

Housing and Residence Life

Resident Handbook

OT2GO Innovation to Elevation Daily Living



INNOVATION TO ELEVATION
— DAILY LIVING —



Welcome to OT2GO Innovation to Elevation,

On behalf of OT2GO Innovation to Elevation Daily Living (I2EDL) Staff, we would like to welcome you to your new home. We are so excited you have chosen to be a part of the I2EDL community. Independent Living Programs (ILP) are an important part of your transition into becoming a successful adult. By participating in an ILP, you greatly increase your opportunities to become learn how to manage and balance finances through financial literacy courses, discounted rent- which allows you to save money, driving courses, life coaching to tailor fit the life you always deserved, etc. We will provide you with an environment that is supportive, caring, and full of resources. Being a member of our ILP will enhance your personal development, improve your life skills, and help you establish lifelong friendships. We encourage you to take advantage of the programs and opportunities for peer interaction that we will provide throughout the year. Share this exciting journey with others! By getting involved and participating in your ILP community, your residential living experience will be invaluable in so many ways. I2EDL residents living at The Pearl at Homewood are encouraged to reach their highest potential as responsible members of their residential community. Standards of Community Living exist to maintain an atmosphere of mutual respect, academic success and/or life success, and personal pride. Please familiarize yourself with these standards. The Standards of Community Living provide each resident with guidelines and policies to help acquaint you with your residential community, The Pearl at Homewood community, and expectations for community living. We are so glad you are here!

Cheers to a commitment to a healthy life!

Dr. Melanie Harley

Executive Director of OT2GO Innovation to Elevation Daily Living



I2EDL Life Mission Statement

At Innovation to Elevation Daily Living we provide a warm community for youth in need and establish daily living skills to help youth transition successfully into adulthood. We provide tailor fit services by helping the youth take back their power and push past common barriers and obstacles, while reaching their individual full potential. By providing occupation therapy in tangent with other therapy services to obtain optimal living for each youth mentally and physically, while fostering their dreams and life goals.

Purpose of the Resident Handbook

This handbook is an extension of the Rules, Regulations, and Behavioral expectations sheet you signed when you accepted your apartment. It is your responsibility to familiarize yourself with this information. You will be held accountable for this information and will be expected to adhere to all the following:

- Resident Handbook Student Housing Contract
- I2EDL Rules, Regulations, and Behavioral Expectations
- The Peal at Homewood Rules

Housing and Residence Life Staff

Resident Assistants (RA)

A Resident Assistant (RA) is an I2EDL leader selected and trained to work with residents in establishing a residential community. The RA is here to aid residents with the transition and ongoing challenges residents may face when participating in an ILP. The RA can assist with maintenance work requests and other community issues of concern. The RA is a great resource person who can help answer questions about I2EDL. Throughout the program, the RA will plan various programs and activities with and for residents.



Youth Advocates

Youth advocates supervise the RAs and oversee the day-to-day operations of the area, assisting student staff and residents in developing programs, building community, handling student conduct matters, and participating in the professional staff duty rotation.

Clinical Staff

The clinical staff consists of Master Degree Social Worker (MSW), License Professional Counselor (LPC), Psychologist, Occupational Therapist (OTs), Occupation Therapist Assistants (OTAs) Nurse Practitioner (NP), Doctors (MDs) etc. These are all medical and mental health professionals' tasks to come up with a tailor fit individual plan of care to obtain optimal living for each youth mentally and physically, while fostering their dreams and life goals.

Administrative Staff

The administrative staff is responsible for ensuring quality, efficient, and effective services are being provided to ILP residents. They are also responsible for communication with DHR and the ILP. The administrative staff handles intake, discharges, the intake, and investigation complaints, managing behavioral violations and disruptions, etc.

I2EDL Office

The office is located at 244 Robert Jemison Rd Apt.2A Homewood, AL 35209. The telephone number is (205)000-0000. The fax number is (205) 941-8069. Office hours are Monday through Friday, 9:00 am- 5:00 pm. The staff can help you with questions about living on-site, your housing contract, and other housing-related issues. The Executive Director, Director of Operations, Youth Advocates, Clinical Staff, and Resident Assistant are in the office.



