alabama Industries for the Blind (AIB) Campus, the Physical Plant Department, Transportation Department, and Base Supply Centers. The President shall be authorized to grant exceptions to this policy as deemed appropriate.

The unit administrator for E. H. Gentry Technical Facility, AIB Campus, the Physical Plant Department, and the Transportation Department may designate an outdoor area for the use of tobacco products. Such areas must be designated as such with signage.

AIDB will comply with all Federal, State and Local laws and ordinances regarding the use of tobacco products.

Reference: Board of Trustees February 10, 1994.

Board of Trustees Minutes May 17, 2016

**Sexual Harassment Policy (GBAA)**

It is the policy of Alabama Institute for Deaf and Blind to provide a work and educational environment for students/clients, faculty, and staff which is free of illegal discrimination, including all forms of sexual harassment, intimidation, and exploitation. Harassment on the basis of sex is a violation of Title IX of the Education Amendments of 1972 and of Title VII of the Civil Rights Act of 1964. Neither employees nor students/clients shall engage in conduct constituting sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, reprimand, transfer, suspension, or termination of employment. Any actions taken against an employee or student/client will be subject to the applicable grievance procedure rights of the employee or student/client as stated in the AIDB Policies and Procedures Manual or appropriate student handbook. Sanctions against students/clients will be outlined in the appropriate student/client handbook. The AIDB Human Resources Director is the Title IX Coordinator.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment;

2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment or education; or

3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or educational decisions affecting the individual.

To help prevent sexual harassment, AIDB will distribute this policy to all units of the institution, including staff and student handbooks and will process complaints of sexual harassment in the following manner:

Any student/client or staff member who feels that he/she is being sexually harassed should follow these procedures:

1. In circumstances in which the student/client or employee thinks that he/she will not be jeopardizing his/her personal safety, job, or academic standing, he/she should communicate clearly to the offender that the behavior is not welcomed and should cease immediately. If the student/client or employee does feel jeopardized by such a confrontation, he/she should go to step 2.

2. If the harassment does not cease, the student/client or employee shall report the complaint to his/her supervisor or Principal/Dean of the school. A student/client will discuss the incident with his/her counselor or supervising teacher. If the offender is a Supervisor/Principal/Dean, or if the individual is uncomfortable in talking with the Supervisor/Principal/ Dean, the student/client or employee shall report the complaint to the Director of Human Resources.

3. The supervisor receiving the complaint of sexual harassment shall initiate the process for an immediate investigation. The completed investigation shall be reviewed by the Principal/Dean and the President or his designee for prompt and appropriate action, if warranted.

4. A written response to the employee’s or student/client’s complaint will be provided to the complainant by the supervisor within 45 days of the date of the complaint. The report will be placed in a confidential file in the Human Resources Department.

The right of confidentiality of all parties will be respected insofar as it does not interfere with the institution’s legal obligation or ability to investigate the complaint or to take corrective action when it has been established that misconduct has occurred.

Reference: Minutes-Board of Trustees Meeting, May 19, 1994; Minutes – Board of Trustees Meeting, May 29, 2002.

**AIDB Discrimination Policy (GBAAA)**

 It is the policy of the Alabama Institute for Deaf and Blind (AIDB) to provide a work and educational environment for students/consumers,

faculty, and staff that is free from discrimination against any individual or group. This is a **“zero tolerance”** policy, and prohibits all forms of discrimination because of race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status. Discrimination is a violation of Title IX of the Education Amendments of 1972 and of Title VII of the Civil Rights Act of 1964. Neither employees nor students/consumers shall engage in conduct constituting discrimination. Disciplinary action may be up to and including termination and will be in accordance with applicable laws.

Any actions taken against an employee or student/consumer will be subject to the applicable grievance procedure rights of the employee or student/consumer as stated in the AIDB Policies and Procedures Manual or appropriate student/consumer handbook. The AIDB Human Resources Director is the Title IX Coordinator.

Discriminatory conduct or practices include but are not limited to:

Prejudice or prejudicial outlook, action, or treatment.

