



**Mason LIFE Residential Program Handbook:
2017 – 2018**



Welcome Mason LIFE Residential Program students and families!

This guide is designed to supplement *GMU's* Housing and Residence Life Policies, which each student should read thoroughly and refer to often. The Community Standards and Resident Student Handbook can be read in full from the *GMU's* Housing website <http://housing.gmu.edu/policies/>. It will highlight some of the key points from the *GMU's Policies*, and also add some extras and exceptions that relate particularly to the Mason LIFE Program. The handbook is a work in progress so please expect additions and changes throughout the year.

RESIDENCE HALL

Located between Presidents Park and the Aquatic and Fitness Center, Liberty Square and Potomac Heights Residence Halls feature four person apartments, each with single bedrooms and one bathroom for every two students. Each apartment includes a kitchen and living area. Kitchen amenities include a refrigerator, electric stove and oven, microwave, garbage disposal, and dishwasher. If there are openings in these units, another Mason LIFE student may be placed to complete the bed quota. If a Mason LIFE student is not available, then a support staff will be offered the space to complete the bed quota. If a support staff is not available, then a background

checked George Mason student will be offered the space to complete the bed quota.

Liberty Square
10440 Presidents Park Dr., Fairfax, Virginia 22030

Liberty B- Suite: B107 Over Night Support Staff: Ms. Tracy Villa (D)
Ms. Kelsey Wilson, Building Support (C)
Hannah Bourlakis (B)
Haley Golden (A)

Liberty B- Suite: B108 - Overnight Support Staff: Mr. Jontae Noel (D)
Anthony Traver (A)
Elliot Metz (B)
Edward Hackemer (C)

Liberty B- Suite: B204 - Overnight Support Staff: Mr. Onuorah Onyemaechi (D)
Mats von Quillfeldt (A)
Andrew Leung (B)
Onyekachi Okigbo (C)

Liberty B- Suite: B205 Overnight Support Staff: Ms. Ashley Jean (A)
Madison Essig (B)
Anne Wheaton (C)
Veronica Brown (D)

Liberty B- Suite: B207 - Overnight Support Staff: Ms. Maiah Wright (D)
Elizabeth Wills (C)
Jillian Gordon (B)
Ashley Murphy (A)

Liberty B- Suite: B208- Overnight Support Staff: Mr. Jermaine Azu (D)
James Rill (A)
Leon Townsend (B)
Bryant Andrews (C)

Potomac Heights
10350 York River Road, Fairfax, Virginia 22030

Potomac F- Suite: F102 - Overnight Support Staff: Ms. Manal Abdulrahman (D)

AnnCatherine Heigl (A)
Isabella McCarthy Womeldorf (B)
Kathryn Robb (C)

Potomac F- Suite: F103- Overnight Support Staff: Mr. Jamison Hicks (D)

James Owen Hicks (A)
John Shepherd (B)
Alexander Bolden (C)

Potomac F- Suite: F154 - Building Support Staff: Mr. Cameron Saylor (Potomac F 549-A)

Bassel Dib (A)
Jeyoon Cho (B)
Andrew Kenworthy (C)
John Murray (D)

Potomac F- Suite: F155- Overnight Support Staff: Ms. Ashala Bell (D)

Anne Eplee (A)
Meredith Cripe (B)
Allison Robbins (C)

Building Support Staff: Mr. Cameron Saylor (Potomac F 549-A)

Ms. Tracy Villa, Ms. Ashley Jean, Mr. Jontae Noel, Mr. Onuroah Onyemaechi, Ms. Maiaah Wright, Mr. Jermaine Azu, Ms. Manal Abdulrahman, Jamison Hicks and Ms. Bell are room support staff. **Ms. Kelsey Wilson and Mr. Cameron Saylor** are the building support staff.

SPECIAL NOTES

Internet hook-up may be accessible through wireless or Ethernet card with cord. All students will engage the MUST anti-virus system regardless of any current protection system in place on their computer. This ensures a university safe system. All residence halls have ITU support located in the building to assist in these matters. ITU may be contacted on campus by extension: 703-993-8870.

BUILDING ACCESS

Student Mason ID cards/Keys will be scanned to provide access to the building, the hallway, the apartment, and the student individual bedroom. Students cannot open other students' bedrooms. Mason LIFE Overnight and Day Support Staff– as defined below – do not have access to other student bedrooms. The Residential Support Staff will have access to open the Residential Housing floor, in case of an emergency. Students are solely responsible for carrying their Mason ID/Keys daily. Students will sign a Mason LIFE daily sign-in/sign-out form to monitor daily activities (see page 20). A desk assistant will be on duty on the Eisenhower desk 24 hours a day.