Contracts and Administrative Responsibilities

Resident Handbook

I2EDL has published policies to inform residents of their responsibilities for their actions within their living environment. The rules and regulations have been created to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these policies. Violations will result in appropriate disciplinary action. The policies and procedures covered in this handbook are designed to make your ILP experience a positive one. You have a right to an atmosphere conducive to study, work, live, and sleep. You have a right to live in a clean facility. You also have an obligation to make sure these conditions exist for yourself and others. I2EDL has the right to make any policy or procedural changes at any time it deems reasonable, necessary, or appropriate.

Room Assignments

I2EDL will provide you with a space in The Pearl at Homewood for your occupancy as a ILP resident. You are not being given a right to any specific residence unit or accommodation by this agreement. Occupancy shall be for the period and upon the terms stated in the contract/lease and these rules and regulations. I2EDL will consider and attempt to grant a request for a particular residence, roommates, or other special arrangements indicated in your housing contract, but cannot guarantee requests. I2EDL, at its sole discretion, shall determine your assignment, authorize, or deny a room change, consolidate vacancies, and has the right to move a student from one room to another. Residents are not permitted to re-assign or sublease their assigned spaces. Housing assignments are dependent upon availability and, therefore, not guaranteed. I2EDL does not make room assignments based on any individual's race, color, religion, national origin, or disability (unless the disability requires accommodations), and it will not consider a request for an initial assignment or a change in assignment based on any of these grounds.



Room Changes

There is no guarantee that Room Change requests will be approved. There are times when the I2EDL may be unable to accommodate a Room Change unless it is determined to be an emergency by the I2EDL. Room Changes involve a conversation with and the approval of Administrative Staff. When a Room Change request is approved, the resident must move to the newly assigned unit within 48 hours of the Room Change request approval notification date. Failure to complete a Room Change within this timeframe may result in the revocation of Room Change approval or additional rent charges being assessed.

Consolidation

I2EDL reserves the right to consolidate residents from partially filled suites to other occupied units. Consolidation, if necessary, can occur at any time.

Parents, DHR, and Family Members

I2EDL's primary relationship is between the ILP and the student. This means that parents, friends, DHR, and family members may not act as a proxy for the student. Parents and family members are encouraged to stay informed of important housing information and encourage their students to contact Housing Staff if there are issues or concerns. We can not address and resolve issues without knowledge of them.

Housing Regulations and Policies

Abandoned Property

I2EDL does not have or offer storage for residents' property. When a resident moves out of their suite, the resident should completely remove all personal belongings from their room. Any student, who fails to remove property, thereby grants the I2EDL the right to remove abandoned property at the owner's expense. Property left behind is considered abandoned and will be



disposed of after 30 days. Items left behind in common area spaces (e.g., lobbies/front desk, hallways, laundry rooms, or study spaces) that cannot be identified to a specific individual will be disposed of after 10 days. Any perishable items abandoned will be disposed of immediately.

Abusive, Harassing, Intrusive Conduct

I2EDL policy forbids conduct that involves actual or threatened physical abuse or violence, hazing, indecent behavior, and harassment (including both general harassing behavior and harassment based on an individual's race, color, religion, sex, age, national origin, sexual orientation, or disability). I2EDL policy forbids related actions that invade one's personal privacy (such as repeated, unwanted telephone calls, harassing emails, and abusive letters).

Alcohol Use

Each resident of I2EDL is individually and personally responsible for compliance with these provisions of the I2EDL Rules, Regulations, and Behavioral Expectations and The Pearl at Homewood Community Standards and with the laws of the State of Alabama.

1. Only beer and wine are permitted in residential communities by students who are 21 years of age and older.
2. Possession/consumption of hard liquor is not permitted in or around residential communities.
3. Common containers, beer kegs, funnels, beer/water pong setups, and other drinking games are prohibited in or around residential communities.
4. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging, or other items are prohibited in residential community areas.
5. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards,



picnic areas, community kitchen areas, parking lots or loading zones adjacent to residential communities, or other Housing and Residence Life areas is prohibited.

6. Social gatherings at which alcohol is served must be conducted in accordance with the I2EDL Rules, Regulations, and Behavioral Expectations and The Pearl at Homewood Community Rules. I2EDL staff may determine that a gathering exceeds safe occupancy and may require some or all guests to vacate a I2EDL area.

7. Any I2EDL official has the right to request, or be provided, appropriate student identification when questioning an individual's age for alcohol consumption purposes.

8. If residents are under the age of 21, they cannot host drinking of any age in their residential space and cannot store alcohol for themselves or others.

