



Wilson Workforce and Rehabilitation Center

Our Vision Statement

To be the best at providing Vocational Rehabilitation and Transition Services throughout the Commonwealth as shown by those we serve living more meaningful and productive lives.

Our Mission Statement

Wilson Workforce and Rehabilitation Center provides people with disabilities comprehensive and individualized services to realize personal independence through employment.

Shared Values

Ethical: We are committed to professional standards, good stewardship of resources, full accountability and the well-being and dignity of others.

Engaged: We are committed to an organizational environment that values individual contributions and involvement in informative communication, problem-solving, planning and leadership.

Effective: We are committed to providing services that result in meaningful and measurable outcomes through objective assessment of performance and on-going process improvement

Every day and in every way we:

- Put clients first
- Take care of customers
- Work in teams
- Innovate and excel
- Provide it all under one roof
- Value our staff
- Offer a workforce driven curriculum
- Are organized, utilized and valuable
- Preserve leadership ethics and accountability
- Center values and public trust



Wilson Workforce and Rehabilitation Center

Thank you for your interest in Wilson Workforce and Rehabilitation Center (WWRC). WWRC has a long history of helping Virginians with disabilities enter or remain in the workforce. WWRC is a vocational-educational facility operated under the scope and mission of the Department for Aging and Rehabilitative Services (DARS), specifically the Division of Rehabilitative Services (DRS).

WWRC assists Virginians with disabilities from across the Commonwealth enter the workforce through our comprehensive vocational rehabilitation programs. WWRC also provides evaluation and therapy services to previously employed individuals who incurred a medical event and still desire to return to the work world. The focus may either be in their most recent career area or in a career area appropriate for their employment abilities by developing adaptive skills through evaluation, treatment, and training.

WWRC offers comprehensive wraparound services to assist consumers with their goals. We offer a wide range of training programs, supported work readiness, student internship programs, and vocational counseling along the path to employment. WWRC offers these services in a residential campus setting to allow consumers to gain independent living skills that many desire in order to transition back to their home community. Once a client completes their vocational program(s) at WWRC, we assist the consumer and DARS with their job search and job placement.

Clients have the opportunity to achieve high-level, nationally recognized industry credentials in all of our vocational training programs. Our credentialing programs consist of classroom instruction in conjunction with internships, which allow consumers to gain knowledge through practical work experiences. The combination of in-depth classroom instruction with hands-on training in the workplace prepares our consumers to successfully enter the workforce.

We hope that you will consider WWRC as an option. If you would like more information on WWRC and DARS programs, please contact the local DARS office. Rehabilitation Counselors are available in each office to discuss options and provide guidance with accessing WWRC to help achieve your life goals. Again, on behalf of the WWRC staff, thank you for considering our Center for your transition and employment needs. We hope we can be of assistance on your journey to fulfill your career goals.

Best Wishes,



Wilson Workforce and Rehabilitation Center (WWRC) CLIENT HANDBOOK

Introduction

This handbook is a “guide” to life on the campus of WWRC. The handbook will give you information on living, learning and being successful while at the WWRC. Not all services offered by are listed in this book.

The information in this handbook applies to all areas of WWRC. Other programs and departments have additional information to share.

If you have questions about a program or services or any aspect of campus life, please talk with your WWRC Rehabilitation Counselor or other members of your Rehabilitation team.

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SECTION 1

CAMPUS INFORMATION

Residential Living: Housing Options

Dormitories: Students who reside at WWRC live in one of two residence halls, Carter Ashley Hall or Barnett Hall. Rooms are double occupancy rooms with some shared space, such as bathrooms, showers, and suite areas. A small number of single rooms are available for those who require such a space for medical accommodations (documentation is required).

Transitional Cottages: Students fully enrolled in training who need or desire “the practice” of living independently may reside in the cottages. Cottage living provides those that have never lived on their own before experience with maintaining their own home, which includes cleaning, shopping, and cooking meals.

Students will receive a weekly grocery allowance and eat in their “home” rather than the dining hall. Cottage residents will receive instruction on meal planning and budgeting as appropriate. Public transportation will be used for weekly grocery shopping. Cottage residents must present receipts demonstrating appropriate use of funds for grocery purchases.

Space is limited and is on a first come, first served basis for eligible candidates. A recommendation from the student’s Rehabilitation Counselor and the Rehabilitation Team is required to be considered for cottage living.

Dormitory Information

Keys and Lock box: You will receive a key to your room and a lock box to protect personal items and medication. All valuables, money and medications must be kept in your lock box when not in use. You are responsible for keeping up with your keys and keeping your room locked. If you lock yourself out of your room, dorm staff will help. You may obtain replacement keys for a fee if you lose your original set.

Cleanliness: Room care is your responsibility! You are responsible for keeping your room and suite area clean. Staff will check/inspect your room weekly to make sure health and safety expectations are being met and to provide instruction as needed. Additional follow-up room inspections are made by appointment with dorm staff where the staff will discuss items that need improvement to pass room inspection.

Each suite has a mop and broom. Cleaning supplies are stored in the hall closet in your dorm suite. You may request additional cleaning supplies from Dorm staff in the Dorm office. Ask dorm staff if you need assistance with cleaning.

Staff will check to see:

- bed is made with clean sheets (wash sheets at least 2x's monthly)
- floor is clean (swept and mopped)
- sink and mirror are clean
- laundry has been done
- clothes are put away
- assigned duties to maintain the common areas have been completed (a schedule of assigned duties is posted in the common area)
- desk/table is clean and neat
- trashcan is emptied
- room is odor free

Personal Hygiene: Maintain personal hygiene to be appropriate in a shared living space. Do not leave personal hygiene supplies, towels, wash cloths or clothes in the public bathroom or shower. They may be considered abandoned and discarded. Staff is here to help you learn and improve your community and independent living skills!

Room Furnishings: You are expected to maintain the condition of your room and furniture. When posting items on your bulletin board make sure all 4 sides are tacked down. Do not tape, staple, or tack items on the wall. Stacking beds to make bunk beds is forbidden for safety reasons.

Due to limited space in dorm areas, personal furniture items such as chairs, sofas, tables, desks, etc. are not allowed. Your room is furnished with what you will need during your stay. Personal mattresses are not permitted in your dorm room.

Please report any damage in your room or suite to the office staff. If you intentionally caused the damage, you will be responsible to pay for the repairs.

What's allowed: You may have the following electronic equipment in your room: portable stereo • small portable TV • computer • video games hair dryer/curling iron with auto shut off • coffee maker with auto shut off • electric razor • fan and small dorm size refrigerator no larger than 3cu.ft. • UL1363 stamped power strips with surge protection • All electrical appliances listed above must have an automatic "off" safety switch (Fire Marshall Safety Rule).

What is not allowed:

Extension cords are not allowed in your room. You **may not** have an electric blanket in your dorm room. If medically necessary, you may have a heating pad in your room. Again, it **MUST** have an automatic shut off. Ironing is not allowed in your dorm room. Ironing facilities are available, and you may check out an iron in the dorm office.

Laundry facilities: are available and are open daily for you to wash clothes. There is no charge to use the washers and dryers. You must supply your own detergent, softener, and bleach. You must remain in the laundry room when doing laundry to prevent loss of your belongings.

Spend the night in your own room: Spending the night in someone else's room is not permitted. Please be mindful of your roommate's right to privacy (and sleep) when you turn on lights, use your cell phone, or have visitors in your room. Keep your blinds closed after dark.

Quiet time is from 10:00 pm. to 6:00 am daily. If you do not use headphones with audio equipment, you must turn off the sound at 10:00 pm. You may listen to audio with headphones outside your room.

Lounge Furniture: Is provided for seating comfort with one person per seat/cushion. No sleeping or lounging across furniture in the dorm lounges.

When Leaving Campus you must sign in and out in the dorm lounge. This DOES NOT include WWRC sponsored recreation and leisure trips and activities. When leaving overnight you must turn your keys in at the dorm office.

Appointment notices: Appointment notices will be posted on the message board in your dorm. Messages for Cottage residents are posted on the message board in the Carter Ashley lobby.

Internet: You may have Internet email access on center computers in the Media Center (filtered and monitored). Wireless access on your personal computer is available across campus. You may purchase a Cable TV package of your choice at your expense.