RESIDENT ADVISORS

Nine Overnight Support Staff and two Building Support Staff will be employed and trained by the Mason LIFE Program and will live with the Mason LIFE students. Seven Day Support, four On-call Support Staff, and Trained Volunteers will assist with cooking, shopping, cleaning and other activities that take place in the units. There is a total of 20 support staff for approximately a 2 to 1 student ratio. Support Staff range from working 15-25 hours per week and will keep a consistent schedule all semester. One or more staff members will be on-call at all times. All will follow a master work schedule. The fall semester schedule will be distributed to students and families at orientation. The spring semester schedule will be uploaded on the website. All Support Staff will be available to assist with move-in and move-out procedures. Residents may keep possessions in the residence hall during semester breaks. Staff members are not permitted to transport Mason LIFE students in their own vehicles without permission from the parent or guardian.

Schedule: Morning 8am-8:30am

Monday - Thursday: (4:00pm-7pm), (7pm-9pm)

Friday: (4pm-7pm), (7pm-9pm) (9pm-12am)

Saturday: (9am-11am) (11am-1pm) (1pm-3pm) (3pm-5pm), (5pm-7pm)
(7pm-9pm) (9pm-12am)

Sunday: (9am-11am) (11am-1pm) (1pm-3pm) (3pm-5pm), (5pm-7pm)
(7pm-9pm)

**Quiet Hours: Parents are not permitted in the units during these hours
unless there is an emergency.**

Sunday - Thursday: 9pm - 7am

Friday: 12 am -8am

Saturday: 12am - 9am

Calendar Dates:

a) Move in day is in the late afternoon (3:00pm) on Friday, August 25, 2017.

There will be no access to the units prior to move in day.

b) Thanksgiving holiday is Wednesday, November 22 at 5pm until Sunday,
November 26th at 5pm. During that time, no students are permitted in the
units.

c) The last day of fall semester 2017 is Friday, December 8th with pick up
on or before 12pm Saturday, December 9th. Intersession goes

through Sunday afternoon, January 21, 2018 at 5pm. Move-in is permitted after 5pm.

d) Spring classes begin on Monday, January 22, 2018.

e) Spring break is Friday, March 9th, 2018 at 5pm– Sunday, March 18th, 2018 at 5pm. During that time, no students are permitted in the units.

f) The last day of spring semester 2018 is Friday, May 4th, 2018. Move out day is in the afternoon of Saturday, May 5th, 2018 by 12pm. If, because of snow days, the Provost adds days to the 2017-2018 academic calendar, students will be permitted to remain in housing until the last day of the semester. During summer break, no students are permitted in the units.

Overnight/ Building Support Staff stay in the unit until graduation, May 19th, 2018.

General Information

- a) All units are “dry” meaning NO alcohol within the units regardless of age.
- b) Unit assignments are typically completed by May for the upcoming academic year
- c) All students and family will be provided with a copy of the Residential Handbook and by signing the final page to abide by all George Mason University and Mason LIFE Program policies.
- d) Upon moving out, all students and Resident Advisors must follow the George Mason Housing checkout list/policy (Section 10 of Housing Agreement).

<https://housing.gmu.edu/sites/housing/files/Housing-Agreement-2016-2017.pdf>

Support Payment:

The Support Fee is \$5,625 per semester due to incorporating room charges for overnight unit and building staff.

The Mason LIFE Program pays Overnight and Day Support Staff to support each Mason LIFE student.

The support fee will be reflected in your student's account along with tuition charges as listed above. Please go to

<http://studentaccounts.gmu.edu/index.html> for payment deadlines, details and instructions.

Please see http://masonlife.gmu.edu/financial_life/ for more details.

For what to bring and not to bring, please follow the George Mason Housing list, located on the housing website.

<https://housing.gmu.edu/resources/what-bring>

Meals

Students need to supply their own food and drinks to eat in their units. Please keep in mind the space limitations in the cupboards and refrigerator. To aid in respecting students' property, each student will be required to label their food in the cupboards and refrigerator. Meals that require simple preparation for breakfast and lunch (sandwiches, soup, microwavable meals,

cereal, fresh fruit & veggies, yogurt, etc.) are recommended since students will not be supervised during all food preparation times.

However, there will be support each late afternoon/early evening from 4-7pm in each unit to encourage more complex meals or group preparation. Refrigerators and ovens should be cleaned each semester.

