

Workforce & Technology Center Admission Packet

Welcome!

On behalf of the staff and administration, we warmly welcome you to the Workforce & Technology Center (WTC). This handbook will give you some information about WTC, your rights and responsibilities as a consumer, and the opportunities that are available to you. We are hopeful that your time at WTC will help you to reach your goals of employment and independence. We are available to work with you to achieve your goals. Thousands of men and women with disabilities have benefited from our programs. We sincerely hope we can be of similar help to you. We wish you the best for the future.

The Workforce & Technology Center is part of the Division of Rehabilitation Services (DORS) of the Maryland State Department of Education. WTC is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and is operated within by-laws that are contained in the Code of Maryland Regulations.

Our shared vision is that the State of Maryland is the best place in our nation for persons with disabilities to live, work and raise a family. Individuals with disabilities are welcome, fully included and actively participate in all Maryland communities.

The mission of DORS is to provide leadership and support in promoting employment, economic self-sufficiency, and independence of individuals with disabilities.

The Staff of the Workforce & Technology Center

**WTC is a drug, alcohol, tobacco,
smoke, and vape-free campus.
Legalized marijuana (in any form)
is strictly prohibited at WTC.**

Table of Contents

Welcome!	1
Table of Contents	3
WTC Programs & Services	7
WTC Information & Rules	8
Alcohol and Illegal Drugs	9
Bathrooms – Single Occupancy / Gender Neutral	9
Cell Phones or Electronic Devices	9
Computer Equipment and Internet Policy	11
Conduct	12
Discharge	12
Dress Code	13
Emergencies	14
Active Shooter	14
Fire	15
Lockdown	15
Medical	16
Enrichment Activities	16
Help	16
Identification Badge	17
Illness	17
Lockers	18
Medical Marijuana	18
Parking and Personal Vehicles	18
Residential Services	19
Searches	19
Service Animal	20
Smoking and Vaping	20
Soliciting	20
Staff and Consumer Relationships	20
Valuables	20
Vending Machines	21
Visitors	21
Weapons	21

WTC Property	21
WTC Consumer Expectations	22
What is Expected of You	22
Being Accountable for Your Actions and Behaviors	23
Bullying	26
Personal Relationships	27
WTC Attendance Expectations	27
Daily Schedule	28
Attendance Expectations	28
Procedures for Absence or Lateness	29
Absence	29
Lateness	29
Holiday Schedule	30
Weather Closure & Delay Information	30
WTC Consumer Rights	32
Confidentiality	35
Conflict Resolution	35
Complaints	36
WTC Residential Services Dormitory Rules	36
Your Room	37
Beds	37
Cleaning	37
Curfew	37
Decorating	39
Dorm Visits	40
Heating and Cooling	40
Keys	41
Room Check: Day	41
Room Check: Night	41
Roommates	42
Sign-Out Procedure	42
Staff Access	43
Schedule	43
Daily	43

Leaving and Returning to the Floor.....	44
Showering.....	44
General SRD Information	44
Bugs	44
Cell Phones.....	44
Departure	45
Discharge	45
Electronic Appliances and Devices	46
Emergencies	47
Active Shooter	47
Fire	47
Lockdown.....	47
Food.....	48
Furniture.....	49
Lending/Borrowing Personal Items	49
Linens/Laundry.....	49
Medical, Medication Reminders, and Illness	50
Medication Support Procedures.....	51
Musical Instruments	51
Noise.....	52
Service Animals	52
Trash.....	52
Consumers with Bowel and/or Bladder Issues.....	53
Visitors	53
Water	54
Weekends	54
WTC Dormitory Suggested Packing List	56
Clothing	56
Linens & Laundry Supplies	56
Classroom Supplies	56
Toiletries & Hygiene	57
Electronics and Technology	57
Miscellaneous	57

DORS Vision, Mission, Charge & Values	58
Vision	58
Mission	58
Charge	58
Organizational Values	59
WTC Important Numbers.....	61
WTC Consumer Dining Room Hours & Guidelines	62
Hours	62
Guidelines	62
Breakfast.....	63
Lunch	64
Dinner	64
WTC Accessibility Request Form	65
WTC Consumer Complaint Form	67

WTC Programs & Services

The services that you will receive at WTC will be guided by what you and your DORS field counselor have identified as your rehabilitation plan. Below is a list of programs and services available at WTC. Contact your WTC center counselor or case manager if you have questions about these programs and services.

- Academic Services
- Apprenticeship Services
- Autism Services
- Behavioral Health Services
- Career and Technology Training Programs
- Center Counseling and Case Management Services
- Deaf and Hard of Hearing Employment Services
- DORS Security Services
- Employment Services
- Enrichment Services
- Office for Blindness & Vision Services at WTC
- Rehabilitation Technology Services
- Residential Services
- Work Readiness Programs

WTC Information & Rules

We hope that your experience at WTC will be rewarding and helpful. Our purpose is to provide you with programs, which will help you reach your employment goal. We hope you can make full use of the many opportunities available to you. The staff will work with you to make that possible. Whether you commute daily to WTC or live here, we want your stay to be positive and productive.

You can help us make that possible by being aware of and observing WTC Rules. **Please be aware that any activity illegal in the community is also illegal at the WTC.** Failure to comply with these rules may result in loss of privileges or suspension and/or discharge from services. There are some activities that may result in serious disciplinary action, discharge from WTC, and/or could lead to legal action. These include:

- Possession of alcohol, marijuana (in any form), illegal drugs, or weapons
- Theft
- Gambling
- Misuse of fire or emergency alarms or equipment
- Destruction of State Property
- General non-compliance with your programs and services

While at WTC, we expect you to respect and cooperate with both staff and other consumers. It's important to respect the personal boundaries of others. Fighting, physical or verbal abuse, bullying, invading personal space, and other forms of misconduct may result in disciplinary action and may have other serious consequences such as police involvement.

Alcohol and Illegal Drugs

WTC is a school under the Maryland State Department of Education and State law prohibits alcohol, marijuana (in any form), and illegal drugs from being brought into WTC. Possessing, using, or distributing illegal drugs, marijuana (in any form), or alcohol in WTC or on its property is illegal and may lead to suspension and/or discharge from your programs and services and are subject to local laws. **Legalized marijuana (in any form) is strictly prohibited anywhere in the WTC and on all state property surrounding WTC.**

Bathrooms – Single Occupancy / Gender Neutral

Single occupancy bathrooms are available near the cafeteria and the “Work Readiness Program” hallway.

Cell Phones or Electronic Devices

Electronic devices are identified as iPads and tablets, mp3 players, game systems and any device with text messaging capabilities. The following guidelines for use of cell phones and other electronic devices have been established and must be always adhered to:

1. Taking photographs or audio and/or video recording using a cell phone, or any electronic device requires the approval of all individuals present, consistent with Maryland law. This includes recording individual or group meetings or posting pictures on social media without approval.
2. The use and security of cell phones and electronic devices at WTC is your responsibility. You are allowed the privilege of using cell phones and electronic devices at WTC during the appropriate times (stated below). You should report any loss or

theft to security immediately but please note that WTC is not responsible for the replacement of any stolen or lost cell phones or electronic devices.

3. Do not loan or borrow cell phones or any electronic devices to anyone.
4. Use of a speakerphone, walkie-talkie feature, or music options is not acceptable in common areas at the WTC. It is appreciated if devices were set on silent mode (such as flashing or vibration) while in the building.
5. Cell phones and electronic devices may not be used at any time in the following locations: classrooms, evaluation rooms, and during meetings.
6. Your cell phone and electronic devices may be used on silent mode during your free time/breaks in the following locations: hallways, Enrichment Services area, lobby, lounges, cafeteria, and outside the building.
7. Please demonstrate respect and courtesy if using the cell phone and electronic devices in the hallways during business hours so as not to disturb those in class, meetings, or other programs.
8. If your cell phone vibrates for an incoming call during class, evaluation, or a meeting, you must wait until a break to respond. If there is an urgent need to respond immediately, you must request approval from the instructor, evaluator, or other WTC staff before leaving the area to respond.