Personal Items: Wilson Workforce and Rehabilitation Center is not responsible for any personal items lost, stolen, traded, sold, or left at the Center. **Items left in your room upon discharge will be disposed of after 30 days.**

Harold B. Watson Activities Building

Activities Building Hours

Monday through Thursday	8:30 am until 10:30 pm
Friday	8:30 am until 10:30 pm
Saturday and Sunday	10:00 am until 10:30 pm

Dining Services: The Wilson Workforce and Rehabilitation Center dining hall serves a variety of fresh, healthy foods. Your client **photo ID** allows you to receive meals in the dining hall. There is a snack bar open during the evening hours for your convenience. The Dining Hall and Snack Bar accept debit and credit cards for purchases. There are drink and snack machines located at various locations throughout the campus.

The following guidelines should be observed while in the Dining Hall:

- Vegetables, salad bar, and beverages are unlimited.
- Entrees are limited to one each meal.
- You may have one dessert per meal.
- You may remove one piece of fresh fruit from the dining hall.
All other food or beverages remain in the dining hall.
- Please do not bring your own cups, sodas or food containers.
- The cafeteria is a public eating-place, behave with courtesy and respect for others.
- Please do not use your cell phones, headphones, etc. while in the serving line.
This makes it difficult for the servers to hear your selections.
- If you have a special diet, talk to your counselor to set up a meeting with the dietician.

Dining Hall Hours

Breakfast:	Monday through Friday	6:15 am - 7:45 am
Lunch:	Monday through Friday	11:30 am - 12:30 pm
Dinner:	Monday through Sunday	5:00 pm – 6:00 pm
Brunch:	Saturday and Sunday	10:00 am - 12 noon

Those requiring assistance with their trays may enter 10 minutes earlier than the opening time.

Snack Bar Hours

Sunday through Friday:	6:00 pm until 9:30 pm (Grill closes at 9:00 pm)
Saturday:	CLOSED

Banking and Mail Services: Wilson Workforce and Rehabilitation Center provides cashier/banking services to clients and staff. The Cashier/Mail window is located in the Harold B. Watson Activities Building. Mail services are provided for clients and staff. Outgoing mail may be placed in the slot at the mailroom door for delivery to the local Post Office. Pick up time is 2:00 pm.

Cashier/Mail Hours

Monday through Friday: 11:45 pm – 12:45 pm
and 3:00 pm - 4:00 pm

Check Cashing & Depositing Limits

Clients:

Personal Checks	\$100.00
Client Paychecks (State Checks)	No Limit
Money Orders, Cashiers' Checks	\$100.00
Government Checks	\$100.00
Checks made payable to a client	\$100.00

Visitors:

Personal Checks	\$ 50.00
Money Orders, Cashier's Checks	\$ 50.00

WWRC reserves the right to collect any checks returned for non-sufficient funds (NSF) amounts from a client Custodial Account and from staff payroll checks. Appropriate legal action will be taken if prompt re-payment of NSF checks is not made. If more than 3 checks are returned for NSF, check cashing privileges will be permanently suspended. The Cashier will notify staff and/or client counselors of all “Bad” checks. Upon receiving notice of a bad check, staff and/or counselors will make arrangements for repayment of the check.

Staff can not sign for clients nor accept money for clients. Clients who are “grounded” for medical reasons may make special arrangements by contacting the Cashier.

Client Mailing Address: Wilson Workforce and Rehab Center
YOUR NAME (student)
P.O. Box 1500
Fishersville, VA. 22939-1500

Packages from UPS/FEDEX: Wilson Workforce and Rehab Center
YOUR NAME (student)
28 Andrew Russell Lane
Fishersville, VA. 22939

Clients enrolled in a Wilson Workforce and Rehabilitation Center program lasting 90 days or more may apply for a personal mailbox. The mailbox key is the responsibility of the client and replacement charges apply if lost.

Recreation Services: Wilson Workforce and Rehabilitation Center has many recreation services available. Scheduled activities begin at 3:00 pm and are listed on the activities board as you enter the Harold B. Watson Activities Building. There is also a list of available video games posted at the receptionist desk. You are encouraged to choose from this list or make suggestions and request new activities for the day, week or month.

While in the Activities Building, you may watch TV, play video games, socialize or play cards or board games. You may use the gym, bowling alley, and swimming pool with supervision. The pool tables, foosball tables, ping pong tables, fitness center, team sports and wireless internet access is also available. There is no charge for use of any equipment and the activities are free of charge. Please dress appropriately for each activity. The Recreational Services staff offers trips, outings and groups that you may participate in. Special Events are scheduled throughout the year.

Equipment Check Out: You need to present your WWRC ID at the reception desk to check out any equipment, as well to sign up for outings. Outings sign ups start at 3:30pm M-F and 12pm on Saturday and Sunday.

Swimming Pool: Swimwear is appropriate to wear ONLY in the swimming pool area. Locker rooms are available for you to change. When wearing swimwear to sunbath or on walkways, you must wear a coverup.

Fitness / Weight Room: Please wear **t-shirts with sleeves**. Wearing t-shirts with sleeves reduces the risk of infection/fungus to the next person using the equipment. (A person's sweat carries and can pass along certain skin conditions). Midriff shirts and shirts with slits down the side are not permitted in the fitness center.

Auditorium: Center graduation and other special events are held in the auditorium. No food or drinks are allowed in this area.

Gymnasium: The Gym is the location for team sports and other special events. Food and snacks are not permitted in this area. Water is permitted.

Recreation Area: Dress appropriately for the activity you plan to play, whether it is bowling, pool, air hockey, foosball or any of the other many activities provided.

You may play music on the back patio as long as the volume is reasonable, and the content (profanity, distasteful language) does not offend or annoy others (clients, staff or community members). Please use headphones when inside the Activities Building while listening to music.

No sleeping or lounging across furniture in the Recreation Hall.
Only one person is allowed per seat/cushion.

Chapel and Chaplaincy Services: The Chaplain and the William A. Cashett Chapel are available to you regardless of your religion. An **INTERFAITH WORSHIP SERVICE** is held **SUNDAY at 1:45 pm**.

Computer Use: You will receive a password to access the system when you complete the Appropriate Use Agreement for Computers during orientation.

Wireless Internet Service: Wireless service is available all-around campus and in your dorm room. Here are some things you should know:

- When you search for available wireless networks, you will see WWRC Community Network . The connection is not protected so **NO password** is required.
- We strongly encourage anyone using this connection to have appropriate protection (Antivirus, Spam Filtering, Personal Firewall, etc.) to protect your machine from intrusion/infection. You are responsible for your machine.
- When you came to the campus and completed Orientation, you signed an Appropriate Use Agreement for Computers. Those rules apply to this wireless connection as well.

If you have any questions regarding the use of this Wireless Connection, please see recreation or dorm staff for help. We hope you enjoy this Internet Café type environment in your off hours.

Media Services Center: The Media Services Center is located in the Harold B. Watson Activities Building and offers a variety of resources including computers with Internet access, books, and magazines.

Media Center Hours

Monday - Friday	8:30 am - 3:00 pm and 6:00 - 10:00 pm
Saturday- Sunday	1:00 - 4:00 pm and 6:00 - 10:00 pm

Media Center hours are subject to change. All changes will be posted on the calendar on the bulletin board outside the Media Center.

SECTION 2 PROGRAMS AND SERVICES

Orientation

All clients enrolled at Wilson Workforce and Rehabilitation Center participate in a one- or two-day orientation to learn the rules and expectations of campus life. **Participation in Orientation is mandatory.**

Vocational Services: WWRC offers a wide range of vocational services including:

- Vocational Evaluation (VE)
- Vocational Training (VT)
- Postsecondary Education Rehabilitation Transition (PERT)
- Educational Support Services (ESS)
- Assistive Rehabilitation Technology (ART)
- Supported Work Readiness (OT, PT, and Speech)

Your Rehab Counselor will assist you with attaining support through these services.

Class Absences: All fully enrolled training students earn Student Leave which is time away from the training program for illness, vacation, and non-disability related appointments. All class absences must be pre-arranged and approved by your instructor in advance.