Harassment on the basis of race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status.

Retaliation against an individual for: filing a charge of discrimination, participating in an investigation of discrimination, or opposing discriminatory practices.

Employment decisions, particularly the denial of promotion or hiring, based on stereotypes or assumptions about the abilities, traits, or performance of an individual of a certain race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status.

Denying employment opportunities to a person because of marriage to or association with a person of a particular race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status.

Discrimination may be defined to include but is not limited to the withholding or granting of rights or privileges based on race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status. Discriminatory behavior may include but is not limited to any unwelcome verbal or physical conduct when:

That conduct has the effect of interfering with performance of duties; or

That conduct creates an intimidating, hostile, or otherwise offensive work environment.

Non-discriminatory practices that may help to ensure diversity of the workforce may include but are not limited to:

Considering all qualified applicants for employment without regard to race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status.

Writing job descriptions so that all qualified individuals have equal opportunity to apply.

Providing all employees with the resources (training, funding, tools, equipment, etc.) that are required to do their jobs, regardless of their race, disability, ethnicity, religion, gender, sexual orientation, national origin, age, color, socio-economic status, or marital/family status.

To help prevent discrimination, AIDB will distribute this policy to all units of the institution, including putting it in staff and student/consumer handbooks and wherever AIDB policies are posted, and will process complaints of discriminatory behavior in the following manner:

Any student/consumer or staff member who feels that he/she is being discriminated against should follow these procedures:

 1. In circumstances in which the student/consumer or employee thinks that he/she will not be jeopardizing his/her personal safety, job, or academic standing, he/she should communicate clearly to the offender that the behavior is not welcome and should cease immediately. If the student/consumer or employee does feel jeopardized by such a confrontation, he/she should go to step 2.

2. If the discrimination does not cease, the student/consumer or employee shall report the complaint to his/her Supervisor or the Principal/Executive Director of the school. A student/consumer shall discuss the incident with a person in authority. If the offender is a Supervisor/Principal/Executive Director, the student/consumer or employee shall report the complaint to the Director of Human Resources.

3. The person in authority receiving the complaint of discrimination shall initiate the process for an immediate investigation. The completed investigation shall be reviewed by the Principal/Executive Director and the President or his/her designee, for prompt and appropriate disciplinary action, if warranted, up to and including termination.

4. A written response to the employee’s or student’s/consumer’s complaint will be provided to the complainant by the supervisor within 45 calendar days from the date of the complaint. The report will be placed in a confidential file in the Human Resources Department.

The right of confidentiality of all parties will be respected insofar as it does not interfere with the institution’s legal obligation or ability to investigate the complaint, or to take corrective action when it has been established that misconduct has occurred.

 Reference: Board of Trustees, November 15, 2005

**Gentry Residence Hall R-rated Material Policy**

R-rated movies, DVDs, music, video games and any other R-rated materials are not to be used by staff in any way as part of Gentry’s recreational, recreational therapy and/or leisure time activities.

Students residing in the Gentry Residence Hall will be allowed to view R-rated movies/DVDs only in the designated movie room of the Residence Hall recreation area. Students will also be allowed to view R-rated movies/DVDs in the privacy of their room as long as it is agreeable with their roommate. This in no way allows for the viewing of X-rated or pornographic type materials any place on campus. Other R-rated materials to include DVDs, music and video games are not to be played or viewed in the common public areas of the Residence Hall. These too may be played or viewed in the privacy of the student’s room as long as it is agreeable with their roommate.

A sign, in Braille and large print, will be permanently placed on the door of the designated movie room stating: “Some movies/DVDs shown in this room may be R-rated. Therefore, viewer discretion is advised. An R-rated movie contains some adult material. An R-rated movie may include adult themes, adult activity, hard language, intense or persistent violence, sexually-oriented nudity, drug abuse or other elements. Individuals 17 years of age and under are not allowed in the movie room when R-rated movies are being shown unless accompanied by a parent or adult legal guardian.”

This practice applies only to the Gentry Residential Hall and is not applicable to Wooten Cottage and the Recreation Therapy settings.