9. Repeated violation of the above guidelines is subject to referral to your center counselor or case manager for disciplinary action.

Computer Equipment and Internet Policy

DORS and WTC provide and maintain computers to help you get ready for employment. Everyone must adhere to the following rules.

The use of internet is not private. It is possible to reconstruct sites visited on the internet even when the user may believe such information has been deleted. DORS and WTC reserve the right to monitor all use of the internet and electronic messages and files on the computer equipment at WTC. DORS and WTC reserve the right to conduct investigations of consumers who are suspected of violating any provisions of this policy. This investigation could lead to recommendations for disciplinary actions.

The following uses of DORS and WTC computer equipment are not permitted:

- Activities that threaten the integrity or capacity of the system. This includes, but is not limited to:
 - Downloading or installing unauthorized programs
 - Inserting disks or thumb drives without first scanning them for viruses
 - Launching viruses or other attacks on computers
 - Altering or attempting to alter computer hardware, software, or password configurations
 - Viewing streaming video without prior authorization

- “Hacking” into systems
- Engaging in any unauthorized or illegal activities. This includes, but is not limited to:
 - Accessing pornographic, obscene or hate material
 - Violating copyright laws
 - Violating harassment laws
 - Promoting personal, religious, or political views
 - Engaging in any activity that would discredit this agency

Conduct

While at WTC, all consumers are expected to act in a responsible and respectful manner. Information entitled “Consumer Expectations” is included as part of this Admissions Packet. Public conduct must be consistent with accepted community standards.

Discharge

Since your stay at WTC is only temporary, discharge planning really starts the day that you enter WTC. Consumers are usually discharged when their programs are completed, but in some cases, discharge may be sooner than expected due to health problems, lack of progress, or for some other reason. On the day of discharge, you must:

1. Clean your room, if you are a WTC Residential dorm consumer, and make sure that you pack all your belongings and return all dorm items (linens, equipment, etc.) to the residential advisor.
2. Return your dorm key, if you are a WTC Residential dorm consumer, identification badge, and any other WTC property to

your center counselor or case manager, residential advisor, or security staff.

Dress Code

While at WTC, you should dress as if you were going to your place of employment. The goal of everyone at WTC is employment, and your clothing must be appropriate for the evaluation, testing, or training areas.

If your training program requires you to wear a uniform, you will be expected to wear your complete uniform (including special shoes) as required. If you are in a training program that requires more of an office/professional dress, then you should dress accordingly. Depending upon the type of training, you may be allowed to wear jeans.

For security reasons, “hoodies” or other garments that conceal your face or full-length coats that could conceal illegal objects may not be worn in the building at any time. Consumers who wear face and/or head coverings or long full garments due to religious observances should discuss this choice with their center counselor or case manager who can inform DORS Security. Face masks worn due to the pandemic and respiratory illness are allowed.

Consumers residing at the Center are welcome to dress in more casual comfortable clothing after program hours. However, casual clothing does not include garments that are:

- Revealing or deemed inappropriate for the situation/event
- Undergarments that are visible or worn as an outer-garment, or pants below the waist exposing buttocks or undergarments

- Clothing with profanity, vulgarity, sexually suggestive, drug or drug paraphernalia, or violent writing or pictures
- Spiked or sharp accessories or chains that could cause physical harm
- Pajamas, robes, or nightgowns

While you are participating in WTC programs, your center counselor, case manager, residential advisor, or Enrichment Services staff will reserve the right to ask you to change your clothing if what you are wearing is considered to be inappropriate by the standards outlined here. If you are a Day consumer, you may be asked to turn your inappropriate or offensive clothing inside out or wear something from our Nearly New Shop.

Some form of shoe must always be worn in the WTC building. If you have a required uniform, then you should wear the required footwear for that program. After program hours, you may wear your choice of footwear including sandals or flip-flops with the following exception: You may wear slippers with hard soles, but you cannot wear slippers with soft cloth soles.

Unless you have medical approval from your doctor, you should not be wearing sunglasses inside the building. Wearing headphones or ear buds in the program areas, classroom, etc., is not permitted. You may use them outside, in your room, the Enrichment Services area, lounges, cafeteria or the Cafe.

Emergencies

Active Shooter

You have three options when an active shooter incident occurs:

- **RUN:** Have an escape route and plan, leave your belongings behind, evacuate regardless of whether others agree to follow, and keep your hands visible.
- **HIDE:** Hide in an area out of the shooter's view, lock door or block entry to your hiding place, and silence your cell phone and remain quiet.
- **FIGHT:** Fight as a last resort and only when your life is in imminent danger.

Fire

Exit the building quickly whenever a fire alarm sounds unless you are given other directions by WTC staff. During the daytime when a fire alarm sounds, you will exit the building, but during the evening and nighttime, you will report to the WTC Auditorium unless advised differently by your residential advisor. The orientation to the dormitory provided on the first evening that you reside at WTC will include showing you the exits and stairwells to use when the fire alarm sounds. There are fire doors in the hallway that automatically close when the fire alarm sounds but you can push them open to exit the building. Attendance will be taken at the evacuation site. WTC staff will inform you when you can reenter the building and return to your activities.

Lockdown

During a lockdown drill or emergency which is announced on the loudspeaker – “Attention, WTC is under lockdown. Proceed to the nearest classroom or office and lock your doors” – go to the nearest classroom or office and lock the doors until the “All Clear” announcement is made.

Medical

In case of an accident or medical emergency, please alert any staff member.

Enrichment Activities

Recreational activities are provided to residents in the Enrichment Hall from 2:30 pm–10:30 pm on Mondays through Thursdays, and 4:30 pm–10:30 pm on Sundays. The Enrichment Hall is closed on Fridays. These activities are only provided for Supported Residence Dormitory (SRD) consumers. Day consumers cannot remain at or return to the Center after their program to participate in enrichment activities. To ensure that all SRD consumers have the opportunity to leave the building and participate in activities outside in the community, Day and Community consumers are not permitted to sign up for any of the Enrichment Services' field trips.

Help

If you have questions about your program or WTC Rules, if you need help in resolving a problem, or if you simply need someone to talk to, please contact your center counselor or case manager (or evening staff during the evening hours, if you are a WTC dorm resident). If that person cannot answer your questions or resolve your problem, he or she will direct you to someone who can. If you have a concern needing immediate attention and the center counselor or case manager is not on duty, please see another staff person for help. We want you to be successful with your program and will do everything possible to make that happen.

Identification Badge

You will be issued an identification (ID) badge on admission day. You must always display your ID badge on your outermost clothing while in the building or on our grounds. When asked to identify yourself, consumers must provide their name to WTC personnel. Your badge must be scanned in the cafeteria for you to be served meals. Please see DORS Security if you forget or lose your ID card or if it stops working. **NEVER loan your ID card to anyone!**

Consumers who will be at the Center only for a brief period of time will receive a wristband. This wristband entitles consumers to lunch only. At the cafeteria checkout, consumers need to sign their name on a clipboard at the cash register.

Illness

If you become ill while at WTC, you are required to report this information to your evaluator, instructor, center counselor, case manager, or residential staff immediately. WTC staff will decide if you can remain at WTC or must return home. Depending on the illness, you may be required to remain in your room and not socialize in public areas (such as the Enrichment Services, lounges, courtyard, etc.). If you are not able to participate in your evaluation or training due to illness for more than one day, it may be required that you return home.

If you feel ill prior to leaving home to return to WTC on the weekend, it is best to stay home if you are ill. You most likely will be sent home! You will not be penalized for missing your program due to illness.

Lockers

Lockers are available for day consumers to store your personal belongings. You may choose any locker for your personal belongings. You will need to provide your own lock.

Medical Marijuana

If you have been prescribed medical marijuana in any form, please inform your center counselor or case manager so they can meet with you about WTC policy regarding medical marijuana. The use of non-THC hemp products containing CBD is allowed on the WTC campus. **You are not allowed to possess or use medical marijuana containing tetrahydrocannabinols (THC) in any form at WTC.**

Parking and Personal Vehicles

WTC provides parking for staff and consumers in areas as conveniently located as possible. These spaces are provided on a first-come, first-serve basis and WTC does not guarantee the availability of spaces.