In cases of illness, you should call your instructor in the morning and then report to student health. Student health will then put you on the medical restriction list or recommend you return to class.

It is **your responsibility** to personally notify **your instructor** when you will not be in class. Personal contact with your instructor is the only way to request student leave. Your instructor will give you their contact information on Day 1 of training.

Rehabilitation Counseling: You are assigned a Rehabilitation Counselor during your time at WWRC. Rehab Counselors work with you to plan and to get the services that you and your Sponsor have agreed upon (Case Management).. Your rehabilitation counselor can help you to understand and adjust to your disability, to understand how your disability might impact you on a job, and what you can do about it.

The Rehab counselor can also help you make decisions about choosing a career and choosing what services will be most useful for you at WWRC. The counselor will help you to learn to be independent, to take responsibility for your program, and to practice skills for employment. The Rehabilitation Counselor is the leader of your Rehabilitation Team and will work with.

Your **Rehabilitation Team** includes you, your rehabilitation counselor, your sponsor, behavior specialist, instructor, and other support staff. The rehabilitation team will review feedback and observations and then decide your residential placement based upon:

- assessment of your independent living and personal care skills

- your behaviors and ability to meet residential and vocational training expectations
- your ability to meet workplace expectations

During your program, your rehabilitation team will review your progress and recommend new services or changes in services that might be needed. Before graduating from WWRC, your rehabilitation team will meet to discuss potential employment opportunities and transition to your home community.

Behavior Specialists: Behavior specialists are an important part of your rehab team. They will help you learn how to deal with day-to-day campus life and will provide guidance to help you work through issues that may arise throughout your program. Behavior specialists also provide recommendations for support and provide leadership for support groups on campus. They will also assist in preparing you for the transition back to your home community.

Psychological Services: Provides confidential services to help clients deal with issues such as stress, being away from home, relationships, learning problems, anger, feeling sad and depressed, and other concerns. These experts are a part of a client’s Rehabilitation Team to help make WWRC a positive experience.

Medical Services

Available services may include:

- | | |
|------------------------|-------------------------------------|
| ● Medical Clinician | Assistive Rehabilitation Technology |
| ● Nursing | Speech, Language, and Audiology |
| ● Physical Therapy | Dietary |
| ● Occupational Therapy | Off site: Pharmacy and Lab services |
| ● Recreational Therapy | |

More information regarding these services is available from your case manager.

Scheduled Appointments: Appointment cards are sent to the dorm, your counselor and your instructor. Appointment cards will be posted on the message board in the dorm lobby. You should check the message board on a regular basis.

If you are not able to make an appointment due to illness or *any other reason*, you *must* notify your instructor and the person that you are scheduled to see as soon as possible *before* the scheduled time. Failure to do so may result in a delay in receiving the service requested.

Medical Restriction: There are certain medical conditions which may result in you needing to remain in your room with no visitors until you are well. In that instance, meals will be delivered to you. The only time you will be allowed to leave your room is to come to Student Health. Failure to follow medical advice by not following the medical restriction could result in disciplinary actions. **If you are told that you are medically restricted, you will be released from class/work.**

Student Health Services (SHS), Supported Work Readiness Division

We are a support service for WWRC residential clients. SHS staff advocate for quality services to support client's vocational goals. We encourage all students to have a medical provider in their home community for chronic and routine care and prescription refills.

If a student becomes medically unstable or develops a communicable or prolonged illness, it is generally recommended they be evaluated and treated by their own medical provider at home for stabilization and medical clearance to re-enter campus.

Services:

- First aid response for minor illnesses and injuries
- Response to emergency medical and behavioral situations
- Care to stabilize serious illnesses and injuries until transferred to urgent care centers or local emergency room
- Medication assistance
- Teaching regarding:
 - Illness prevention and wellness care
 - Independence with medication administration
 - Promoting healthy habits for the campus
- Pre-admission health history reviews
- Health assessments related to infectious illnesses
- Infection Control monitoring
- Consultation with Health Department, as needed, for campus health

Student Health Office Hours:

Monday-Friday	6 am-10 pm
Saturday and Sunday	9:30 am-5 pm

Contact Numbers During Office Hours

Nurse Help Line	540-332-7492
Medication Line	540-332-7019
Fax Line	540-332-7168

Clinician services in Student Health are provided by appointment.

When you come to Student Health, you should ring the doorbell to let someone know that you are waiting. After hours, contact dorm staff for assistance.

If you receive your medications from Student Health, you may pick them up at the nursing window at scheduled times. Medications should be picked up before class time so that you will not be late to your scheduled class. If you use a pillbox to manage your medications, you will need to make arrangements with Nursing staff for assistance with filling your pillboxes.

Students must have their **WWRC ID** with them when requesting services or picking up medication.

Over the counter medications are available without the need to come to Student Health. Items such as cough drops, tums, bandaids, acetaminophen, etc. may be obtained from one of several medication/first aid boxes located in the Dorm office, Counseling office, Vocational Evaluation, Recreation, and PERT areas.

Medication Management: It is your responsibility to take all medications as prescribed by your doctor and to have an adequate supply of medications available at all times throughout your program. Student Health or your Rehabilitation Counselor can assist you if you have questions about medication management or supply.

The following expectations apply:

- Medications may be kept in your room if you are able to take medications as prescribed without reminders, AND if you are able to manage medication refills and prescriptions without assistance.
- Wilson Workforce and Rehabilitation Center Student Health can assist you administer your medications and provide education if assistance is needed.
- If nursing assists with your medication, it is your responsibility to come to the designated times to obtain the medication.
- You must have a plan in place to refill medications or to obtain prescriptions from your home doctor. Transfer to a local pharmacy is recommended if you will be here longer than 30 days. Local pharmacies within our public transportation routes are Augusta Health Outpatient Pharmacy, CVS, Fishersville Family Pharmacy, Target, Walmart, Walgreens.
- Prescription refills at local retail pharmacies will require that you are independent with managing medication pick-up and with area transportation.
- Mailing of medication is unreliable and is strongly discouraged. We do not receive mail on weekends or state and federal holidays – delays in receiving medications on time is common.
- Any cost related to medication is your responsibility and follows Agency policy. Please make sure that cash or a credit card is available if cash payment or copays are required.
- Prior to departing the center for leave or discharge, you must notify Student Health that you will be off campus and pick up any medications stored there. Upon returning from leave, you must return medications to Student Health as soon as you return.

Local Resources

Nestled in the heart of the Shenandoah Valley, WWRC is fortunate to be in close proximity with Health providers, hospitals and pharmacies. Below is a representative list. Emergency 911 services through Staunton Augusta Rescue squad.

Hospitals:

- Augusta Health Hospital: 78 Medical Center Dr Fishersville **540-932-4060** 2.5 miles away
- Sentara RMH Medical Center: 2010 Health Campus Dr Harrisonburg **540-69-1000** 28 miles
- UVA Medical Center Charlottesville: 1215 Lee St. Charlottesville **434-924-3627** 31 miles away

Medical Laboratory Services:

- Augusta Health Laboratory 78 Medical Center Drive **540-332-4500**
- LabCorp 39 Beam Lane STE A01 Fishersville **540-886-5480**
-

Primary and Urgent Care

Augusta Health Primary Care

- Stuarts Draft 2570 Stuarts Draft Hwy Stuarts Draft **540-245-7870**
- Waynesboro 201 Lew Dewitt Blvd, Suite B Waynesboro **540-245-7950**
- Augusta Health Care for Women 39 Beam Lane Fishersville **540-213-7750**

Augusta Urgent Care:

- Staunton- 851 Statler Blvd Staunton **540-245-7470** **8am-7pm** 6 miles away
- Stuarts Draft- 2570 Stuarts Draft Hwy, Suite 100 Stuarts Draft **540-245-7880** **8am-7pm**
- Waynesboro- 201 Lew Dewitt Blvd, Suite A Waynesboro **540-245-7940** **8am-7pm** 5 mi
- Weyers Cave- 1140 Keezletown Road, Weyers Cave **540-453-0040** **8am-7pm**