Meals can also be purchased at several locations on campus with cash or Mason Money. Contact Laura L. Callahan, Mason Money Manager/Card Services Coordinator, for Meal Plan information. 703-993-2871 or lcallah1@gmu.edu. It is recommended to obtain a debit card from Apple Federal Credit Union for the students' use and no more than \$30 dollars is placed on the card at any given time. It is also recommended to purchase food or store cards such as Giant Food Supermarket, or Safeway to purchase food for their meal preparation. No more than \$30 dollars should be placed on the card at any given time.

(<http://www2.gmu.edu/dpt/allunivcard/masonmoney/masonmoney.htm>)

Housekeeping and Maintenance

*****Students are responsible for cleaning their own rooms, as well as sharing in the cleaning of the common areas of the apartments. This is a great opportunity for students to learn and practice skills of independent living.*** A chore list will be developed for each apartment, which will be

reinforced by the Support Staff. The housekeeping and maintenance staff will see to it that the rest of the building is clean and in proper working order. Please refer to the housing agreement for more information about health and safety checks/violations (Housing Agreement, Section 6).

Individuals to contact in case of EMERGENCY

Mason LIFE Program Residential Housing Component Staff

Overnight Support Staff:

Ms. Manal Abdulrahman	571-992-6615	mabdulr2@masonlive.gmu.edu
Mr. Jermaine Azu	703-867-2190	jazu@gmu.edu
Ms. Ashala Bell	336-508-6940	abell22@gmu.edu
Mr. Jamison Hicks	254-466-6635	jhicks14@gmu.edu
Ms. Ashley Jean	703- 624- 3016	ajeane2@gmu.edu
Mr. Jontae Noel	804-982-3179	jnoel4@masonlive.gmu.edu
Mr. Onyemaechi Onuorah	301-648-4418	oonuorah@masonlive.gmu.edu
Ms. Maiah Wright	757-469-0597	mwrigh22@masonlive.gmu.edu
Ms. Tracy Villa	434-409-8183	tvilla@masonlive.gmu.edu

Building Support Staff:

Mr. Cameron Saylor	757-335-0451	csaylor2@masonlive.gmu.edu
Ms. Kelsey Wilson	757-771-6072	kwilso21@gmu.edu

Day Support Staff:

Ms. Zaria Cyrus	917-324-1554	zariacyrus@masonlive.gmu.edu
Ms. Amanda Dillon	540-339-4642	adillon4@masonlive.gmu.edu
Mr. Oscar Marklund	571-236-9364	omarklun@masonlive.gmu.edu
Mr. Willie Marrow	757-328-1617	wmarrow@gmu.edu
Mr. Quentin N. Pagtakhan	240-346-5693	qpagtakh@masonlive.edu

Ms. Lina Saade	571-265-2536	lsaade@masonlive.gmu.edu
Ms. Achari Simpson	571-260-8419	acharisimson829@gmail.com

On Call Residential Support Staff

Ms. Nicole A. Cross	757-604-9531	ncross2@gmu.edu
Mr. Kenneth Diaz	540-847-9998	kdiaz5@masonlive.gmu.edu
Ms. Taylor Peoples	937-546-5445	tpeoples@masonlive.gmu.edu
Mr. Justin Sobczak	757-705-1681	jsobczak@gmu.edu

Professional Staff:

-Mr. Permon D. Mitchell, Mason LIFE Residential Housing Coordinator,
703-993-3889 (office) 843-475-6480 (home)

-Ms. Laura Freeman, Mason LIFE Residential Housing Liaison
804-690-1430 (home)

Dr. Robin Moyher, Mason LIFE Assistant Director, during office hours of 9-
4pm (M-F), 703-993-5806 (office) or 703-403-9746 (home)

-Dr. Heidi Graff, Mason LIFE Program Director, 703-993-8036 (office)
703-401-0487 or 703-938-5559 (home)

In order to create a safe and comfortable living environment that will meet the needs of all students in the Mason LIFE Program, all students taking part in the residential portion of the program must agree to the following:

1. Residents will respect each other's belongings and privacy. To include only eating the food you purchased.
2. Residents will cooperate with roommates in the use of the commonly shared household items (such as TV, microwave, etc.).
3. Mandatory Residential Hall activities include a hygiene routine (e.g. daily bathing) as well as weekly cleaning and laundry activities. Participating in cooking activities is mandatory 2-4 times per week.
4. Residents will engage in quiet time activities during Quiet Hours (see page 7).
5. Residents will practice good communication skills with Support Staff and fellow roommates.
6. Residents will engage in all appropriate University behavior including the non-use of alcohol or cigarettes and will follow the guidance of the Mason Support Staff.
7. Residents will make sure the door is securely closed and locked when leaving the unit.
8. Residents will respectfully comply with all requests and follow the guidance of the Mason LIFE Support Staff.