- Consumers who wish to have a vehicle on the premises must register their vehicle with security on the day of admission. The registered vehicle of consumers residing at WTC must display the security issued parking permit. To obtain a WTC parking permit, the vehicle must be in good standing with the registered State's MVA (i.e., current registration and proper tags).
- Consumers may access their vehicle to place or retrieve items but may not use the vehicle on the WTC campus for social interaction, smoking, eating, sleeping or other activities.

Disturbing social behavior (i.e., sexual activity, playing loud music, disorderly conduct, use of drugs or alcohol, any illegal behavior, etc.) in or around vehicles is not allowed.

- Speed limits are posted and must be observed. Speeding, dangerous, or erratic driving on the grounds of WTC is prohibited.
- WTC parking lots are subject to video recording.
- Consumers must observe all traffic laws while operating their vehicle on the grounds of WTC.
- Violations of any of the above guidelines will result in a team meeting to determine the consequences up to and including discharge from WTC.

Residential Services

Residential dormitory rooms are available if this is a part of your rehabilitation plan. You will receive an orientation to WTC Residential Services and will review the Residential Dormitory Rules related to residing at WTC at an orientation designed specifically to provide you with information that will assist you in making your program successful while residing at WTC.

Searches

DORS security may stop and search any person if the search is essential to prevent dangerous or illegal activities in the building or on the grounds. Any search of your room or locker will only be done when there is a reasonable belief that the search is essential to prevent imminent danger to the safety or welfare of a consumer, an employee, or other person on WTC property, or that the search will

produce evidence that you have violated either the law or WTC Rules. Such searches shall be made with you present, if reasonably possible, and in the presence of a third person.

Service Animal

It is the policy of WTC to follow the laws and guidance provided by the ADA for service animals. Emotional support animals are not allowed in WTC.

Smoking and Vaping

WTC is a smoke-free and vape-free facility. Smoking, with standard or smoke-free electronic cigarettes, cigars, pipes, vaporizers, or any other use of tobacco (e.g., snuff) is not permitted anywhere on the campus by staff, consumers, or visitors.

Soliciting

Soliciting on state property is not allowed.

Staff and Consumer Relationships

Staff and consumers are required to always maintain professional relationships and are not permitted to become personally involved on or off WTC grounds. Consumers and staff should only participate in off-WTC grounds activities for authorized rehabilitation-related purposes.

Valuables

Personal property or valuables that you bring to WTC will not be replaced if it is lost, damaged, or stolen. While we consider WTC a safe and secure place, we cannot accept responsibility for the loss

of money or other valuables kept in rooms, lockers, or other places within the facility. If an item is lost or stolen, you are responsible for reporting it immediately to DORS Security.

Vending Machines

Vending machines are available within WTC. If money is lost in the vending machines, then staff, consumers, or visitors should see Jim Papania in the WTC cafeteria for a refund.

Visitors

Day or Community consumers cannot return to the WTC in the evening to visit Residential consumers or participate in enrichment activities or field trips. Residential consumers: see Dormitory Rules below regarding family and friend visitors.

Weapons

WTC is a school under the Maryland State Department of Education and State law prohibits certain weapons from being brought into or possessed in WTC. A “weapon” includes all firearms, all knives, pepper spray, Mace, or tear gas and anything that is designed specifically to harm an individual in an offensive or defensive manner. Remember, if you are in doubt, ask DORS Security before bringing any suspected prohibited items into WTC.

WTC Property

The WTC building and the grounds, as well as all WTC equipment and furniture, are the property of the State of Maryland. Please do not move furniture in classrooms, labs, offices, Enrichment Services, or Residential Services unless approved by WTC staff. While your assistance in keeping equipment and furniture in good

working order is very important, abusing or destroying State Property is illegal and may result in your discharge from the program. We also need your help in keeping WTC clean. Please assist us by properly disposing of your trash and recycling cans, bottles, and paper, especially in the Cafe, cafeteria, and Enrichment Services areas.

WTC Consumer Expectations

While you are attending programs and services at WTC, it is expected that you will be working towards achieving both your personal and professional goals. During this time, you are expected to treat fellow consumers and staff with respect and demonstrate honesty and responsibility. These are the core values of life at WTC. The staff at WTC will be working with you to help you reach your goals and to be successful.

What is Expected of You

It is important for you to understand the many accomplishments that come along with a successful experience here at WTC. Our training programs offer a variety of work-based learning experiences, hands-on training, social interaction, and life skills training, in addition to several other skills necessary to function independently. The culmination of all your efforts will result in taking part in you achieving your goals. While at WTC you will be expected to do the following:

- Do the best that you can always do and focus on your program.
- Be responsible for your behavior and actions.

- Follow the rules in this packet, and if you are a dormitory resident adhere to the dormitory rules.
- Be on time for your program.
- Attend your program every day.
- Dress according to your program.
- Communicate with WTC staff, in particular center counselor or case manager, instructors, etc.
- Exhibit knowledge of our core values by treating staff and fellow consumers with respect and demonstrating honesty and responsibility.
- Complete all tasks and assignments as given on time.
- Attend dormitory meetings if you are a dormitory consumer.
- Ensure that your visitors follow WTC Rules.
- Maintain your therapy or medical appointments and medication intake or compliance.

Being Accountable for Your Actions and Behaviors

At WTC, you will be held accountable for your actions and behaviors. You are to demonstrate behaviors and attitudes that are positive and expected at a work setting. If you continue to demonstrate negative actions and behaviors which are disruptive and interfere with your program and success, disciplinary action may be taken. A team meeting will be arranged by your center counselor or case manager to discuss the appropriate action to be taken. In some situations, you may be placed on leave until a team

meeting is held. Depending on the severity or frequency of the behavior/offenses, the following may occur:

- Counseling
- Behavior or Action Plan
- Suspension
- Discharge

The following is a list of behaviors/offenses which may be subject to discipline depending on the frequency and severity of the behaviors/offenses:

1. Food fight
2. Breaking cafeteria guidelines (i.e., cutting in line, taking extra food, lending badge)
3. Disrespect to staff
4. Not showing or wearing ID badge
5. Violation of dress code
6. Use of profanity, or racial or ethnic slurs
7. Horseplay and/or rough housing
8. Running in the building/disrupting others
9. Littering
10. Loud music
11. Breaking curfew-not being in room at curfew
12. Cell phone violation
13. Display of inappropriate social behavior/manners

14. Failure to follow policies regarding guests and lack of responsibility for guests
15. Failure to keep your room clean if you are a dorm consumer
16. Failure to follow dormitory rules if you are a dorm consumer
17. Smoking or using tobacco on the WTC campus
18. Sexual activity
19. Returning to WTC intoxicated and/or demonstrating disruptive behavior
20. Verbal or physical harassment, threats, fighting, or abuse (aggressive and intimidating behaviors)
21. Sexual harassment
22. Threatening or intimidating others
23. Bullying
24. Gang recruitment or participation at WTC
25. Use of intimidating gang gestures, symbols, wearing colors, or talk – it is considered a threat and is taken seriously
26. Failure to adhere to mental health treatment recommendations

The following offenses may result in immediate suspension:

1. Possession and/or use of alcohol or legalized marijuana (in any form) on WTC grounds or at WTC activities
2. Possession, transfer, offering to buy/sell, or use of alcohol, legalized marijuana (in any form), or illegal drugs, including prescription drugs used in a manner other than for a prescribed purpose

3. Possession and/or use of weapons, including firearms, knives, ammunition, etc. on WTC grounds
4. Physical violence or assault including sexual assault
5. Willful or malicious damage to property
6. Gambling
7. Pulling a fire alarm
8. Breaking into or unlawfully entering a consumer's room or WTC property
9. Unauthorized possession of or stealing property from consumer, staff, or WTC

Other behaviors/offenses not included in these lists may be subject to discipline, up to and including discharge.

