Mason LIFE Residential Program Handbook:
2014-2015
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. Students will also attend Residential Housing class as well as Independent Living class.

RESIDENCE HALL

Located between Presidents Park and the Aquatic and Fitness Center, Liberty Square Residence Hall features 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, garbage disposal and dishwasher.

OFF CAMPUS TOWNHOUSES/HOMES

The off campus townhouses/homes are located close in proximity to campus, will house Mason LIFE students as well as one Overnight Support Staff.
Majority of the time one bathroom will be shared between two students; all students will share a full kitchen, living area, and dining room. Kitchen amenities include a refrigerator, electric stove and oven, garbage disposal and dishwasher.

If there are openings in either on or off campus housing units, another Mason LIFE student may be placed to complete the bed quota. If a Mason LIFE student is not available, than a support staff will be offered 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.

**Off Campus Housing Assignments**

Armstrong Street (10414 Armstrong Street, Fairfax, Virginia 22030)
**Over Night Support Staff: Mr. Michael J. Pratt, Jr.**
James Warner
Charles (Cameron) Fedora
David Kellet-Forsyth
Bassel Dib

Courtney Drive (10434 Courtney Drive, Fairfax, Virginia 22030)
**Over Night Support Staff: Ms. Chelsea Thomas**
Whitley Draper
Isabel Shandler
Iya Snowber
Anne (Annie) Wheaton
Kathryn Robb
Patriot Park Court (4396 Patriot Park Court, Fairfax, Virginia 22030)
Over Night Support Staff: Mr. Mohamed (Moe) Ahmed
John Faulders
Nicholas (Nick) Moore
Trevor Scambos

University Drive I (4215 University Drive, Fairfax, Virginia 22030)
Over Night Support Staff: Mr. Kenneth M. Johnson
Christopher (Chris) Carter
Patrick (PK) Kelly
Joshua (Josh) Lammert
James (Mack) Rill
Sean Amedick

University Drive II (4232 University Drive, Fairfax, Virginia 22030)
Over Night Support Staff: Ms. Rebecca LeFranc’
Debbie Adegbulugbe
Adrienne Neher
Mallory Weinstein
Elizabeth (Beth) Wills

On Campus Housing Assignments

Liberty (Liberty C) - Suite: K-104- Support Staff: Ms. Brynee’ Dade (A)
Meredith Isham (B)
Eesha Minocha (C)
Amanda Philipse (D)

Liberty (Liberty C) - Suite: K-105- Support Staff: Mr. Warren Beatty (D)
Yahya Alwazir (A)
Brandis Budd (B)
Jeffery Eskridge (C)

Liberty (Liberty C) - Suite: K-106
Sean Cross (A)
Patrick Farrell (B)
Christian Graham (C)
Sean Reidt (D)
Liberty  **(Liberty C) – Suite: K-108**
Jordyn Dannenbaum (A)
Rachel Grasberger (B)
Stephanie Vostal  (C)
Erin White (D)

**Mr. Warren M. Beatty, Jr. and Ms. Brynee’ Dade** are the room support staff and **Ms. LaDonna L. Jarvis** and **Ms. Taylor Lincoln** 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 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 daily. Students will sign a Mason
LIFE daily sign-in/sign-out form to monitor daily activities (see page 21). A
desk assistant will be on duty on the Eisenhower desk 24 hours a day.

Students living in the townhouses and houses will all receive a house key. Typically an individual bedroom will have a lock, if so a key will be issued to access their rooms. Students will sign a Mason LIFE daily sign-in/sign-out form to monitor daily activities (see page 21)

RESIDENT ADVISORS

Seven 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. Fourteen Day Support Staff will assist with cooking, shopping, cleaning and other activities that happened in the housing units but not live in the unit. Total support staff of 23 for a 2 to 1 student ratio. Support Staff range from working 15-30 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 semester 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 on and off campus may keep possessions in the dorm/room during semester break. Staff members are not permitted to transport Mason LIFE students in their
own vehicles. Off-campus travel will practice the use of public transportation.

**Schedule:**

**Monday - Thursday:** (3pm-5pm), (5pm-7pm) (7pm-9pm)

**Friday:** (3pm-5pm), (5pm-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:**

Sunday - Thursday: 9pm - 7am

Friday: 12 am -8am

Saturday: 12am - 9am

**Calendar Dates:**

a) Move in day is in the late afternoon (3:00pm) of Friday, August 22, 2014. There will be no access to the units prior to move in day. Special arrangements can be made by calling or e-mailing the landlord or the unit contact for delivery of items with advance notice.

b) Thanksgiving holiday is Tuesday, November 25 at 5pm until Sunday, November at 5pm. During that time no students are permitted in the units.
c) The last day of fall semester 2014 is Friday, December 5th with pick up on or before 5pm. Intersession goes through Sunday afternoon, January 18, 2015 at 5pm. During that time no students are permitted in the units.

d) Spring classes begin on Tuesday, January 20, 2015.

e) Spring break is Friday, March 6, 2015 at 5pm– Sunday, March 15, 2015 at 5pm. During that time no students are permitted in the units.

f) The last day of spring semester 2015 is Monday, May 4th. Move out day is in the afternoon of Monday, May 4, 2015 by 7pm. If, because of snow days, the Provost adds days to the 2014-2015 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 Support Staff stays in the unit until graduation, May 16, 2015.