Central Shenandoah Health District

- Staunton Augusta Health Department 1414 N Augusta Street Staunton **540-332-7830**
- Waynesboro Augusta Health Department 211 W 12th St. Waynesboro **540-949-0137**
- Med Express Urgent Care 1209 Richmond Ave Staunton **540-885-0629** **8am-8pm**

UVA Clinics, uvahealth.com

- UVA Stuarts Draft Family Practice 24 Gloucester Rd Stuarts Draft **540-337-3710**
- UVA Primary Care Waynesboro 1850 Rosser Avenue Waynesboro **540-942-1200**
- UVA Multi-Specialty Clinic Suite A03 9 Pinnacle Dr Fishersville **844-472-8711**
- Waynesboro COVID-19 Assessment Center 201 Lew Dewitt Blvd Waynesboro **540-332-5122**

Pharmacies

Pharmacy Suggestions in the WWRC Area:

WITHIN WALKING DISTANCE (0.9 MILE or approximately an 18-minute walk):

- Fishersville Family Pharmacy:

16 Gosnell Crossing #101 Staunton, VA 24401 540-324-8042 Fax: 540-213-0049

Free delivery to Student Health on Tuesdays and Thursdays. (Controlled medications must be picked up in person)

AVAILABLE BY PUBLIC TRANSPORTATION (BRITE BUS) AT NO COST TO STUDENTS:

- Augusta Health Out-Patient Pharmacy:
70 Medical Center Cir Suite 112, Fishersville, VA, 22939 540-332-5946
- CVS (In Target)
811 Town Center Dr Waynesboro, VA 22980 540-941-2281
- Walmart Pharmacy:
116 Lucy Lane, Waynesboro, VA 22980 540-932-2511
1028 Richmond Ave Staunton, VA 24401 540-886-4208

AVAILABLE BY WWRC STAFF-SPONSORED WEEKLY TRIPS:

Saturday: CVS - Target 811 Town Center Dr Waynesboro, VA 22980 540-941-2281
Sunday: Walmart- Staunton 1028 Richmond Ave Staunton, VA 24401 540-886-4208

AVAILABLE BY PRIVATELY ARRANGED TRANSPORTATION (e.g. own vehicle, Uber, etc.):

- CVS:
1302 Barterbrook Rd Staunton, VA 24401 540-886-2361
1310 Churchville Ave Staunton, VA 24401 540-885-0386
2823 W. Main St Waynesboro, VA 22980 540-949-8871
1235 W. Broad St Waynesboro, VA 22980 540-943-1246
- Stuarts Draft Family Pharmacy:
2929 Stuarts Draft Hwy #101, Stuarts Draft, VA 24477 540-337-3776
- Walgreens
2596 Tinkling Spring Road, Stuarts Draft, VA 24477 540-337-2640
501 North Coalter Street Staunton, VA 24401 540-886-2775

CAMPUS POLICE

The Woodrow Wilson Rehabilitation Center Police Department

The WWRC Police Department is a full-service sworn law enforcement agency devoted to the welfare of the WWRC campus, clients, staff, visitors and the local community. The Department enforces state laws, local ordinances and WWRC policies, rules and regulations on all property owned or controlled by the agency, as well as on adjacent streets and sidewalks.

Our Mission: The mission of the Woodrow Wilson Rehabilitation Center Police Department is to provide:

- A safe and secure campus setting for the clients, visitors and staff at WWRC.
- All public safety services.
- Enforcement of all criminal, traffic and regulatory laws within the WWRC campus and surrounding area.

Police Department Purpose Statement

The primary purpose of this WWRC Police Department is to support the rehabilitative process through the maintenance of a peaceful and orderly community and through the provision of general and emergency services. The accomplishment of this purpose will be fulfilled through constant attention to the areas of public safety, security, law enforcement and service assistance to the various departments, offices and staff at WWRC. The Department's goal is not only to provide professional Law Enforcement and Public Safety services to the community of WWRC, but to do so with a tradition of service and excellence to every client, visitor and staff member.

Reporting a Crime: If you feel you have been the victim of harassment, sexual assault or any other crime, or if you have information about a crime, you should report this to the Wilson Workforce and Rehabilitation Center Police Department. You may also notify any Wilson Workforce and Rehabilitation Center staff member who will then assist you in notifying the police and/or other appropriate support staff. Every effort will be made to assist you and provide you with appropriate support while maintaining your confidentiality. An investigation of incidents reported will be conducted in accordance with the current related policies, procedures, state and federal laws and local ordinances. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure.

Searches for Illegal Drugs: Wilson Workforce and Rehabilitation Center is fully committed to maintaining a Drug-Free School Zone as established by the Code of Virginia 18.2-255.2. Wilson Workforce and Rehabilitation Center cooperates completely with all law enforcement authorities. Police may conduct searches of the grounds using drug dogs or conduct undercover investigations at any time. You are subject to arrest if you do not follow the state and federal laws while on Wilson Workforce and Rehabilitation Center property.

Personal Property: The Police recommend you have your personal items engraved for your protection and to log any identifying numbers pertaining to items of value. The Recreational Services staff can

engrave your identification number on personal items at no charge to help you identify them if lost or stolen.

Police will investigate items that are lost or stolen.

Make sure you keep your belongings locked up and always keep the door to your room locked. It is up to you to keep up with your personal belongings. We are not responsible if you choose to borrow or loan money or other personal items while at Wilson Workforce and Rehabilitation Center.

Video Surveillance: Video cameras are located around the Center. Police staff monitor these cameras for everyone’s safety. There are no cameras in any private areas such as bathrooms, dorm rooms or locker rooms.

The WILSON WORKFORCE AND REHABILITATION CENTER Police Department monitors and responds to calls dispatched through the Augusta County Emergency Communications Center (ACECC). WILSON WORKFORCE AND REHABILITATION CENTER staff may also contact the Police department directly by radio on the Police channel.

“Your Right to Know”: Your personal safety and the security of the campus community are of vital concern to the Wilson Workforce and Rehabilitation Center (WILSON WORKFORCE AND REHABILITATION CENTER). Copies of the Annual Campus Security Report and Fire Safety Report, Daily Crime Log and Daily Fire Log are available upon request.

The yearly Campus Security Report includes statistics for the most recent three-year period concerning certain reported crimes, including “hate- motivated” crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Wilson Workforce and Rehabilitation Center, and on certain public property within or immediately adjacent to and accessible from the campus. The report also includes information regarding the law enforcement authority of the Wilson Workforce and Rehabilitation Center Police Department; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; policies/procedures concerning campus security such as crime prevention, alcohol and drug use, sexual assault, harassment, missing person investigation, the reporting of any crimes that may occur on the campus and disciplinary procedures for serious incidents.

The report provides information regarding various organizations and resources related to the State Sex Offender Registry, victim support, crime prevention and crime reporting, drug and alcohol addiction/abuse assistance and missing persons/children etc.

The Daily Crime Log is a documented daily log of all reported crimes on campus, in certain off-campus buildings or property owned or controlled by Wilson Workforce and Rehabilitation Center, on certain public property within or immediately adjacent to and accessible from the campus and within the patrol jurisdiction of the Wilson Workforce and Rehabilitation Center Police.

The Annual Fire Safety Report includes fire statistics and a description of the fire safety system for each on-campus student housing facility, the number of fire drills held the previous calendar year, policies and rules regarding portable electrical appliances, smoking and open flames in student housing facilities, procedures for student housing evacuation, policies for fire safety training for students, faculty and staff,

a list of the titles of persons or organizations to which you should report that a fire has occurred, and any plans for future improvements in fire safety.