Bullying

WTC is committed to a safe and civil environment for all consumers, employees, volunteers and guests free from harassment, intimidation or bullying. Harassment, intimidation or bullying can take many forms including:

- Cyberbullying (including cell phone text messages, email, Facebook, Instagram, and any other social networking sites)
- Rumors
- Jokes
- Demeaning comments
- Drawing inappropriate cartoons
- Pranks
- Gestures

- Physical attacks
- Threats
- Any other written or oral actions with an intent to harm someone else

WTC takes bullying seriously and each situation will be addressed accordingly.

Personal Relationships

While at WTC, you will meet new people and possibly people you know from your community. You will also develop new friendships. It is important for you to understand that socializing should not interfere with your ability to focus on your program. These new friendships should be positive and respectful. You will also be asked to refrain from gossip, starting or spreading rumors, or occupying yourself in other people's business.

Sexual activity is not allowed anywhere in the building or on the grounds of WTC, including Rehab Park, Morgan State University buildings and property, or in personal vehicles. There are to be no public displays of affection at WTC. Behavior such as sexual harassment, unwanted touching, sexual abuse, and indecent exposure are not permitted at WTC and may warrant the involvement of police.

WTC Attendance Expectations

Regular and prompt attendance during your program at WTC is very important if you are to reach your employment goals. It is especially important to establish a good attendance record so that employers who wish to hire you can be assured of your reliability.

The most successful consumers view their programs as employment.

Daily Schedule

Once your plan of services is finalized, you will be given a daily schedule specific to your program plan.

Attendance Expectations

1. You are to be in your WTC service or program on time each day that it is scheduled and to remain there until you are dismissed.
2. Day consumers should exit the Center when their service or program is completed for the day. In the event of a last-minute cancellation of a service or program, Day consumers must exit the Center as soon as possible. Exceptions must be approved by a program manager.
3. If you are absent or late, your service or program provider (instructor, evaluator, or service provider) will discuss with you any problems affecting your attendance.
4. After the first three days (consecutive or separate) you are absent or late during your scheduled service or program, a team conference may be scheduled with you, your field counselor, and WTC staff working with you to look for ways to help you attend regularly. If you need a modified schedule because of your disability, that can be considered. If you cannot attend regularly, you will be discharged until you are able to attend and fully participate in your program. Please understand that even though your reasons for being absent may be justifiable, poor attendance must be addressed.

Training consumers will be documented as having

unsatisfactory attendance on their Monthly Progress Reports if absent and/or late on three or more dates.

Procedures for Absence or Lateness

If you will be late or absent, you must contact your instructor, evaluator, center counselor or case manager, or service provider.

- Each absence or lateness will be discussed with you. Frequent absence or lateness will affect your programming.
- If you have occasional appointments with doctors, Social Services, etc. outside of WTC; please schedule them so they do not interfere with your program. If appointments must be scheduled during your program day, you must inform your program staff, including the residential advisor, if you live in the dorm, ahead of time. Documentation of your appointment must be presented when you return.

Absence

You will be considered absent if you do not attend a scheduled class or program such as training or job seeking skills class. You will also be considered absent if you leave before the end of the class or service unless you are excused by the appropriate staff member.

Lateness

You will be considered late if you arrive after the scheduled beginning time of a class or service, or if you return late from lunch or a break.

Holiday Schedule

WTC closes for a break at the end of December. Should housing be a problem, you will need to discuss this with your center counselor or case manager.

There is no formal consumer programming on the following holidays:

- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day (WTC is open on Veterans Day when it falls on Tuesday, Wednesday, or Thursday)
- Thanksgiving and the following day.

WTC closes all services for a winter break between Christmas and New Year's Day.

Weather Closure & Delay Information

WTC is a Maryland State Government facility. Sometimes when the weather is bad and travel could be dangerous, the Governor will decide conditions require closing Maryland State Government facilities or changing their opening or closing time. This includes WTC.

You can find accurate information about the status of Maryland State Government facilities during bad weather two ways:

- Visit the Maryland Department of Budget & Management page (dbm.maryland.gov) and select “**Emergency Closings**” for State closing/delay information. **WTC does not follow Baltimore City School delays or closures.**
- Follow **@MdStateClosing** on X (formerly Twitter).

Don’t rely on radio or TV stations to find out about State closings or delays. They aren’t always accurate.

Everyone scheduled to attend appointments or classes at WTC should know the different types of closures of Maryland State facilities during emergency conditions and how they affect those appointments and classes.

- **Closed:** When Maryland State Government statewide or Maryland State Government in Baltimore City is “Closed,” WTC will cancel all services and programs. **WTC does not follow Baltimore City Public School closures.**
- **Liberal Leave – ALL DAY:** When Maryland State Government statewide or Maryland State Government in Baltimore City is on a full day “Liberal Leave,” WTC will cancel all services and programs. **WTC does not follow Baltimore City Public School closures.**
- **Liberal Leave – Late Opening/Delayed Opening:** When Maryland State Government statewide or Maryland State Government in Baltimore City is on either “Liberal Leave – Late Opening” or “Delayed Opening,” WTC services and programs will begin at the late opening time unless you are contacted by your center counselor, case manager, or service provider about a different plan. **WTC does not follow Baltimore City Public School delays.**

- **Liberal Leave Declared During the Day/Early Release –** When Maryland State Government statewide or Maryland State Government in Baltimore City announces Liberal Leave during the workday, the continuation of WTC services and programs will be at the discretion of the service provider. The service provider will inform the affected consumers scheduled for services and programs on whether services and programs will end at a given time. Consumers may choose to leave early due to the weather or transportation without attendance penalty. When Maryland State Government statewide or Maryland State Government in Baltimore City announces “Early Release,” all WTC services and programs will end for the day at the announced time. **WTC does not follow Baltimore City Public School early dismissal.**

During all these types of weather emergencies there are employees who stay at WTC. These essential employees include WTC’s Residential and Enrichment Services staff. If you are staying in the WTC dorms, these staff will be there to ensure your health and safety until conditions improve, and the other WTC services and programs resume.

WTC Consumer Rights

As a consumer of WTC, you have rights and responsibilities that are explained below. If you believe that you have not been treated fairly or provided appropriate services by WTC, you can ask for help from your center counselor or case manager, the WTC Risk Manager, or from the Client Assistance Program.

1. You have the right to receive services regardless of your age, ancestry, color, creed, genetic information, marital status,

mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

2. You shall be treated with consideration, respect and full recognition of your dignity, privacy, and individuality, and shall receive from staff reasonable and prompt responses to your requests for assistance.
3. You shall receive services which are appropriate to your needs and in compliance with relevant Federal and State laws and regulations.
4. You will participate in developing your plan of services and any amendments to it. You also have the right to review your plan of services at any time during your program.
5. You shall have access to services and programs on a voluntary basis.
6. You have the right to be informed about any delay in the provision of your services.
7. You, or your official representative, have the right to review information in your electronic record. Medical, psychological, or other information which the staff believes may be harmful to you may not be released directly to you, but provided through your representative, a physician, or a licensed or certified psychologist.
8. You have the right to be free from physical, sexual, or psychological abuse or physical neglect. You have the right to be free of chemical and physical restraints.

9. You have the right to receive the help necessary for your rehabilitation program including, as necessary, special communication aids and other assistive technology, and shall have access to any appropriate means of communication at any reasonable hour while at the facility.
10. You have the right to retain your clothing and personal articles and the right to reasonable security in their storage and use.
11. You have the right to present grievances, pursue appeals, and recommend changes in policy and procedure without fear of reprisal or barriers to services. You have the same right to request services or question services.
12. You have the right to be protected from physical, sexual, psychological, and fiduciary abuse; harassment and physical punishment or neglect; and retaliatory, humiliating, threatening, or exploiting actions.
13. You have a right as a resident consumer to be assigned a room, floor and section in a manner consistent with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and the ADA of 1990, Titles II and III, Title 20 of State Government Article, and DORS Policy, RSM 2, Section 1206.
14. Resident consumers will not be asked if they are willing or desire to share a room with a person of another race, color, sex, age, national origin, religion, disability, gender identity, or sexual orientation.
15. You have the right to be informed that an observer will be at your meeting or appointment with as much notice as possible.