Rent Payment:

Off campus monthly rent is paid directly to the Landlord and mailed to their address or direct deposit to their account. On campus “rent” will be billed to student accounts.

General Information

For on campus the landlord refers to George Mason University

For off campus the landlord is private (see page 19-20)

a) The units are owned and maintained by the Landlord. The units are
operated by the Mason LIFE Program, with final decisions on room placements.

b) All units are “dry” meaning NO alcohol on the premises regardless of age.

c) Unit and room assignments are typically completed by May for the upcoming academic year.

d) All students and family will be provided with a copy of the Residential Handbook and by signing the final page agree to abide by all George Mason University and Mason LIFE Program policies.

e) Upon moving out, all units must be cleaned to the Landlord. Specializations. Examples: clean out the refrigerator, take out all trash, clean bathrooms…etc. The Landlord will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse or neglect.

**Support Payment:**

On campus support is $5400 per semester due to incorporating room charges for overnight unit and building staff.

Off campus support is $4250 per semester due to incorporating room charges for overnight house/townhouse staff through the rent payment.

The Mason LIFE Program pays Overnight and Day Residential Assistants to
support each Mason LIFE student. As much, support payments go along with tuition. 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.

Please do NOT bring

- Halogen lamps
- Candles, incense, oil-lamps, lit or unlit
- “Plug-in” wall scenters
- Electrical appliances with an exposed heating element
- Pets
- Personal televisions for your bedroom

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 **5-7 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 $20 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, to purchase food for their meal preparation. No more than $20 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 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. In the
townhouses, if there is a maintenance concern, the student will bring it to the
attention of the Overnight Support Staff who will then assist in contacting the
landlord.

**Individuals to contact in case of EMERGENCY**

**Mason LIFE Program Overnight Support Staff:**

Mr. Kenneth M. Johnson  301- 523- 7843  (johnsonmken@masonlive.gmu.edu)
Ms. Rebecca LeFranc  203- 947- 1351  (rlefranc@masonlive.gmu.edu)
Mr. Michael L. Pratt, Jr.  202-450-8751  (mpratt3@masonlive.gmu.edu)
Ms. Brynee’ Dade  202-200-7699  (bdade2@gmu.edu)
Ms. Chelsea Thomas  571-292-6678  (ctoma17@gmu.edu)
Mr. Warren M. Beatty, Jr.  757-705-2904  (wbeatty@masonlive.gmu.edu)
Mr. Mohamed H. Ahmed  301-412-5703(mahmed8@gmu.edu)

**Mason LIFE Program Building Support Staff:**

Ms. LaDonna L. Jarvis  540-907-6950  (ljarvis@masonlive.gmu.edu)
Ms. Taylor Lincoln  202-660-8060  (tlincoln@gmu.edu)

**Mason LIFE Program Day Support Staff:**

Ms. Briah Robinson  804-627-1660  (brobin12@gmu.edu)
Ms. Haley Portell  804-317-1807  (hportell@gmu.edu)
Ms. Zuhdiah Sarhan  571-338-5223  (zsarhan@gmu.edu)
Mr. Elias Rahman  703-973-9061  (e_rahaman88@yahoo.com)
Ms. Arielle Elder 757-610-0174 (aelder7@gmu.edu)
Mr. Amir Williams 703-731-2738 (amirwilliams1029@gmail.com)
Ms. Heidi Hanania 202-492-5817 (hhanania@gmu.edu)
Mr. Justin Sobczak 757-705-1681 (jsobczak@gmu.edu)
Ms. Tiffany Broadnax 202-460-8585 (tbrpadna@gmu.edu)
Ms. Keya Early 540-525-7072 (kearly2@masonlive.gmu.edu)
Ms. Allison Sibner 413-212-3373 (asibner@gmu.edu)
Mr. Jamison Hicks 254-446-6695 (jhicks14@masonlive.gmu.edu)
Mr. Faheem Azizi 703-635-6974 (fazizi2@gmu.edu)
Ms. Paige Lawson 757-508-7305 (plawson2@masonlive.gmu.edu)

**Professional Staff:**

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

-Dr. Heidi Graff, Mason LIFE Program Director, 703-993-8036 during office hours of 9-4pm (M-F), 703-401-0487 or 703-938-5559 after hours

-Dr. Michael Behrmann, Helen A. Kellar Institute for Human disAbilities Director, 703-993-3670

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 residence.