The Fire Log is a log of all fires which have been reported on the campus and identifies the nature, date, time and general location of each fire. You may obtain a copy of any or all of these reports by contacting the Wilson Workforce and Rehabilitation Center Police Department or Risk Management Department at P.O. Box 1500 Fishersville VA 22939-1500 or you may request that a copy be mailed to you by calling the WILSON WORKFORCE AND REHABILITATION CENTER Police at (540) 332-7317 or WILSON WORKFORCE AND REHABILITATION CENTER Risk Management at (540) 332-7163 during normal hours of office operation. The yearly Campus Security Report and Fire and Safety Report will also be posted on the WILSON WORKFORCE AND REHABILITATION CENTER Police Department website at: <http://Wilson Workforce and Rehabilitation Center.virginia.gov/PoliceDepartment.htm>. Scroll down the page for links located under the following:

WILSON WORKFORCE AND REHABILITATION CENTER Annual Campus Security Report

Annual Fire and Safety Report



**Woodrow Wilson Rehabilitation Center
Police Department
243 Woodrow Wilson Avenue
P. O. BOX 1500-W230
Fishersville, VA 22939-1500**

Office Phone/Duty Officer: 540-332-7317 Fax: 540-332-7008
<http://Wilson Workforce and Rehabilitation Center.virginia.gov/PoliceDepartment.htm>
For emergencies, please dial 911

Records Management Services:

Virginia Law allows every person who has received services at Wilson Workforce and Rehabilitation Center to request a copy of their records. Individual records are maintained for 10 years from the last date you received services.

To obtain a copy of your records, an Authorization For Use or Disclosure of Protected Health Information form must be completed and requested in writing before this 10-year period has expired. You need to indicate if you are requesting specific reports or if you are interested in getting a copy of the entire chart. The form is available to download from the Wilson Workforce and Rehabilitation Center internet web site or by calling (800) 345-9972 between 8:30 AM and 4:00 PM Monday through Friday.

If your records are to be transferred to another provider, you will need to complete the Authorization For Use or Disclosure of Protected Health Information form located on the Wilson Workforce and Rehabilitation Center internet. You or your legal guardians, or other representatives for you, must show proper identification before your records can be released. Legal representatives are those who have a valid ID and a copy of a Power of Attorney, specifically stating to sign a HIPAA release, or an official copy of a full guardianship document, specifically stating to sign a HIPAA release.

Consent To Release Photo or Video Information: On occasion, Wilson Workforce and Rehabilitation Center may request to use your photo, video of you in an activity, or statements that you have made in support of Wilson Workforce and Rehabilitation Center. Your image and or statements may be used in articles, publications (brochure) or other media format, which promote or better explain services available at WWRC. Your written permission is required to use these items in materials meant for marketing purposes and expires 1 year after your DARS case is closed.

If you choose not to be photographed or videotaped, you will not interfere with others who choose to participate. You should also dismiss yourself from the area where photographs and videos are being made. If you do not do so, you may not claim that your rights were violated afterwards.

SECTION 3

STUDENT CODE OF CONDUCT

Introduction

WWRC's Student Code of Conduct describes student rights and responsibilities, general behavior standards, and expectations. Specific detailed community standards are covered later in this handbook. Reflective of its workforce readiness/training and employment-focused mission, WWRC reinforces the guiding values of Respect, Responsibility, and Relationship related to Self, Others, and Community in its Student Code of Conduct.

Behavior interventions and actions related to Code of Conduct violations are designed to be supportive and restorative in nature, with the goal of employment-focused rehabilitation, while ensuring a safe 'living and learning' environment for the entire campus community. Only in extreme circumstances, or circumstances where restorative efforts have been refused or unsuccessful, will exclusionary discipline be applied.

The Code of Conduct Document does not include all policies and area specific expectations. It is a general guidance document providing direction for how members of the campus community treat one another and contribute to the living and learning environment.

Student rights

- Be free from discrimination on the basis of race, creed, disability, color, sex, religion, national origin, sexual orientation or age.
- Be free from violence, abuse, force, the threat of force, entrapment, coercion, sexual harassment and intimidation.
- Feel safe to advocate for self and others.

Student responsibilities

- Be accountable and responsible for harm caused to others or the community and participate in efforts to repair harm.
- Be a productive and active participant in their WWRC program
- Be a good advocate for themselves.
- Manage potential health issues and personal safety in a way that will maintain health and ability to participate in programming.

Responsibilities to others

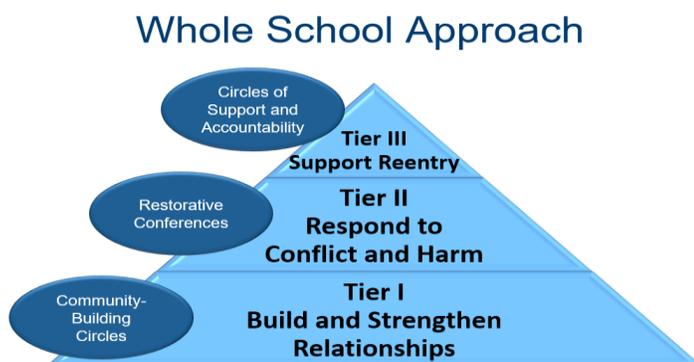
- Treat others in a manner that they wish to be treated.
- Treat others in a manner that is free from bullying, threat, abuse, intimidation, coercion, retaliation, or harm.
- Refrain in engaging in sexual misconduct as outlined in WWRC Sexual Misconduct Policy.
- Refrain from behavior that could compromise the safety of others.

Responsibilities to Community

- Refrain from behavior that is disruptive to the educational process and living and learning environment.
- Be respectful and responsible to WWRC property and the property of others.
- Engage in behaviors that promote and reinforce community expectations and values.
- Participate in efforts to restore and repair harm when it occurs within the community.

Restorative Practices

WWRC endorses a three-tiered approach to restorative practices as illustrated below.



Tier 1: Tier one is for **all** members of the campus community. This tier involves community building, relationship building inside and outside of the classroom, and building and strengthening connections with each other. Community activities at the tier 1 level may include classroom circles, broader community building circles, and training and practice in building skills related to communication, social and emotional learning, shared problem solving, and restorative conversations.

Tier 2: Tier two is for **some** of the members of the campus community. This is a more targeted approach that may focus on situations where conflict, harm, or perceived harm, has occurred. Tier 2 can be by referral or be done spontaneously by any trained member of the community.

Tier 3: Tier three is for a **few** members of the community who have engaged in wrongdoing or harm of a more serious nature. Tier three could involve a community member who has exited campus and is now returning to reintegrate into the community. Tier three could also involve an individual who has been referred to participate in a restorative process as part of the accountability process at WWRC.

In the event that students do not abide by the principles outlined in the rights and responsibilities section (above), WWRC will use the “Restorative Practices” approach to address harms, maintain safety and restore relationships. Restorative Practices reflect on the idea of “restorative justice,” a way of looking at wrongdoing that focuses on repairing the harm done to the Community, people, and the relationships rather than on punishing offenders. Restorative practices are based on the belief that human beings are happier, more cooperative, and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.

The most critical function of restorative practices is restoring and building relationships. Students and Staff engage with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as three and as large as a whole class or appropriate group.

Restorative Practices (RP) Principles

- RP focuses on harms rather than rules or persons and the needs of victims, offenders and communities.
- RP addresses obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
- RP uses inclusive, collaborative processes.
- RP may involve all individuals (victims, offenders, parents, students, and staff) who have a legitimate stake in a given situation.
- RP seeks to right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the living and learning environment.

Restorative Discipline

- Acknowledges that relationships are central to the building of the Campus community
- Focuses on harms done rather than rules broken.
- Gives voice to the person who has been harmed.
- Engages in collaborative problem solving.
- Empowers change and growth for all involved.
- Enhances responsibility for actions and attitudes for all involved.

The goals of these restorative practices are that...

- WWRC will be a safe, friendly, and enjoyable living and learning environment.
- WWRC will foster an environment where everyone feels valued, respected, and included.
- WWRC will be a Campus where students are motivated to learn, and staff enjoy meaningful and fulfilling work.

Restorative processes can be requested by students, faculty/staff, WWRC campus police, or it can be sanctioned as a result of the Accountability Process. Typically, before parties come together for a restorative process, an intake meeting will be held in which a representative will determine whether the conflict, and the participant(s), are a good fit for a restorative process and if so, the most appropriate method of response. However, the Restorative Justice Coordinator reserves the right to alter this procedure in order to uphold the intent of the Restorative Practices process.

There are numerous methods of restorative processes that can engage all stakeholders, including apology letters, conflict coaching, facilitated dialogue, restorative conferences or restorative circles. The context and the needs of those involved will be taken into consideration when determining how best to repair and address the harms caused by a given conflict.