You will be informed of the reason for the observer and the observer's role at the appointment or meeting. You have the right to refuse an observer in a counseling session.

16. You have the right to request an observer, but you must request approval from the WTC service provider. WTC service providers may decline the request if they feel that the observation will affect the results of the meeting or appointment.

Confidentiality

All information given to or obtained by your center counselor or case manager will be used only for your rehabilitation and the administration of the program. Information may be released for purposes of your rehabilitation program, or if required by Federal or State law or in response to legal investigations and court order. Information requested about you from DORS or WTC for any other purpose can only be released by your written consent.

Conflict Resolution

Individuals who believe they have not been treated fairly or provided appropriate services by WTC may ask for help, either on their own or with assistance from the Client Assistance Program (CAP), in the following ways:

- 1. WTC Staff Review:** The individual may request a meeting with the center counselor or case manager and the supervisor to discuss the problem and seek a solution.
- 2. Consumer Complaint Procedure:** The individual may request to fill out a formal consumer complaint form (included in this packet) and forward it to the Risk Manager for investigation.

3. CAP staff give advice and provide clarification of or assistance with the rehabilitation services provided by WTC and other agencies. CAP staff work with individuals and DORS staff to help resolve concerns and problems and can help with mediation or the Appeal Process. CAP staff are located near the OT-PT area of WTC in room M102 and M110a and may be reached by calling 410-554-9363, 410-554-9361, or 1-800-638-6243. The videophone number is 410-415-9308.

Complaints

Complaints can be made to any staff person at WTC. If you desire to make a formal complaint (in writing), you may do so by completing the Complaint Form, included in this packet. The staff person designated to receive this form is the WTC Risk Manager, telephone 410-554-9326. The Risk Management Office is located in the Behavioral Health Services department. Formal complaints will be responded to within two weeks.

WTC Residential Services Dormitory Rules

We hope your stay in the dormitory will be an enjoyable experience. To keep your dorm safe, clean, and pleasant, all dormitory residents are expected to follow these rules. These rules are designed to help everyone respect each other. They also help our WTC Residential staff meet their responsibilities for safety and accountability. If, at any time, you have questions or concerns, please see any residential advisor.

Your Room

Beds

Most beds have double mattresses for comfort but if you find that it doesn't provide enough back support, then ask the residential advisor for assistance in determining other options.

Cleaning

You are responsible for cleaning your own room. A checklist of items to be cleaned will be provided. If you do not know how to clean, instruction will be provided by residential advisors. Cleaning supplies are available. This is a mandatory activity for all residents and will occur every Wednesday evening. You may begin cleaning in the afternoon, but the room check will be held beginning at 6:00 p.m. During the room check, the resident will show the residential advisor their desk, dresser drawers, and the closet to ensure that they are clean and all trash has been removed. Once checked by a residential advisor, if your room is cleaned appropriately, you may continue with your desired evening activities.

Curfew

This curfew procedure is applicable to all SRD residents, no matter your age.

1. You must be in your room by 11:00 p.m.
2. You must inform a residential advisor prior to curfew if you will be returning after curfew.
3. If you leave the building, then you must sign out so that we are informed that you have left the building.
4. You can sign out at the Lobby or the SRD.

5. When you sign out, you need to provide ALL of the following information which is entered on a green form available at the Lobby or the SRD before leaving the building:

- Your name
- Your cell phone number
- Where you are going
- Departure time
- Return time

If you do not return, the residential advisor will attempt to locate you as follows:

1. Call you at the cell phone number provided.
2. If you do not answer, the residential advisor will call any contact person you provided.
3. If the contact person does not respond, then the residential advisor will call your emergency contact confirmed at your WTC admission.
4. If the emergency contact cannot be reached or is unaware of your location, then the residential advisor supervisor or residential advisor will call Baltimore City Police to report our inability to locate you.

It is recommended that residents travel in groups and not venture off the building grounds alone. You should plan your time outside of the building, so you make it back to the dormitory by 11:00 p.m. If you find yourself in a situation where you are going to be late (e.g., the bus is running late), call the residential advisor to let them know what is going on.

If you violate the curfew, you most likely will receive a consequence. Continued violation may result in loss of the privilege of residing on the dorm.

Note that residential consumers who will not be residing in the dormitory for one or more nights must inform the residential advisor either prior to departure or by telephone in advance of the 11 p.m. curfew. This information will be shared with your center counselor/case manager and DORS counselor. For residential consumers 17 years of age and younger, if your plans are not verified via your center counselor/case manager or parent/emergency contact, residential staff will contact your center counselor/case manager or parent/emergency contact to inform them of your plans.

When you return to WTC, please keep in mind the following:

- You may enter through the doors at the Main Entrance (Lobby) beginning at 6:00 a.m.
- Your ID badge allows you into the card access back door only from 7:00 a.m. until 9:30 p.m. Monday-Thursday.
- From 9:30 p.m. to 11:00 p.m., the front door at the Main Entrance (Lobby) is locked, and you must use your ID card to enter.
- After 11:00 p.m., your ID card will NOT open the Main Entrance (Lobby) door. You must ring the doorbell to the right of the door, and the guard will let you back into the building.

Decorating

You can decorate your own room with appropriate pictures, posters, etc. You may not display pornographic, obscene, or other

inappropriate pictures or decorations. The use of permanent hanging materials (e.g., nails, screws) is not permitted. Candles, incense, and all lighted products are not allowed at WTC.

Residential advisors have the right to indicate whether material is inappropriate, and you will be asked to remove the items.

Dorm Visits

Residents are allowed to visit with one another ONLY in the lounge areas or the WTC common areas (i.e., Enrichment Hall, courtyard). No resident is allowed to visit any other resident in each other's rooms, enter an empty dorm room, or congregate in the hallways or stairwells to visit.

Heating and Cooling

Each dorm room is equipped with a heating/cooling unit; however, there are a few things to keep in mind.

- First, the Maintenance Department will turn on the heat/cooling system at a certain time of the year. SRD windows may be opened (see a residential advisor) at certain times, if necessary, but you need to ensure that you close and lock them when you leave for the weekend.
- Secondly, since you will most likely be sharing your room with another resident you will need to cooperate and compromise with each other on the room temperature, which is set by electronic thermostat mounted on the wall.

If you are too hot or too cold, report it to a residential advisor and they may be able to assist you with extra blankets or a fan. If the heat/cooling system is not working, then report it immediately to a residential advisor.

Keys

A key to your room (plastic card) will be issued on admission day. Don't lose it! You should always close and lock your door when you leave your room. The residential advisors have a master key for all rooms.

Room Check: Day

Day shift residential advisors will conduct daily room checks to ensure that you are safe, awake, out of your room, and have gone to your program. These room checks also will let you know what areas need attention in your room such as picking up clothes, linen, and trash off the floor, throwing out trash, food, or drink into trash can or plastic container, etc.

Room Check: Night

Every night, residential advisors will be checking to make sure that you are in your room at 11:00 p.m. The residential advisor will knock on your door to verify that you are present. You just need to call out that you are "here". If you do not respond, then we will open your door to visually check that you are present. While we understand that you may go to sleep sooner, we need to make sure that everyone is present as we are responsible for your safety as we "hand-off" this responsibility from the evening residential staff to the night residential staff.

Those consumers residing in a room with no bathroom may certainly use the community bathroom as necessary after curfew, but you are not to hang-out in the hallways talking, etc.

You do not have to go to sleep at 11:00 p.m. but if you watch T.V., your phone, or listen to music you must do so using your headphones so that you do not bother your roommate. Please

consider your roommate. Be courteous and respectful of each other's space (including noise and light) and belongings.