9. Residents who are 21 years of age and older should be mindful of where they store alcohol and who they consume alcohol around to avoid any perception of supplying or facilitating underage drinking.

Disorderly Conduct

Residents may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of I2EDL or violate the Standards of Community Living outlined in this handbook. I2EDL staff may determine that a gathering exceeds safe occupancy and may require some or all guests, to vacate a residential area, including student rooms, lounges, lobbies, kitchens, and/or outdoor areas. A resident or resident's guest whose conduct violates I2EDL Rules, Regulations, and Behavioral Expectations, The Pearl at Homewood Community Standards, and/or any other I2EDL policy may be subject to disciplinary action.

Damages/Community Damages: Appropriate oversight of community areas is the responsibility of all residents. Damages that occur in a suite will be charged to the person who damaged the



item and/or the resident(s) assigned to the unit at a rate that includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to all residents of the apartment and are referred to as Community Damages. Community Damage Charges will be divided equally among apartment residents. Repair or replacement of damaged items will take place at the discretion of I2EDL. Students may not engage in theft, malicious destruction, defacement, damage, or misuse of I2EDL property, private property, or common areas. Replacement and repair costs will be charged to the responsible party or parties. Disciplinary action, and/or community charges will occur as appropriate.

Doors and Locks

All exterior doors in housing are always locked. For safety reasons, residents may not prop open any exterior housing doors. Residents are encouraged not to prop suite or bedroom doors open. Locks and locking mechanisms on doors may not tampered, changed, or altered. Slide locks and chain locks are prohibited and may not be added on any doors in a resident(s) suite (These are also a fire code violation and violation of the Pearl at Homewood). Only authorized I2EDL staff and The Pearl at Homewood personnel are authorized to change or replace locks. Residents are not permitted to use any material or device to block locking mechanism or doors from closing completely. I2EDL staff will always lock a resident's door when leaving a room for maintenance, health/safety checks, or other reasons. Anything placed on a door must not cause long-term damage to the door, threshold, or door frame. The use of masking tape or painters' tape is allowed. Other forms of tape (putty and glue are not allowed). Drawing on or painting doors is not permitted.



Drugs and Other Illegal Substances

Per state law, the possession, manufacturing, growth, sale, or use of illegal substances is prohibited. Possession of illegal substances and related paraphernalia is also prohibited. Violations of the I2EDL Drug Policy will result in an incident report and may result in criminal charges and/immediate discharge.

Endangerment

Physical violence toward another person, group, or actions that endanger the health, safety, or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in an immediate discharge.

Failure to Comply with a I2EDL or The Pearl at Homewood Staff

Residents who fail to comply with instructions of I2EDL or The Pearl at Homewood staff or local law enforcement officers will result in an incident report, behavioral plan, and/or potential discharge depending on the severity of incident.

Guest/Visitation Policy

Residents have the right to request the removal of any non-resident or guest from their space if it is determined to be a safety risk or in violation of I2EDL policy. I2EDL reserve the right to ask any guest to leave all residential spaces without notice or reason, especially if determined to be a safety risk or in violation of I2EDL policy or The Pearl at Homewood policy. Residents may only allow guests in their assigned spaces consistent with the following:

1. Hosts assume full responsibility for the conduct of their guests.
2. Hosts are required to be familiar with Housing and Residence Life rules and policies and to familiarize their guests with the rules and policies.



3. Guests must observe all I2EDL rules and regulations and, along with hosts, will be held responsible for their conduct.
4. Residents are restricted to no more than two (2) guests in the community with them at any given time.
5. Guests must stay in host private area or community area. They are to not enter other residents' private space without that resident's permission.
6. Hosts are required to always accompany their guests while in residential spaces.
7. Residents may not permit any additional individuals to live in their spaces (cohabitation is prohibited).
8. Residents who wish to host a minor sibling must meet with administrative staff and obtain written permission before their arrival. I2EDL is not responsible for the supervision of minors visiting residents in Housing.

Harassment

Conduct that creates an intimidating, hostile, or offensive living, educational, or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is prohibited and violates the policies of both I2EDL and the Pearl at Homewood. Residents who receive obscene/harassing phone calls or social media contact are asked to contact their RA and/or the administrative staff immediately. (The resident will be asked to contact the Homewood Police Department to make a report and keep a log of the harassing contacts they receive.