Accountability Process: When WWRC policies have been violated as documented in an Observation Note, the Campus Life Manager or designee will provide an initial review of the case and determine whether immediate action is warranted. This initial assessment will take into account seriousness of the behavior, potential risk to others, potential risk to WWRC, and any other pertinent circumstances.

Immediate administrative interim actions (require administrative approval) may include but not limited to:

- Removal from campus
- Room restriction
- No contact order
- Room search

Further administrative accountability review may include:

- Restorative conference
- Circle process
- Administrative sanction
- Educational intervention guidance and counseling

In cases where there was, or may have been, a policy violation, a restorative process is not intended to replace the criminal, civil, or WWRC Accountability Process. A restorative process at times can happen before, after, concurrently, or as an alternative to other sanctions.

Other instances where restorative practices may be beneficial:

- Community building activities
- Group decision making
- Group problem solving
- Classroom activities
- Rehab team processes
- Suite mate or roommate meeting/conflicts
- Classroom conflicts
- Peer interpersonal conflicts
- Daily check ins

Referral process: Any member of the WWRC community can make a referral for participation in the restorative process. Referrals can also be made as part of the WWRC accountability process. All referrals will be reviewed by the restorative practices coordinator and assessed for appropriate action. After assessment the restorative processes coordinator will assign to a trained restorative practices facilitator.

A referral may be made by filling out the following referral form available in the document repository and sending to this address “#wwrc restorative practices team”

Once a referral is made the Restorative Practices Coordinator will review the referral, seek feedback from the restorative practices team and the rehabilitation team of the students involved as necessary. The coordinator will then make a determination as to the most appropriate path forward. This process should be done in a timely manner usually within a week of receiving the referral.

Community Expectations

Alcohol and Marijuana (WWRC policy 4.2 and 4.2a) In Virginia, people under 21 years of age may not possess, buy, or use alcoholic beverages of any kind. Many of our students are under 21. Research in education supports that alcohol can have negative impacts on students' academic study environment and can increase incidents of vandalism, violence and sexual assaults on college and university campuses.

Therefore, the possession, use or distribution of alcoholic beverages (or powdered or crystalline alcohol) on campus is not permitted. Any student found behaving in an inappropriate, rowdy, destructive or unsafe manner on campus, while under the influence of alcohol, will be found in violation of the Campus alcohol policy and subject to prosecution in accordance with Virginia state laws.

Alcohol containers used as decoration are also prohibited. Students displaying bottles, boxes, or other alcoholic beverage decorations in their rooms, will be asked to remove these items immediately.

Marijuana, like alcohol, is a prohibited substance on campus. The possession, use or distribution of marijuana on campus is not permitted.

If students consume alcoholic beverages or marijuana off campus, it is expected that they will maintain proper behavior when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive, or unsafe manner on campus while under the influence of Alcohol and/or marijuana, will be found in violation of WWRC policy.

Situations where alcohol or marijuana (or evidence indicating its use) is found on-campus will constitute a violation of WWRC policy. Additionally, alcohol or alcohol containers or marijuana paraphernalia found under circumstances that implicate a student's possession or use of alcohol on campus will constitute a violation of WWRC policy.

Any student that exhibits and/or participates in the behavior above will be referred to the accountability process. Enforcement of underage drinking and marijuana laws on campus may be handled by either Campus Police and/or the Office of Campus Life, depending on the situation.

Any product that contains THC or THC synthetic sometimes known as THC-0, Delta 8, Delta 10 etc... are strictly prohibited at WWRC. Products that contain THC that are medically prescribed consistent with the Code of Virginia are permitted under certain circumstances and managed through Student Health.

Products that contain THC that are medically prescribed consistent with the code of Virginia are permitted and managed through Student Health. Details contained in WWRC Policy 4.2a.

Medical Amnesty: Care for our community is of the utmost concern, so students may receive medical amnesty for situations involving alcohol or drug use. To receive medical amnesty, a student must contact a staff member or Campus Police, provide their identity when calling for help and stay with the student until help arrives. If multiple students are involved in getting student help, WWRC will evaluate each student's involvement to see if medical amnesty applies, including for the student who received assistance.

Bicycle Use: WWRC encourages the safe use of bicycles on campus. When riding, bicyclists must always follow both Virginia law and campus policy. In Virginia, the law grants bicyclists the "rights and

duties of drivers of motorized vehicles.” Bicyclists and other users on sidewalks, shared use paths, and crosswalks have all the rights and duties of a pedestrian under the same circumstance.

Bicycles, scooters, etc...are not permitted on sidewalks inside the WWRC campus. When campus authorities observe unsafe bicycle practices, students will be referred to the accountability process. Please store bicycles in the bike rack behind Carter Ashley Hall in the parking lot.

Automobile Use: WWRC encourages the safe use of automobiles on campus. Students are required to register vehicles with campus police. Your automobile must be parked in Lot E or F (located adjacent to the Chapel). If you need accessible parking, you may park in any area of the Center with the appropriate placard or vehicle registration.

You are responsible for the people in your vehicle at all times. You are expected to maintain compliance with all Virginia road and vehicle laws. Virginia law requires proof of insurance, current vehicle inspection, valid driver’s license, and seat belt use.

If you are involved in a vehicle accident on campus, you are expected to leave the vehicle where it is (unless doing so would put you or others at great risk) and contact the WWRC Police Department immediately. When campus officials observe unsafe vehicle usage students may be referred to the accountability process.

Off limits areas:

- Physical Plant Facilities and Marked Areas
- All wooded areas behind the Transitional Cottages
- All Augusta County School property unless attending an event open to the public
- Wooded areas that are not clearly marked as part of the TRAILS project.

Disorderly and Endangering Conduct: Disorderly and endangering conduct includes, but is not limited to:

- Verbal or physical abuse of individuals, including assault, threats, intimidation, bullying, stalking, and coercion.
- Engaging in behavior that is disorderly, lewd, and indecent.
- Facilitating or engaging in behaviors that objectively threaten or endanger an individual’s (or individuals’) physical or psychological health, safety, or welfare. This includes failing to abide by safety guidelines issued by the institution and/or affiliated organizations.
- Conduct that is deemed to be a serious threat or ongoing threat to the safety and welfare of the WWRC community may result in referral to the accountability process and/or the removal from campus.

Education Disruption or Obstruction: Disruption or obstruction of teaching, classroom, or other educational interactions, learning environment, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal WWRC activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to WWRC facilities or freedom of movement of any person on campus is prohibited.

Campus Identification: For safety purposes, it is important that staff, students, and visitors can be recognized safely and easily. Students shall always wear a photo ID tag visibly when on campus. If you lose your photo ID or need a replacement, students may obtain a new one from the WWRC Admissions Office as soon as possible. If on a weekend or non-business hour, students may contact a dorm staff member who will provide you a temporary nametag until the Admissions Office opens on the next business day.

Furnishing False Information: Knowingly furnishing false information or failure to truthfully cooperate in an inquiry or investigation by any WWRC official, faculty member, office, organization, or on any applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency.

- Possession of false identification.
- Forgery, alteration, misuse, mutilation, or unauthorized removal of any document, record, identification, educational material, or property.
- Filing a false police report.
- Such actions will be subject to the WWRC accountability process.

Unauthorized Use, Removal or Damage of WWRC Property: Students are prohibited from removing or altering WWRC property including: common area furniture, institutional signage, and residential furniture from the original location without consent. Damage through willful actions or negligence is prohibited and will result in referral to the WWRC accountability process.

Harassment: Harassment, meaning any verbal or physical harassment on the basis of race, color, national or ethnic origin, disability, religion, age, gender, veteran status or political affiliation is prohibited.

Harassment (Non-Sexual) is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward a person on the basis of her or his protected status other than sex (see Non-Discrimination Statement) by any member of the campus community. Conduct constitutes harassment when it is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of the person to participate in, or benefit from, a WWRC program or activity.

Mere subjective offensiveness is not enough to constitute harassment. WWRC must determine that a reasonable person (under similar circumstances and with a similar identity to the complainant) would find the conduct harassing.