Roommates

Rooms and roommates are assigned by a residential supervisor or designee. Residents cannot request to have a particular roommate or to have their roommate changed. If you have an issue with your roommate, then contact a residential staff person for assistance in resolving the issue.

Sign-Out Procedure

This sign-out procedure is applicable to all SRD residents, no matter your age.

1. If you leave the building, then you must sign out so that we are informed that you have left the building.
2. You can sign out at the Lobby or the SRD.
3. When you sign out, you need to provide ALL of the following information which is entered on a green form available at the Lobby or the SRD before leaving the building:
 - Your name
 - Your cell phone number
 - Where you are going
 - Date
 - Departure Time
 - Return Time

If you do not return by the curfew of 11 p.m., then the residential advisor will attempt to locate you by following the curfew procedures explained in the Curfew section of this document

Staff Access

Outside of the daily room check during the day and curfew checks in the evening; staff may need to enter your room for different reasons. If staff suspect any behavior problems, unsafe situations, possible health issues, or suspect that you either possess or are using any of the following: drugs, marijuana (in any form), alcohol, tobacco, standard or smoke-free electronic cigarettes or cigars, pipes, vaporizers, or weapons, or if staff hear loud or unusual noises, they will enter your room. Staff will always knock and announce themselves before entering your room.

Schedule

Daily

You are expected to get up in the morning independently.

Residential Advisors are required to check each room every morning to ensure that you are awake, up, and getting ready for your program or class with the goal of ensuring that you are headed downstairs to be on time for your program or class. This will require them to knock on your door and enter to ensure you are progressing with this goal in mind.

If you need some additional help and guidance to get ready for the day, residential advisors will help you work on your morning routine so that you can become independent in this area. If you need assistance in setting your phone alarm to wake up in time to ensure you make it to your program on time, then please see a residential advisor.

Leaving and Returning to the Floor

When leaving or returning to the floor, residents must use the “Sign In/Out” board on the wall. This will assist residential advisors in knowing your whereabouts in the event of an emergency.

Showering

Showering can begin at 5:30 a.m. but if needed earlier due to preference or your program, please inform a residential advisor. Showering **MUST** be completed by 10:45 p.m.

Residents who use the community bathroom to shower must hang the “Shower in Use – Do Not Enter” sign on the community bathroom door. No resident can enter to use the sink, toilet, or shower when the sign is posted on the door.

General SRD Information

Bugs

Our building was built in 1970 and is very old. As a result, we sometimes have bugs that exit from our bathroom drains. We have a licensed pest management company that comes every two weeks to inspect our building. You will see sticky traps in your room for these bugs. If you see a bug, alive or dead, please inform residential staff and they will remove it for you. If you see other bugs or have bug bites on your body, please inform residential staff immediately.

Cell Phones

You may NOT talk on your cell phone after 11 p.m. in your room as it may be disturbing to your roommate, but you may text message.

Please do not use your speaker phone in common areas, as it is disruptive to other consumers. If it is an emergency, you should see residential advisors, and you may use your cell phone or the WTC phone to make your call.

Taking photographs or audio and/or video recording using a cell phone, or any electronic device requires the approval of all individuals present, consistent with Maryland law. This includes recording individual or group meetings or posting pictures on social media without approval.

Departure

WTC residential consumers who are participating in a training program that ends on a day other than Friday must go home on the day of the week that their program ends. If transportation issues cause undue hardship, then please contact your center counselor/case manager.

When transportation is scheduled to pick you up, do not leave WTC to venture into our neighborhood or community as transportation sometimes arrives early and you need to be ready and present to be picked up.

Discharge

Upon discharge from WTC for completion of your program or as determined by your center counselor or case manager, please take all your belongings with you. A residential advisor will go with you to your room to ensure that you take everything. If for some reason you are not able to take everything with you, we will keep it in storage for up to 30 days. Please make arrangements within those 30 days to come and get your belongings. Items remaining after 30 days will either be thrown away or donated.

Electronic Appliances and Devices

You may have the following electrical items in your room: personal grooming appliances such as hair dryers, curling irons, electric razors; or lamps, radios, clocks, TV (27" or smaller).

NOTE: There is no cable/satellite/Internet or phone jacks in individual rooms. You cannot have cooking appliances in the room such as coffee pots, microwaves, air fryers, or hot plates. If you have a medical or religious reason to store food or medication, you may have a small refrigerator in your room that is provided by WTC.

As with any electrical appliance, it is extremely important that you follow safe practices when using them and make sure that the electrical cords are not frayed (no exposed wires). You may not hang lights up in your room. If you are not sure about a particular appliance, or are concerned about its safety, please see a residential advisor.

During dormitory resident meetings, using any of these electronic devices is not permitted. Up to 11 p.m., all electronic appliances and devices (e.g., cell phone, TV) must be played at low volume to not disturb others. After 11:00 p.m., headphones must be used. If any offensive language played on any of these devices is heard by residential advisors, you will be asked to turn it off. If residential advisors continue to hear offensive language, you will lose the privilege of using and listening to the device and must take it home.

You are responsible for your electronic games (e.g., XBox, PlayStation) and other similar devices.

Emergencies

Active Shooter

You have three options when an active shooter incident occurs:

RUN: Have an escape route and plan, leave your belongings behind, evacuate regardless of whether others agree to follow, and keep your hands visible

HIDE: Hide in an area out of the shooter's view, lock door or block entry to your hiding place, and silence your cell phone and remain quiet

FIGHT: Fight as a last resort and only when your life is in imminent danger.

Fire

Exit the building quickly whenever a fire alarm sounds unless you are given other directions by WTC staff. During the daytime when a fire alarm sounds you will exit the building but during the evening and nighttime, you will report to the WTC Auditorium unless advised differently by your residential advisor. The orientation to the dormitory provided on the first evening that you reside at WTC will include showing you the exits and stairwells to use when the fire alarm sounds. There are fire doors in the hallway that automatically close when the fire alarm sounds but you can push them open to exit the building. Attendance will be taken at the evacuation site. WTC staff will inform you when you can reenter the building and return to your activities.

Lockdown

A lockdown or emergency will be announced on the loudspeaker:

“Attention, WTC is under lockdown. Proceed to the nearest room or office and lock your doors.”

When you hear this announcement, go to the nearest room or office, and lock the doors.

The following steps should be followed:

1. IMMEDIATELY go to the nearest room or safe space.
2. Remain quiet and calm.
3. Lock your doors. If there is no lock, barricade the door with available objects.
4. Turn off all lights.
5. Silence all mobile devices (cell phone, iPad, tablet, etc.)
6. Close all window blinds. Stay away from the windows and doors.
7. Seek cover.
8. DO NOT respond to anyone at the door.

When the lockdown or emergency has concluded you will hear the announcement: “All Clear, WTC All Clear.” At this time, you can leave the room or office and return to your regular activities.

Food

Food requiring refrigeration should not be stored in your room unless you are approved to have a refrigerator. A “community” refrigerator on the dormitory is available for food. Be aware that priority is given to residents needing refrigerators in their room for medicine, dietary, or religious needs. Contact a residential advisor to request a refrigerator in your room or for use of the “community”

SRD refrigerator. Other perishable food such as snack food should be stored in sealed, plastic containers (like Tupperware) to avoid rodents/insects. Contact a residential advisor for a plastic container.

Furniture

Residential consumers cannot move, re-arrange, or bring furniture from home. If you have a disability that affects your movement within your room (e.g., vision, mobility), then please contact a Residential Supervisor to discuss your need.

Lending/Borrowing Personal Items

It is strongly recommended that you DO NOT borrow or lend any of your personal belongings, especially money to your friends at WTC. Do not leave your items unattended. If an item is broken, lost, or not returned to you, it is not the responsibility of the residential advisors to get it back for you.

Linens/Laundry

You may bring your own linens during your stay. If you decide to use your personal linens, they should be for a twin-sized bed. You may also want to bring pillows, mattress pads, and comforters. If you do not bring your own linens and pillows, those will be provided.