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.

***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:

Students must have permission to go off campus without a Support Staff member. The contract on page 22 must be completed and signed by your Parent/Guardian, otherwise you will not be permitted to leave campus, unless as part of a Mason LIFE Program activity. As a guide, we encourage 1st year students to always be with a Support Staff. It is our assumption that if there is not an Off Campus Travel Form on file for the student, than there is no independent travel.
INSURANCE:

As noted in your contract, it is recommended residents purchase Mason homeowners/personal property and liability insurance or show proof of personally-obtained insurance. Information on low-cost personal property insurance is available from the OHRL (http://housing.gmu.edu). For off campus housing, if needed and required, you may contact Marish Alonso at Allstate, 301-431-1501 office or marisayalonso@allstate.com.

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.

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. Paraggio 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 11am.

   • The student and the parent(s)/guardian(s) must decide whether the student is
well enough 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 will be escorted to Urgent Care. At this time, as noted by the scope and service in your application and at orientation, Student Health Services is used for Immunizations and first aid treatment only.

• 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. – 3:00 a.m. It then becomes the families 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. – 3:00 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, on campus, you must walk to the Eisenhower Desk to get the GMU Residential Assistant (RA) on duty to let you in. An RA is there 24hrs a day. If you lock yourself out of your
bedroom, off campus, you must contact the Landlord listed below same as maintenance.

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

4. **When to call for maintenance?** Examples of reasons to call maintenance would be the dishwasher leaking or leaving dirty dishes, no hot water, or the toilet not flushing properly. On campus, 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. Off campus, if you have maintenance or housekeeping concern;
   - **Armstrong Street,** you are responsible for contacting Mrs. Dona Young, the Landlord, at (703) 803-1031(home), (703) 965-7585 (cell) or donayoung@cox.net.
   - **Courtney Drive,** you are responsible for contacting Mrs. Bo Choi, the Realtor/Landlord, at (703) 772-4248 (cell) or bchoi66@gmail.com to arrange for maintenance work.
   - **Patriot Park Court,**
you are responsible for contacting Mrs. Melissa S. Moore, the Landlord, at (703) 477-5120 (cell) or msvmi@aol.com. **University Drive I**, you are responsible for contacting Coach Leo Alonso, the Landlord, (703) 626-2051 (cell) or BettyLeo@aol.com to arrange for maintenance work. **University Drive II**, you are responsible for contacting Mrs. Donna (Vostal) Krasnewich, the Landlord at (301) 305-4502 (cell) or dras@mail.nih.gov.
## Sign In/Out Sheet

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Off-campus Authorization Form for Residential Housing Students in Mason LIFE, Fall 2014/Spring 2015

Student Name:____________________________________________________

I have permission to travel off-campus independently to the following places:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

All other activities fall within Mason LIFE Residential Program and will be accompanied by the Support Staff or a student. Permission will be sought on an as-needed basis.

Student Signature: ________________________________________________

All other activities:

Parent Signature: _________________________________________________

Date:_____________________________________________________________
Mason LIFE Residential Intake Form

Please complete the following sheet.

**Part I:**

Student name: ______________________________________________________________

Name preferred to be called: __________________________________________________

DOB: _____________________________________________________________________

Sex: _____________________________________________________________________

Age: _____________________________________________________________________

Home address: ________________________________________________________________________________

______________________________________________________________________________

Home telephone: ____________________________________________________________________________

Alternate telephone: _________________________________________________________________

Email address: ____________________________________________________________________________

Emergency contact: __________________ Relationship _________________________________

**Part II:**

Primary disAbility: ____________________________________________________________

Secondary disAbility: ____________________________________________________________

Needs accessible environment: _______________________________________________________

Medical information the RA needs to know:

Medication/Allergies: ___________________________________________________________________

Specific dietary needs: __________________________________________________________________

Any other special needs: __________________________________________________________________
Please rate interest level in the activities below: **Low, Medium, or High**

**Part III:**

Activity interests:

- Sports/fitness
- Dance
- Crafts
- Games
- Puzzles
- Reading
- Cooking
- Music
- Socializing

Other interests not listed above:

Please indicate areas where support is needed as related to rules of “conduct” for a resident:

- Respect for others’ belongings
- Sharing the common areas
- Importance of personal hygiene
- Quiet hours
- Cooperation with Resident Assistants (RAs)

Any other concerns or comments are welcome:
After Hour Activities

**S.M.A.R.T.** - Student Mentor and Resource Time  Monday – Friday  
3pm-4pm

**P.I.K.E.** - Physical Inclusive Kinesthetic Exercise – Monday and Tuesday  
4pm - 5pm

**Book Club** – Wednesday – 4:15pm – 5:15pm

**Art Stream**- Thursday - 4:30pm – 6:00pm