Sexual Misconduct (WWRC policy 5.1.5) WWRC is committed to:

- Providing a safe environment for all WWRC consumers and to foster an environment free of discrimination, harassment and misconduct on the basis of sex,
- Proactive efforts that prevent sexual misconduct and contribute to the safety and wellbeing of its campus community members, and
- Complying with Department of [Human Resource Policy 2.35, Civility in the Workplace](#)

When a WWRC consumer reports to a staff member that they are a victim of alleged sexual misconduct, WWRC will follow established protocols to provide support to the consumer and comply

with established business processes for investigations, documentation, and reporting of the alleged incident. In the event the alleged victim or perpetrator is a minor, the consumer's parent/guardian will be notified as soon as possible.

Incidents that are criminal in nature shall be referred to the appropriate law enforcement agency for investigation.

WWRC will comply with all mandated reporting requirements for reporting suspected incidents child abuse under [Code of Virginia 63.2-1509](#) and suspect incidents of adult abuse under § [Code of Virginia 63.2-1606](#). Any suspicion of inappropriate or alleged criminal conduct of WWRC staff will be reported to WWRC Human Resources and handled pursuant to the Department of Human Resources Management Standards' of Conduct Policies.

WWRC prohibits the following specific conduct:

1. **Sexual assault** is having or attempting to have sexual intercourse with another individual: by force or threat of force, without effective affirmative consent, or when that individual is incapacitated. Sexual assault refers to any sexual penetration (anal, oral, or vaginal), however slight, with any object, or sexual intercourse between two or more parties without consent.
2. **Non-consensual sexual contact** is having sexual contact with another individual by force or threat of force, without effective affirmative consent, or when that individual is incapacitated. Non-consensual sexual contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission.
3. **Sexual exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Recording and or distributing, without consent, images of another consumer in a state of undress or engaged in any sexual act shall be, for the purposes of this policy, considered exploitation.
4. **Stalking** occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. To qualify as stalking, the conduct is not required to be sexual in nature.
 - 4.1. **Cyber-stalking** is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.
 - 4.2. **Intimate Partner Violence** includes any act of violence or threatened act of violence against a person who is, or has been involved in a sexual, dating, spousal, domestic, or other intimate relationships with the respondent. WWRC will not tolerate intimate partner violence of any form.
 - 4.3. **Intimate partner violence** is often referred to as dating violence, domestic violence, or relationships violence. It can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats,

assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individual of all sexes, sexual orientations, gender identities, and gender expressions, races, and social and economic backgrounds.

- 4.4. **Sexual or Gender-Based Harassment:** "Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.
- 4.5. "Sexual harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.
- 4.6. "Gender-based harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, **harassment** can be divided into two types of conduct:

1. **Quid Pro Quo Harassment.** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a WWRC program or activity is used as the basis for WWRC's decisions affecting the individual.
2. **Hostile Environment.** A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from WWRC programming. An objective standard of a reasonable person as well as the subjective standards of the complainant is used when determining whether conduct is sufficiently severe, pervasive, or persistent.

Administration of Student Complaint of Sexual Misconduct: WWRC consumers may report instances of suspected or known sexual misconduct to any WWRC staff member.

Any individual may make an anonymous report concerning an act of sexual misconduct, relationship violence, sexual harassment, or stalking. An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, WWRC's ability to respond to an anonymous report may be limited. Anonymous reporting may be done by calling 540-332-7266.

WWRC requires all employees, with the exception of licensed mental health clinicians, to report known or suspected instances of sexual misconduct to Campus Life Division Manager or designee, or WWRC Police Department as appropriate.

An initial assessment of the report to include assessment of risk and safety to the environment and need for interim measures will be completed Campus Life Division Manager within two working days.

Off Campus Visitors: You may have off campus visitors (including family members, friends, and former students who have permission to be on campus) after class and on the weekends. Visits cannot interfere with your program. Visitors must visit in common areas of campus such as lounges and sidewalks.

All visitors must sign in with the receptionist at the Main Lobby or with a staff member in designated areas during the evening, weekend, and other non-business hours. Visitors must be in good standing, not on the WWRC “No Trespass List”. Visitors are expected to leave WWRC no later than 10 p.m.

You are expected to check in with a dorm staff member when a family member is going to your room. Remember to respect your suitemates’ right to privacy.

4.1 Use & Possession of Tobacco, Nicotine Vapor & Alternative Nicotine Products On Campus

Definitions:

Tobacco Products include:

- Cigarettes
- Cigars
- Smokeless Tobacco
- Pipe Tobacco
- Loose Leaf Tobacco
- Moist Snuff
- Bidis
- Wrappings

Heated tobacco product, including cigarettes (product containing tobacco that produces an inhalable aerosol by heating the tobacco by means of an electronic device without combustion of the tobacco or by heat generated from a combustion source that only or primarily heats rather than burns the tobacco)

Alternative Nicotine Product

- Any noncombustible product containing nicotine that is not made of tobacco and is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. Alternative nicotine product does not include any nicotine vapor product or any product regulated as a drug or device by the U. S. Food and Drug Administration (FDA) under [Chapter V \(21 U.S.C. §351 et. seq.\)](#) of the Federal Food, Drug, and Cosmetic Act.

Nicotine Vapor Product

- Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, that can be used to product vapor from nicotine in a solution or other form. Includes electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigarillo, electronic pipe, or similar product or device. Nicotine vapor product does not include any product regulated by the FDA under Chapter V (21 U.S.C. §351 et. seq.) of the Federal Food, Drug and Cosmetic Act.

In accordance with Code of Virginia [18.2-371.2](#), individuals under the age of 21 may not purchase, possess or use any tobacco product, nicotine vapor product or alternative nicotine product on WWRC

property. WWRC also complies with [Executive Order 41](#) and [Fleet Management Policies](#) from the Department of General Services which provides specifically address smoking in State offices and State vehicles.

Consumers, visitors, employees, contractors, and affiliates/interns legally eligible to use these products must comply with the guidelines below:

- smoke induced tobacco products may be used only in designated areas
- smokeless tobacco products and alternative nicotine products may be used outside of designated smoking areas; use of these products may be prohibited if such use becomes a distraction or is a health concern to others who use the same space.
- Use of tobacco products or vapor devices is prohibited in any training or programmatic area of WWRC campus.
- use of Nicotine Vapor Products is prohibited in any building at WWRC; these devices must be used outdoors and are restricted to designated smoking areas

Search and Seizure (WWRC policy 5.1.6): If WWRC officials have reasonable suspicion to believe that you have prohibited items on campus, they may request permission to search you, your personal belongings, and your vehicle if you have one and if necessary to the investigation. You are expected to cooperate during a search. A WWRC Police Officer will conduct the search, and may be accompanied by a Residential staff member, counselor, or a supervisor. Administrative approval must be granted prior to any search.

Illegal Drugs: Illegal drugs may not be marketed, possessed, used or distributed on campus. This policy defines illegal drugs as substances outlined under Federal law, including analogs, derivatives and products of illegal drugs. Enforcement of illegal drug laws on campus may be handled by either Campus Police and/or the Office of Student Conduct and Restorative Practices, depending on the situation. Any student found in the presence of illegal drugs or drug paraphernalia is subject to the WWRC accountability process and referral to law enforcement.

In the event of the use, possession or possession with apparent intent to distribute illegal drugs, Campus Police will be contacted to investigate the incident. If students are suspended, they forfeit their academic work for the current term. WWRC will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violations of drug laws.

A student is found in violation of WWRC drug policy if the student is found to be either using or possessing an illegal drug, or anything defined under Federal law as illegal drugs (which could include evidence of recent possession or use) or drug paraphernalia.

Non-compliance: Students at WWRC are expected to follow directives or guidance when communicated by WWRC officials. This includes verbal or written communication, including but not limited to, oral instructions, disciplinary sanctions, written documents, and communication sent electronically. Included in this policy: Students are expected to comply with WWRC officials, including campus police and law enforcement, while acting in the performance of their duties. Students are expected to attend and schedule, when prompted, meetings requested by an administrator. Students are expected to be active participants in the conduct process and provide completed sufficient outcomes by the due date.

Unauthorized Weapons and Prohibited Items: In an effort to provide a safe and secure educational and working environment for its students, employees, and visitors, it is the policy of WWRC

that no person shall possess, carry, or store a weapon on any property owned, leased or operated by WWRC. This policy also applies to a concealed weapon, regardless of whether the carrier has a legal permit, as well as in any campus facility, or within a vehicle parked on campus property, or the streets within or adjoining the campus property.