You are expected to wash your own linens and clothes once a week. As with room cleaning, if you need instruction and assistance for any part of the laundry process, residential advisors are here to assist you. Laundry tasks may occur when the washers and dryers are available. If you do not have your own laundry detergent, we can provide you with a limited amount. You should remain on the floor while your laundry is being done. WTC is not responsible for

lost articles of clothing or other mishaps of your laundry. The last wash is at 9 p.m. All laundry activities are to be completed by 10:45 p.m. Sunday through Thursday.

Medical, Medication Reminders, and Illness

In case of an accident, injury, or medical emergency, please alert any WTC staff.

When you are feeling sick, you need to report it to the residential advisor immediately. The residential advisor will inform your center counselor/case manager that you are resting in your room. You will be contacted by your center counselor/case manager who will decide if you must return home due to your illness.

If you feel ill prior to leaving home to return to WTC on the weekend, it is best to stay home if you are ill. You most likely will be sent home! You will not be penalized for missing your program due to illness.

WTC consumers who reside in the dormitory and take medication need to bring their medication with them. Since WTC consumers go home on Friday and return on Sunday evening or Monday, you must bring enough medication for each week. Your medication is a very important part of your health and success. It is recommended that you bring a daily medication cassette (pill box) from home filled with medication for each day of the week. If you do not have one, then WTC will give you one to use. If you do not bring medication or run out, you must have someone bring it to you or go home until you can get more.

All residents are required to follow our medication support procedures, no matter their age. The WTC residential staff are required to support you to ensure you take your medication on time.

They cannot keep nor give you your medication when you are scheduled to take it.

Medication Support Procedures

1. The medication, WTC support process will be provided at the target medication times reported by the resident and/or their family.
2. Each time a resident should take their medication, they must report to the assigned residential supervisor or designee with their pillbox and something to drink.
3. Each time that a resident takes medication, the residential supervisor or designee will observe the consumer taking their medication.
4. After the resident has taken their medication, the residential supervisor or designee will document it on the daily Medication Support form by signing their initials and having the resident also initial the form.
5. When a resident refuses to take medication, does not report to take medication, or reports that they took their medication without the residential supervisor or designee observing them, the WTC staff will document the issue and email the DORS counselor and other appropriate team members.

Musical Instruments

Musical instruments can be brought in to be played in a designated area, scheduling time with Enrichment staff. They should not be played in your room.

Noise

If you feel that your roommate or other dorm consumers' talking, TV, radio, cellphone, etc. are too loud, then please request assistance from a residential advisor who will ensure a reasonable volume, especially after 11:00 p.m. Our residential advisors are awake overnight and always available to assist you.

Service Animals

A dog who serves as a service animal is allowed in our dormitory. If possible, you will be assigned a single room. You must take full responsibility for feeding, walking, and cleaning up after your dog. You must bring all the necessary equipment and food for your dog. You must always have your dog with you including attending all classes, internships, and evening activities. Your dog cannot remain in your dorm room without your presence. Inform your center counselor or case manager prior to your dormitory admission to discuss additional information we need about your service animal.

Emotional support animals and pets are not allowed in WTC.

Trash

You are expected to properly dispose of trash in your room and place it in the small room trash can. Throwing trash and leaving crumbs on the floor, on furniture, or in dresser or closet drawers is not acceptable. At the end of every day, please place your small room trash cans outside of your room, near the door so it can be picked up the next morning for disposal. If you have food packages (e.g., candy wrappers, cracker/cookie crumbs, food wrapping paper, drink containers), then put this trash in the large, covered trash cans available in the hallways.

NEVER throw the paper towels in the toilet, as these will clog up the plumbing.

NEVER throw and dispose of pads and tampons in the toilet. Small brown bags are available for this need from your residential advisor. You should wrap the pad or tampon up and place them into a small brown bag before throwing them away in the trash can. If you need small brown bags, then ask your residential advisor for assistance.

Consumers with Bowel and/or Bladder Issues

If you catheterize or wear disposable underwear to prevent accidents, you are expected to dispose of these items in a proper manner as well to control odors. Whatever items are soiled with urine and/or feces should be wrapped up, placed into a small red plastic bag, and sealed. See a residential advisor for the red plastic bags. You may tie, tape, or use a twisty tie to seal the bag. You will be provided with a red trash can to place the red bags after sealing. If residential advisors notice odors due to urine or feces, you may be asked to double-bag the item and take it to a special can outside of your room.

Visitors

As a residential consumer, your family and friends are welcome to visit WTC. Visiting hours are from 6:30 p.m. to 9:30 p.m., Monday through Thursday. Children visiting WTC must always be supervised by family members. Day or Community consumers cannot return to the WTC in the evening to visit residential consumers or participate in enrichment activities.

Your visitors must sign in at the main lobby to receive and wear a visitor's badge. All visitors must remain with the residential consumer that they are visiting. There should never be a time when

the visitor is left unattended by the residential consumer they are visiting. All visitors must stay in the main enrichment hall or the front lobby. Visitors are not allowed in the residential dormitory areas and should not be wandering through WTC. Visitors cannot participate in our enrichment services' activities or field trips.

All visitors must observe all WTC Rules while here. It is your responsibility to make sure that your visitors follow WTC Rules. You are responsible for their actions and behaviors. You must ensure that they leave the building by 9:30 p.m.

Water

Our building was built in 1970 and is very old. As a result, sometimes our water comes out cloudy with heavy sediment. When you first turn the sink or shower water on, you may need to let it run for a few minutes until the color becomes normal and it reaches the desired temperature.

Since our building is old, we sometimes experience a sulfur smell which results from a build-up in the old pipes. If you smell this in your dorm room, then inform a residential advisor who has an enzyme solution to eliminate the smell.

Weekends

All dorm residents must return to their home or place of residence on weekends. Some programs end for the week on days other than Friday. You should leave for the weekend on the day your program ends for the week.

If you use public transportation, you need to plan accordingly. If you have any transportation-related concerns or problems, you will need to meet with your center counselor or case manager for

assistance. Please arrange for transportation to come when you are done for the day. Do not wait until Friday to worry about who is picking you up, or how you are getting home. Start making arrangements earlier in the week.

All residents must be out of the building by 4:30 p.m. on Friday. If your transportation cannot pick you up by 4:30 p.m., then please inform your center counselor/case manager and a residential advisor so they can assist you in making arrangements. Before leaving for home on the weekend, do not move your pin to the "Home" position until you are leaving WTC for the weekend.

Residents should turn in your badge and key to a residential advisor. You can pick it up when you return on Sunday.

You may return to WTC after 4:30 p.m. on Sunday.

WTC Dormitory Suggested Packing List

The following is a list of suggested items that consumers may want to consider packing when they are staying in the WTC dormitory. This is not a mandatory list, so there may be items listed that consumers will not need or may not want to bring. This is not an exhaustive list, so there may be items that consumers want to bring but are not listed. Consumers should base the quantity of each item on their length of stay.

Clothing

- T-shirts
- Sweater or jacket
- Pants/jeans
- Sweatpants
- Pajamas
- Underwear
- Socks
- Sneakers or walking shoes
- Slippers or flip-flops

Linens & Laundry Supplies

- Mattress pad
- Twin Sheets (not Twin XL)
- Pillows and pillowcases
- Blankets/comforter
- Towels and wash cloths
- Laundry bag/basket
- Laundry detergent pods

Classroom Supplies

- Backpack
- Pens or pencils
- Notebooks
- Highlighters

Toiletries & Hygiene

- Shower caddy
- Shower shoes
- Shampoo and conditioner
- Bath soap or shower gel
- Face soap or face cleanser
- Toothbrush and toothpaste
- Mouthwash
- Comb or brush
- Lotion
- Contact lens supplies
- Feminine hygiene products

Electronics and Technology

- Cell phone
- Charging cords
- Headphones
- Alarm clock
- Laptop
- Power Strip

Miscellaneous

- Water bottle
- Umbrella
- Backpack
- Medication** – prescription and OTC (Tylenol, Motrin, cough drops, allergy, etc.)