9. Residents should incorporate lessons and skills learned in Housing and Independent Living class 101/102 into their living experience in the Residential units.

10. In addition to the above guidelines, this year will be piloting Successful Adult Living (SAL) Levels (See page 17). The purpose is to systematically show achievement of independent successful adult traits as they are mastered by each student. The following chart will be posted in each unit in the common area. All students will be introduced to this pilot program their first week on campus.

******All questions regarding Residence Living are to be directed to the
Mason LIFE Residential Housing Coordinator, Permon D. Mitchell
703-993-3889***

SAFETY

From the *GMU's Housing Policies*:

Safety is a partnership dependent upon each individual community member and his/her guests. In order for residential communities to be safe places to live, study and grow, cooperative efforts by all residents are essential. Our approach to safety and security rests on one simple notion:

Each individual observing a few proper precautions contributes to a safe and secure place for all to live, such as:

- Do not tamper or vandalize any fire alarm equipment.
- Keep your Mason ID card with you at all times.
- Do not loan your Mason ID card to friends.
- Always lock your room/apartment/suite.
- Never prop open any doors, especially exterior ones, or ground floor windows.
- Use the sign-in/sign-out sheet.
- Do not leave personal property unattended.
- Inventory and inscribe valuable items. The University Police will loan students an inscribing tool.

For more information, please call (703) 993-2810 (non-emergency number for Campus Security).

- Never walk alone on campus after dark. Always use the buddy system.
- Do not allow anyone into your hall/house.

Above all, be alert and observant, and report all suspicious people or activities to the University Police and Residence Life Support Staff.

OFF-CAMPUS TRAVEL:

As a guide, we encourage 1st year students to always be with a Support Staff. Students will be improving their level of independence to travel off campus throughout their duration in the program. Consideration for independent off-campus travel is determined based on the individual student. Any concerns, please contact Mr. Permon Mitchell, Residential Housing Coordinator.

GPA MAINTENANCE:

In order to stay in Residential Housing, Mason LIFE students must maintain an A or B average. If your grades fall below this average, you will be put on probation. If your grades remain below average, you will be asked to leave Residential Housing.

* This year we will be piloting a new program in the residential units. More

information will be provided to the students once they are settled in. *

Successful Adult Living- (SAL):

Our definition of living independently as a successful adult means daily functioning without support staff providing ongoing structure or cues. It involves flexibly reacting and responding to daily demands. By demonstrating mastery of the criteria for the different levels, students will be able to access additional independence.

SAL Levels

	Criteria	Additional Independence
Level 1	<ul style="list-style-type: none"> • Follows chore schedule and completion • Satisfactory hygiene • Up independently in am • Take medication independently • On time to class 	<ul style="list-style-type: none"> • Being in the dorm (but not your unit till 9:30)
Level 2	<ul style="list-style-type: none"> • Exercise/stay active (3 activities per week w/peer) • Plan to get organized (goal & action plan) • Mostly consistent going to sleep independently • Cook 3 meals/week, create shopping list w/assistance, pack lunch when indicated • HW, etc. are turned in on time 	<ul style="list-style-type: none"> • Being in the dorms or AFC (but not your unit) until 11 (12:30 on Fri & Sat). Make sure you sign out on sheet • Opt out of SMART & notify Mr. L once a week
Level 3	<ul style="list-style-type: none"> • Do what you planned • Connect leisure time to budgeting • How to talk to strangers • Find way around campus independently • Identify your Knights of the Roundtable • Self-regulation – can identify zone, a strategy, and implement when necessary 	<ul style="list-style-type: none"> • Extended curfew till midnight (1am on Fri & Sat) • Opt out of SMART & notify Mr. L twice a week

Frequently Asked Questions:

1. What happens if I wake up and I do not feel well?

Mason LIFE Sick Policy January 2014

- The student must call Mrs. Atkins at 703-993-3905 to let her know.
- The parent(s)/guardian(s) will be called and informed of the student's sickness.
- The student will be allowed to rest until 11 am.
- The student and the parent(s)/guardian(s) must decide whether the student is well enough to go to class, go to a physician, or go home.
- By noon, if the student is not well enough to go to class, the student can access Student Health Services.
- The Mason LIFE staff will follow the recommendations of the Urgent Care Staff to determine if the student needs to go back to on/off campus housing, home or to the Emergency Room.
- If the student is allowed to return to on/off campus housing, the student will be alone between the hours of 8:30 a.m. – 4:00 p.m. It then becomes the families or designed person's responsibility to either let them remain alone or to come pick them up and take them home.