**FORMS**

**E.H. Gentry Student Reporting Form for Critical Incidents**

(For Student Use)

Date: \_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Who was involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What caused the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of what happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consequences of the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnesses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who was notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On this Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residence Hall**

**Computer Lab Guidelines**

Hours of Operation: Monday – Friday 3:30 PM – 12:00 AM, Saturday & Sunday 8:00 AM – 12:00 AM

Purpose: To establish a set of guidelines to ensure students use the computers appropriately. The equipment is available to enhance the students’ educational awareness, to communicate with family/friends, for appropriate entertainment, and browsing the Internet. If a student misuses/damages a computer or violates the guidelines, there will be consequences that range from verbal/written warning, suspension from computer lab, suspension from facility and up to termination of his/her program.

1. The computers labs are to be used only by students currently enrolled in Gentry.

2. All students using the computer labs must receive orientation, from the appropriate staff, on the proper use and care of the computers and sign a copy of the Computer Lab Guidelines indicating they understand the guidelines.

3. No food or drink items of any type are permitted in the computer labs.

4. The computers are not to be used for playing games. There are video games in the recreation area for this purpose and your enjoyment.

5. Students may access the computers any time during the hours of operation. Students should be mindful of others who may be waiting to use a computer. Students may sign up to reserve a computer during a designated time slot. The time slots are divided into ½ hour increments. A computer may be reserved for a maximum of one (1) hour. At the end of that time the computer may be reserved for additional time slots if available and no one is waiting to use a computer. Times may be reserved up to 48 hours in advance.

6. Students must use the computers in a responsible manner and as outlined by AIDB policies and procedures in that no R-rated and/or pornographic material shall be accessed using the computers. Electronic mail guidelines prohibit the sending or posting of lewd or obscene material and pictures or using the electronic mail system for harassment of any kind. Use of the computers and Internet for illegal and/or inappropriate activities is strictly forbidden.

7. Students are in no way to attempt to bypass filters, controls and blocks which have been installed or established by the administration.

8. Please respect the privacy of other users. Staff may limit the number of individuals in the computer lab or close the computer lab if necessary for good discipline and/or to eliminate inappropriate behavior.

9. One of the computer labs is set up for students who are blind or visually impaired and require special adaptive software and/or equipment. **Only those students who are blind or visually impaired and are currently enrolled in Assistive Technology for the Blind classes, have successfully completed the classes or approved by the AT for the Blind staff may use this computer lab.**

10.No type of information shall be saved on the hard drive of the computer lab computers. You may save information on your personal disks, CDs, jump drive, etc.

11. Only authorized AIDB staff may install and/or remove software on the computers. This includes the downloading of music, pictures, videos, movies, games and any other such materials.

I have read the above guidelines and understand them. I understand that if I violate the guidelines I will be subject to disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

E. H. Gentry Facility

**Residence Hall**

**Video Relay System Guidelines**

Hours of Operation: Monday – Friday: 3:30 PM – 12:00 AM, Saturday – Sunday 8:00 AM – 12:00 AM

1. The Video Relay System is to be used by Gentry students only.
2. Students must sign up to use Video Relay System. Time slots are divided into ½ hour increments. If the next available time slot is not reserved, you may come to the office and sign up for an additional time slot, after your time is completed. Times may be reserved up to 48 hours in advance.
3. The user for the assigned time is responsible to ensure that the video system is used properly and within these guidelines.
4. No pornographic material should be viewed or shown on the video relay system. No one is to use the system to send or receive lewd or obscene material and pictures, for harassment or any illegal activities of any kind. The computer rooms will be supervised and violators will be subject to disciplinary action.
5. Only one person is allowed to use the video relay system during an assigned time slot. Only the person signed up for that time slot will be allowed in the area for the system.
6. Students are not to use the computers in this area. Access to this area is only to use the video relay system, not the computers.
7. Anyone wishing to use the video relay system must receive orientation , from appropriate staff, on the proper use and care of the video relay system.
8. The equipment in the video relay system area will be used only for its intended purpose.