**WTC is a drug, alcohol, tobacco, smoke, and vape-free campus.
Legalized marijuana (in any form) is strictly prohibited at WTC.**

DORS Vision, Mission, Charge & Values

Vision

Our shared vision is that the State of Maryland is the best place in our nation for persons with disabilities to live, work and raise a family. Individuals with disabilities are welcome, fully included and actively participate in all Maryland communities.

Mission

The mission of the Division of Rehabilitation Services is to provide leadership and support in promoting employment, economic self-sufficiency and independence of individuals with disabilities.

Charge

The charge of the Division of Rehabilitation Services is to maintain and enhance opportunities for individuals with disabilities by:

- Promoting employment and independent living through the administration and development of the State's rehabilitation services program.
- Maximizing independence and self-sufficiency through the administration and development of the State's disability determination services program.
- Promoting empowerment and inclusion in all of Maryland's communities.
- Building collaborative relationships with public agencies, private organizations, employers, and community groups.

- Fostering a skilled workforce that reflects the diversity of Maryland's communities and the people we serve.

Organizational Values

The Maryland Division of Rehabilitation Services will strive to be recognized nationally as an outstanding organization in administering public rehabilitation and disability determination services. Maryland's citizens with disabilities and the business community will readily recognize DORS expertise in employment and disability issues.

To achieve this goal, the Division and its staff will be committed in principle and practice to the following organizational values:

- **Mission-Driven Organization** – our staff, stakeholders and customers will know the mission of our organization; our mission will focus and direct all actions of the organization with emphasis on building outstanding relationships with our customers.
- **True Concern for Our Customers** – we will respect, select, nurture, and develop staff that possess a genuine concern and respect for the people we serve.
- **Belief In and Commitment to Our Employees** – the greatest asset an organization has is its people; we will communicate and act on that value, fostering respect, communication, trust and empowerment.
- **Collaboration & Teamwork** – the strength and effectiveness of an organization is tremendously enhanced when it supports and encourages staff to work in teams and to partner with other organizations.

- **Sense of Urgency** – we will lead, manage, act and communicate with a sense of urgency; what we say and do today will become our organization's legacy.
- **Eagerness to Learn, to Take Necessary Risks and to Change** – we realize that our environment and our disciplines are dynamic; we will lead our organization in a manner that welcomes and flourishes in a dynamic and ever-changing environment.
- **Commitment to Continuous Improvement** – we will thrive on innovation and performance enhancement; being the best requires never being satisfied with today's accomplishments.

WTC Important Numbers

- **Academic Services:** 410-554-9323
- **Apprenticeship Services:** 410-554-9288
- **Autism Services:** 410-554-9173
- **Behavioral Health Services:** 410-554-9344
- **Cafeteria Daily Menu:** 410-296-2915
- **Career and Technology Training:** 410-554-9323
- **Center Counseling:** 410-554-9127
- **Deaf & Hard of Hearing Employment Services:** 410-554-9124 or (VP) 443-842-6138
- **Employment Services:** 410-554-9130
- **Enrichment Services:** 410-554-9254
- **Lobby:** 410-554-9100
- **Office for Blindness & Vision Services At WTC:** 410-554-9277 or 888-200-7117
- **Rehabilitation Technology Services:** 410-554-9466
- **Residential & Enrichment Services Supervisor** (3:00 p.m. – 11:30 p.m.): 410-554-9256
- **Residential Day Supervisor** (7:00 a.m. – 3:30 p.m.) 410-554-9195
- **Residential Night Supervisor** (11:00 p.m.– 7:30 a.m.): 410-554-9192
- **Security:** 410-554-9320
- **Work Readiness Services:** 410-554-9323
- **WTC Director:** 410-554-9439

WTC Consumer Dining Room Hours & Guidelines

Hours

- **Breakfast:** 7:30 a.m. to 9:00 a.m. (Monday through Friday)
- **Lunch:** 11:30 a.m. to 1:30 p.m. (Monday through Friday)
- **Dinner:** 4:30 p.m. to 5:30 p.m. (Monday through Thursday)

Guidelines

- Your ID card serves as a debit card for your meals. Day consumers receive lunch, while attending WTC, and residential consumers receive breakfast, lunch, and dinner. Staff will show you how to use the ID cards in the cafeteria.
- Please have your ID ready when you enter the dining room. Your ID may need to be presented prior to you entering the serving line. Consumers will not be served without their ID badge present.
- A consumer without their ID badge will be required to return to retrieve the badge or be required to see Security to obtain a replacement badge or consumer pass.
- Consumers are allowed to go through the serving line one time per meal.
- Food and beverage service is only available at the posted times.
- Upon exiting the serving line, consumers are to scan their ID badge to account for their meal.

- Carryout containers, including cups, are sale items except during designated meals. Anyone using carryout cups to get cold or hot beverages must pay the full cost of that item.
- All food and beverages using standard cafeteria dishes are to be consumed in the cafeteria area only and are not to be taken out of the dining room.
- No food is to be transferred to personal containers for removal from the cafeteria.
- The Pattycakes' Forever reusable mug is for coffee, fountain soda, cappuccino, hot tea and iced tea.
- Upon completion of your meal, please take your tray with dirty dishes and utensils to the dish room window, scrape debris in the trash can and place dishes, cups, and utensils neatly in the designated area. Be careful not to throw utensils, dishes, or cups in the trash can.
- Complaints, concerns, or suggestions should be submitted via the complaint forms.

A meal consists of the following:

Breakfast

- Choice of 1 entrée and 2 sides (meat and/or potatoes) or 2 servings of hot or cold cereal and 2 sides (meat and/or potatoes)
- 1 serving of toast, bagel, or muffin
- 1 serving of fruit or breakfast dessert per meal
- 1 cup of juice (available, upon request, on serving line)
- 1 cup of milk (available, upon request, on serving line)

- 1 cup of coffee, hot tea, cappuccino, or hot chocolate
- Only coffee and hot tea refills are available

Lunch

- Choice of 1 entrée or sandwich, 2 sides, soup, and a salad
- 1 serving of fruit or dessert per meal
- Limit of 1 fountain drink per meal (24 oz)
- 1 cup of milk (available, upon request, on serving line)
- 1 cup of coffee, hot tea, cappuccino, or hot chocolate
- Only coffee and hot tea refills are available.
- Juice is not available for lunch.

Dinner

- Choice of 1 entrée, 2 sides, soup, and a salad
- 1 serving of fruit or dessert per meal
- Limit of 1 fountain drink per meal (24 oz)
- 1 cup of milk (available, upon request, on serving line)
- 1 cup of coffee or hot tea
- Only coffee and hot tea refills are available.
- Juice is not available for dinner.

**Maryland State Department Of Education
Division of Rehabilitation Services
Workforce & Technology Center**

Accessibility Request Form

Complete this form to express an accessibility concern or issue at WTC. Complete numbers 1, 2, 3, and 4 below. Please request that a staff member interoffice mail or email this form to Brenda Isennock.

1. Name (Print clearly): _____
2. If you are a consumer, what program are you attending?

3. If you are a staff person, volunteer, or visitor, list your phone number: _____
4. What is your Accessibility concern/issue? (Please be specific, e.g., location, room number, etc.):

Signature

RS-WTC-1a

Date

WTC Accessibility Request Form

Page 1 of 2

Action

WTC Accessibility Coordinator Signature

Date

**Maryland State Department of Education
Division of Rehabilitation Services
Workforce & Technology Center
Consumer Complaint Form**

Complete this form to express your concern or dissatisfaction with Workforce & Technology Center services or staff. Submit this form to [Michele Pinto, RN, Risk Manager](#). Make a copy of this form for your record before submitting it.

Name: _____

Complaint:

Actions I Feel Should Be Taken To Resolve My Complaint:

Signature: _____ **Date:** _____

WTC management will respond to your complaint within two weeks. If you disagree with the response, you may contact the Client Assistance Program (CAP) to discuss your right to appeal. (CAP, 2301 Argonne Drive, Baltimore, MD 21218, 410-554-9363/1-800-638-6243, cap.dors@maryland.gov.)