Health and Safety

Health and Safety Checks will occur twice a month with 48 hours in advance through public posting of information. The entire living area will be inspected. Particular attention will be given to the bathroom, kitchen, and common living areas in the suites and apartments. Residents who



do not pass the inspection will be given 48 hours to make the necessary changes. During checks/inspections, any rooms found violating a Housing policy or otherwise pose a safety risk will be documented, and residents will be notified of the violation. Subsequent failing a Health and Safety inspection can result in a meeting with a I2EDL staff and/or having the incident referred to the ISP team, and depending on the nature of the violation and/or cancellation of a resident's housing contract. I2EDL reserves the right to schedule a special health and safety inspection of any residential unit and/or public area space if the condition warrants concern. Students are required to allow I2EDL staff to enter their residences for these inspections and follow-up visits. Staff conducting the inspections will lock all doors when leaving the room.

Keys

A room key is issued to each resident at Check-In. Residents should report a lost, stolen, bent, or broken key immediately to staff, so the lock can be changed and a new key issued. A lock change fee will be applied to the resident's account for labor and parts costs based on the specific community. Keys may not be duplicated or transferred. Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. Sharing with or providing I2EDL keys to another person(s) will result in disciplinary action. All keys issued to residents are the property of I2EDL. Lock Change Fee: \$50 each time Mailbox Key Replacement: \$5 each key.

Liability Insurance/Limitation of I2EDL Liability

I2EDL is not liable for damage to, or loss, of a resident's personal property due to will not reimburse a resident for losses created by, or resulting from, unforeseen events, acts of nature, fire, water, accidents, injuries, or theft, which may occur. Residents are encouraged to review and purchase personal renter's insurance.



Multipurpose Rooms, Kitchens, and Common Areas

All residents may utilize the common spaces and equipment in their residential area. After use, spaces/equipment must be cleaned and free of trash, dirty utensils and cookware, and any other personal items. Residents may not block off common areas for personal use in such a way that prohibits use by other residents

Noise Policy

Amplified Equipment: Students may store instruments or amplified equipment in their assigned room. Students playing instruments, radios, sound systems, televisions, or other amplified equipment in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified instruments (without headphones) is prohibited. Courtesy

Hours: In order to maintain a living, learning environment in residential communities, an atmosphere conducive to live and sleep must exist. At no time should a resident's noise level interfere with roommates' ability to sleep, study, and live. Disruptive activities in rooms, courtyards, stairways, walkways, or lobby areas are prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested by another resident or staff member at any time. Courtesy hours are always in effect. **Quiet Hours:** During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours will be enforced during the following periods

- Sunday through Saturday 10:00 PM- 10:00 AM

Pest Control

If a resident notices ants, roaches, bedbugs, and/or other pests in their living area, they must submit a maintenance call. If it is a matter that needs to be addressed immediately and after business hours, please contact your RA for assistance. Contracted Pest Control staff perform



routine pest control measures. The Pest Control representative may enter a suite without notice to the residence. The Pearl at Homewood is contracted with Cooks Pest Control and they come out weekly.

Room Entry and Search

I2EDL staff and The Pearl at Homewood appreciates the resident's desire for privacy, particularly in the context of ILP community-style living, and will do all it can to protect this privacy.

However, it is occasionally necessary for the I2EDL and The Pearl at Homewood to exercise its contractual right for room entry. In the absence of the resident, staff will leave a notice that they have entered a resident's room. Housing staff are trained to always lock the door upon departure of a resident's room. The established procedures are designed to ensure responsible use of the right of entry. I2EDL policy states that a I2EDL staff member will enter a room on the following conditions:

- At the invitation of the resident.
- To provide maintenance, including preventative maintenance. If, during the performance of their assigned duties, maintenance or custodial staff encounter or observe evidence of articles in violation of I2EDL and The Pearl at Homewood policies and/or laws of the state of Alabama, they will report such evidence to the appropriate authorities.
- If staff or other I2EDL staff possess cause to believe that a violation of I2EDL regulations exists.
- If an emergency exists or is believed to exist involving the safety and security of a resident, guest, and/or the property.
- To conduct routine health and safety checks during.



Roommate Bill of Rights

The Roommate Bill of Rights is a list of responsibilities of and between Housing residents. Enjoyment of life in a residential community will depend largely on the thoughtful consideration that is demonstrated towards other residents, particularly one's roommate(s). Residents who sign a roommate agreement need to know that these documents are not considered to be a contract and require the cooperation of all roommates to be successful. I2EDL staff will attempt to help residents work together to resolve their concerns with others in the room. If the situation cannot be resolved and neither party is willing to relocate, I2EDL has the right to change the room assignment of all parties in the dispute.