**There is no RA on duty between the hours of 8:30 a.m. – 4:00 p.m.
George Mason University is not equipped with a Sick Bay
In case of extreme emergency, 911 will be call.**

2. **What do I do if I lock myself out of my unit? My bedroom?** If you lock yourself out of your unit, one of your roommates or Support Staff can let you in. If you lock yourself out of your bedroom, you must walk to the Eisenhower Desk to get the GMU Residential Advisor (RA) on duty to let you in. An RA is there 24hrs a day.

3. **What is an emergency?** Emergency examples of times to call **911**: In case of a **Fire**, you should exit the unit immediately. For **bad injury of self or other students**, in all cases, you should immediately locate your Support Staff, Mr. Mitchell, Dr. Moyher, and/or Dr. Graff.

4. **When to call for maintenance?** Examples of reasons to call maintenance would be the dishwasher leaking, no hot water, or the toilet not flushing properly. You are responsible for placing a work order on our 4-WORK automated system. Simply log on to the Housing website at <http://housing.gmu.edu> and follow the prompts or simply call 4-WORK (703-994-9675) and report your problem. If there is an emergency, such as flooding, or another maintenance concern that directly impacts the safety and security of the residence hall, please contact your Area Desk.

Sign In/Out Sheet

Name	Date	Leave Time	Return Time	Where to?	With Who?	Support Staff Initial	Cell charge (more than 60%)
John Doe	8/28/17	5:30pm	9pm	The RAC, Starbucks and movies	Mary Smith and Carl Joe	LF	Yes

Mason LIFE Residential Intake Form

2017 - 2018

Please complete the following form to assist in providing support to your son or daughter.

Part I:

Student name: _____

Name preferred to be called: _____

DOB: _____

Sex: _____ Age _____

Home address: _____

Home telephone: _____

Alternate telephone: _____

Student's mobile number _____

Email address: _____

Emergency contact: _____ Phone number: _____

Relationship: _____

Part II:

Primary disAbility: _____

Secondary disAbility: _____

Needs accessible environment: _____

Medical information the Resident Assistants (RA) and staff needs to know:

Medication/Allergies: _____

Specific dietary needs: _____

Any other special needs: _____

Part III:

Please rate interest level in the activities below: **Low, Medium, or High**

Activity Interests	Low	Medium	High
Large Group Activities- 5 or more students (i.e. sports, Zumba, campus events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Group Activities 5 or less students (i.e. Book club, art stream, bowling, movies, mall etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent Activities (i.e. puzzles, video games, arts in the dorm, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List any specific interests student may have: _____

Please indicate areas where assistance is needed as related to independent living skills:

Independent Living Skills	Needs Complete Assistance	Needs Much Assistance	Needs Little Assistance	Completely Independent
Following a Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing Common areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing simple meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding way around campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding items in a store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping room and bathroom clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traveling in Large Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traveling in Small Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicated areas where support may be needed as related to rules of “conduct” for a resident:

Conduct	High Need	Medium Need	Low Need
Respect for others belongings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing common spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respecting quiet hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperating with Day Support/Overnight Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following housing policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part IV:

Likes and Dislikes:

Part V:

Goals (please list at least two):

Any other concerns or comments are welcome: _____

After Hour Activities

Monday	Tuesday	Wednesday	Thursday	Thursday	Friday
P.I.K.E.	Expressive Movements	Yoga/ Pilates	Book Club	ArtStream	Bowling
					
RAC	RAC	RAC	SUB1 3B	JC G34	Rappahannock Bus Stop to Bowl America
4-5:30			4-5:30	4-6	4:40-7:20

Updated weekend activities will be sent out once a week via email.

Mason LIFE Policies

Family Notification Policy 2017

Overview

When there is a student conduct code violation, Mason LIFE will follow University policies with the caveats of stage 1 and 2. We recognize our student population and their challenges so therefore our first step will be to work directly with the student to remediate any skill deficit. Should the situation occur again we will notify the family of the concerned. The severity of the problem and the student response to re-teaching will determine the immediacy of family involvement. For your ready reference the student conduct code policy can be found at this web link:

https://housing.gmu.edu/sites/housing/files/feature-image/2016-17-Code-of-Student-Conduct.pdf?_ga=1.255566408.136954291.1481129813. In summary:

- First stage: working with students;
- Second stage: Administrative staff will inform family with student permission;
- Third stage: potential judiciary action through the university.

Relationships

The Mason LIFE program is regulated by rules of Family Educational Right Privacy Act (FERPA). Please see

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html> for more information. As such students having an intimate relationship is not a violation of the student conduct code and therefore will not result in family notification.

Exemption

FERPA rights will be exempt during PCP meetings and if a student conduct code violation has reached the second stage.

NOTES