I have read the above guidelines and understand them. I understand that if I violate these guidelines I may be subject to loss of video relay system privileges.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**E. H. GENTRY CONSENT TO OBTAIN, USE, RELEASE AND**

 **EXCHANGE PERSONAL/CONFIDENTIAL INFORMATION**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ I agree and consent to the use of news articles and photographs, as well as appearances on radio and television as a part of the general Public Information Program of the Alabama Institute for Deaf and Blind. This consent/authorization will automatically expire in two years, or upon my completion/termination from E. H. Gentry. I have the right to revoke this release in writing at anytime.

\_\_\_\_\_\_ I understand that under the Family Educational Right to Privacy Act (FERPA), Public Law 93-380 (Buckley Amendment) personal/confidential information shall not be released without written consent of the individual or guardian to any individual, agency, or organization, other than to school officials or under certain conditions to officials or other school systems.

In accordance with the Federal Privacy Act, I hereby give my consent and authorize the E. H. Gentry representatives to obtain, use, and release any personal/confidential information and to exchange this information with individuals and agencies necessary for me to receive maximum outcomes from the rehabilitation services provided. I understand that all personal information relating to me will be treated confidentially and will not be shared without my consent, except to rehabilitation/health care professionals and providers, who are part of my rehabilitation program; when required by Federal and State Law, Judicial Order or when necessary to protect me or someone else’s safety.

This consent/authorization is executed on the date indicated below. This consent/authorization will automatically expire one (1) year, or upon my completion/termination from E. H. Gentry. I authorize E. H. Gentry representatives to release any and all information pertaining to my rehabilitation program to name(s) listed below with the understanding I have the right to revoke this release in writing at anytime:

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Animal Agreement**

While enrolled at the Gentry Facility I will maintain my service animal in matters of appearance and behavior. I understand that I will only be allowed to have my service animal on campus as long as it is performing its intended purpose. I understand that I am responsible for my service animal's care and agree to the following:

I will be responsible for any and all damage that my service animal may do to property of Gentry, Gentry staff and/or other students. In such cases, I agree to work out proper solutions including cleaning or replacement of damaged items or property.

I will be responsible for the relieving of my service animal in designated relieving areas. I will be responsible for picking up and disposing of my service animal's waste in a proper manner. Upon learning where these areas are and the location of disposal cans, I will accept the responsibility to maintain a clean relieving area. In case of a medical issue that would necessitate any deviation from this, I will inform my case manager or appropriate staff as soon as possible, so they could make other staff aware of my problem.

I understand that my service animal is not permitted in areas where food is prepared for the public (i.e. EH Gentry cafeteria food preparation area, BEP food preparation area).

**Consequences of noncompliance**

Minor violations, such as an occasional accident of relieving in an undesignated area, will result in a meeting with case manager. Repeated minor violations will result in a meeting with administrative staff and/or a request for help from other appropriate sources.

Major violations, such as continuous problems with relieving or destruction of facility property, will result in immediate contact with appropriate sources for consultation and could result in the owner's service animal being banned from campus.

While the law guarantees free access for my service animal, it also acknowledges my responsibilities. I accept my responsibilities as a service animal user to humanely care for the needs of my service animal, clean up after my service animal, and restrict my service animal from destructive behaviors by applying proper techniques. If needed, I authorize and grant permission for appropriate Gentry staff to contact other appropriate sources to assist and assess areas of concern with my service animal. This contact will not be made without prior written notification explaining the concerns and methods used to address these concerns, unless the circumstances are life-threatening or injurious to the student or service animal.

I have read this agreement and will agree to abide by this agreement as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**Student Handbook Verification Form**

The. E.H. Gentry Handbook has been briefly reviewed and I have received a copy.

The dress code policy was reviewed and discussed.

The following drills were also discussed: fire drill, bomb threat, natural disasters, utility failure, medical emergency, violent or threatening behavior, and critical incidents reporting.

I understand that I am expected to abide by the rules and regulations of E.H. Gentry.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_