1. The right to a reasonably clean environment.
2. The right to expect that each roommate(s) will respect each other's personal belongings.
3. The right to study, live, and sleep without undue disturbance from noise, guests of roommate, or similar disturbances.
4. The right to freely access one's room and facilities without pressure from a roommate/suitemate.
5. The right to expect guests to respect the rights of the host's roommate(s)/suite mates and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term "guest" refers to another resident of I2EDL
6. The right to expect reasonable cooperation and equitable use of common area appliances (microwave, fridge, etc.), cabinet space and storage, cable/internet, and other features that came with the room, suite, or apartment.
7. The right to a fair degree of personal privacy.
8. The right to be free from intimidation and/or physical harm.
9. The right to a safe and secure living space.



10. The right to address issues and concerns with I2EDL staff. I2EDL staff are available for assistance with roommate/suitemate conflicts.

Safety and Security

Crime can happen in ILP, just as in the community. If you are the victim of a crime, report the incident to the Homewood Police Department and a I2EDL staff member immediately. Do not take any chances, and do not take your safety for granted. The following tips help keep you and your belongings safe:

- Keep your car and suite door(s) always locked.
- Always find out who is knocking on your door before opening the door. All main doors to suite doors are equipped with a peephole. Use it! I2EDL and The Pearl at Homewood Staff has access to keys to units
- Never leave the room/apartment/exterior door(s) propped open.
- Always close windows when you leave your suite.
- Keep your keys secure. Do not lend your keys to anyone, and do not leave your keys lying around. Report lost or stolen keys to I2EDL staff as soon as possible.
- See something, Say something. Always report any suspicious activity to your I2EDL and/or The Pearl at Homewood staff and to the Homewood Police Department.
- Do not walk or jog alone, especially at night.
- Avoid dark paths or shortcuts. Always use public walkways.
- Always carry identification.
- Let your roommate(s)/suitemate(s) know where you are going and when you will return.
- Do not leave valuables in plain sight in your suite or car (i.e. money, credit/debit cards, jewelry, wallets, IDs).



- Record serial numbers of all valuables (cell phone, computer, gaming systems, bike, etc.), and keep the information in a safe place separate from your wallet, purse, etc.
- Make sure your belongings are covered against fire, theft, and other types of loss by your insurance policy.
- If an exterior door is propped open, close it. If the door lock does not work properly, contact a The Pearl at Homewood and make a maintenance report and let I2EDL staff immediately.
- Do not allow anyone you do not know into your residence. The Pearl at Homewood staff and Maintenance will also identify themselves. I2EDL Staff will always identify themselves and any new staff will be introduced prior to making check ins. The police will always identify themselves. Pest Control will always identify themselves. Any professional company will always identify themselves.

Sexual Misconduct

I2EDL are committed to maintaining a community in which residents and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. I2EDL will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion from residents or staff.

Smoke, Tobacco, and Vaping

I2EDL is a tobacco-free, vape-free, and smoke-free residence. The Pearl at Homewood also states no Smoke, Tobacco, and/or Vaping is permitted inside residence. The policy applies to all employees, students, and visitors and prohibits the use of all tobacco products I23DL residences. If you are under the age of 21, smoking, tobacco use, and vaping is illegal and a violation of federal, state, I2EDL and The Pearl at Homewood Policies.



Trash/Littering

Trash is to be placed, by the resident, in designated bins, or containers, or placed in the dumpsters located outside each residence area or in trash rooms. Garbage may not be left in hallways, lobbies, lounges, entrances, stairways, foyers, or beside suite doors. If trash is left outside a suite, the residents will be billed a removal fee. Students may not dispose of litter in any form on The Pearl at Homewood grounds or facilities. This includes but is not limited to, cigarette butts, flyers, cans, bottles, etc. A removal and/or clean-up fee may be assessed per each littering incident.

Trespassing

Individuals who are not authorized, licensed, or invited to enter I2EDL residences are subject to arrest for trespassing if they fail to leave after being directed to do so or being onsite passed visitation curfew, which is 12:00 am (midnight) to 8:00 am. Any person soliciting will be trespassing. Persons who receive trespass notices will not be permitted to live in or visit I2EDL or The Pearl at Homewood. Knowingly hosting a person, or persons, under trespass notice is prohibited.