The term “weapon” includes, but is not limited to, firearms of any kind: BB guns, pellet guns, air guns, airsoft guns, paintball guns, ammunition, bows and arrows, cross bows and arrows, slingshots, tasers and other electronic incapacitation or other stun devices, knives or blades of any kind (other than pocket knives with a non-spring-loaded folding blade less than three inches in length or knives used in food preparation and used in a manner that is consistent with food preparation) , metallic knuckles, black jacks, martial arts weapons, toy, counterfeit, replica, or blank firing firearms, pepper spray/ chemical irritants, or any other object or thing (including an otherwise innocuous object or thing) that the campus and Virginia State Code determines could be or is being used to harm, threaten or cause fear to others.

The use or possession on WWRC campus property of dangerous chemicals or substances, any fireworks, explosives or any lethal combustible chemical or combination of chemicals, or incendiary devices, or any open flame or device, including but not limited to candles, tiki torches, and oil lanterns, is prohibited. Use or possession of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others is prohibited.

Summary of prohibited items at WWRC: Examples of prohibited items include (but are not limited to):

- Firearms (real or look-alike)
- Ammunition
- Weapons (as defined above)
- Explosives or fireworks
- Candles, incense, or flammable fuels
- Drug paraphernalia
- Alcohol
- Marijuana
- Unauthorized prescription drugs
- Illegal Drugs, including ‘look-alike’ drugs
- No items allowed with exposed heating elements which may produce heat, smoke or hazardous fumes

If you have any of these items in your possession (room or car), you should turn the item in to a Wilson Workforce and Rehabilitation Center staff member. An amnesty period of no more than one week (7 days) is granted for new students to turn in contraband items without consequences.

Items that are not determined illegal may be retrieved from the Wilson Workforce and Rehabilitation Center Police Department and taken home at any point. Items not retrieved within one year may be destroyed.

Summary of Prohibited conduct at WWRC

- Violence
- Threats of violence
- Assault and battery
- Arson
- Drug distribution
- Possession of illegal substances
- Contributing to the delinquency of a minor
- Public indecency
- Bullying/Intimidation
- Criminal gang participation
- illegal activity of any kind
- sexual activity
- Sexual misconduct

Enforcement: For the safety of students, guests, employees and visitors, all members of the WWRC community are encouraged to report violations of this policy to the office of Campus Police or the Division of Campus Life. Any person in possession of a weapon or other item in violation of this policy, is subject to the WWRC accountability process and subject to criminal prosecution. Any weapon in violation of this policy is subject to immediate seizure and forfeiture. Anyone engaging in prohibited conduct is subject to the WWRC accountability process and subject to criminal prosecution.

Emergency Management: In the event of an emergency all members of the campus community are expected to follow WWRC emergency action procedures.

WWRC holds emergency and fire drills on a routine basis. As a safety measure and to prepare you for a real emergency. You are expected to participate in any planned Emergency Action Plan Drills on campus. When you hear an alarm or receive a SARA alert, you are expected to follow WWRC emergency procedures and follow staff member directions.

SARA Alerts and Participation in Emergency Action Plan Drills

The Situational Awareness and Response Assistant (SARA) System is an alert system that notifies you when there is an emergency on campus. You can receive information directly through your cell phone, voice or text messages. Using this system is not a requirement, but participation is encouraged. You may remove your name from the SARA system at any time. Your name will be removed from the SARA system after you have completed your program or graduated from Wilson Workforce and Rehabilitation Center.

To ensure timely receipt of emergency notifications or changes to the center's operating status via text, please verify you have enabled your phone to receive MMS messages. If you do not use MMS messaging, please notify Safety and Risk Management (SRM) to ensure we have your correct recipient text address entered into the SARA system.

To enable MMS:

iPhone

1. Open your [iPhone](#) Settings. This icon will be located on your Home Screen and will have gray gears.
2. Tap Messages. It's about halfway down the page.
3. Slide the "MMS Messaging" button to the "On" position. It is located in the SMS/MMS section and will turn green when it's On.

Android

1. Open your [Android](#) text messaging app.
2. Next, in the right hand corner, tap the three-dot menu button and select Settings.
3. Scroll down to auto-retrieve and make sure the box is checked.

Please let Safety Risk Management (SRM) know if you have any questions or concerns regarding the SARA emergency notification system.

When you hear an alarm or receive a SARA alert, you are expected to follow Wilson Workforce and Rehabilitation Center emergency procedures and follow staff member directions.

Use of the WWRC/BRITE Transit System: If you use the Wilson Workforce and Rehabilitation Center or BRITE transit system, you are expected to demonstrate safe ride practices and observe all posted rules. **WWRC Drivers act as student supervisors while on the bus.** Drivers reserve the right to refuse service to anyone not following rules or whose behavior is unsafe. **Remember, you are representing WWRC when you leave campus and your behavior is a reflection of WWRC.**

- Wait for the bus in designated areas only.
- If no seat is available, grip one of the bars and hold tightly to avoid falling if the bus comes to an unexpected or sudden stop.
- If you use a wheelchair or other mobility device, you must be properly secured.
- Allow a few minutes for delays in scheduled arrival times, as traffic is unpredictable.
- Please have your WWRC ID ready when you board.
- In case of inclement weather, routes will operate if possible. However, it may not be possible to operate the routes on schedule. Please be patient and listen to local radio for additional information or call the customer service telephone number.
- Note bus stops that are "Call", and telephone to request service when using these stops.
- Riders choosing to transport a bicycle can secure it on the rack in front of the bus before boarding. All buses and trolleys are equipped with bike racks.
- Smoking, profanity, eating and drinking, or food in open containers are prohibited on buses. Violators will be asked to exit the bus and may be subject to legal action.
- No distractions to the driver or fellow passengers.
- NO animals, except service animals, permitted on buses.
- NO standing in front of white or yellow line or in stairwells.
- Shirts and shoes are required for all passengers.

- Carry-on items (groceries, laundry, packages, etc.) are limited to what passengers can bring on and take off the bus by themselves in one trip.
- When using cell phones, please be considerate. Speak quietly when conversing with other passengers or when using a cell phone.
- Headphones are required for portable music and gaming devices.
- No alcohol may be transported from a site back to the center.
- No excessive displays of affection.
- No inappropriate or offensive interactions or gestures with other motorists or pedestrians.
- No horseplay.
- Students are responsible to clean any trash and report any messes to the driver.

Leaving Campus: All students living on campus must sign out when exiting campus and sign in upon return. When leaving overnight, you are expected to turn in your keys and WWRC ID to a dorm staff before you leave. Sign-out stations are located in both dorms.

In the event of an emergency, Wilson Workforce and Rehabilitation Center staff must be able to account for all persons on campus. You may be asked to obtain a pass from your assigned Rehabilitation Counselor prior to leaving campus if your Rehabilitation Team decides this is necessary for you to safely navigate and make appropriate decisions while off campus.

When walking off campus, observe traffic and safety rules. Stay on the right side of the roadway and use marked pathways, where available, to avoid traffic obstruction. For pedestrian travel crossing Route 250, be aware of the “Right on Red” law and traffic exiting the campus complex turning right onto Route 250.

Peer Relationships

Workplace Interactions/Harassment: You are expected to treat peers and staff with respect. It is not acceptable to discriminate or make negative comments to another person based on race, color, national origin, age, sex, religion, disability, marital status, pregnancy, gender preference or gender identity. It is not acceptable to use sexually inappropriate language or sexually oriented communication in which others do not wish to be involved. If a person’s conversation or behavior is offensive or makes you uncomfortable, please talk with your assigned Rehabilitation Counselor or other staff member.

Tolerance, Diversity, and Settling Differences: Wilson Workforce and Rehabilitation Center serves people from different locations, different cultural and religious backgrounds, and with different disabilities. Therefore, you will have contact with people whose likes, dislikes, and values may be different from yours. If another person’s behavior is annoying or offensive to you, and you are unable to resolve it in a manner that is satisfactory to all involved, bring your concern to the attention of your assigned Rehabilitation Counselor or other staff member to discuss options that may help resolve the issue.

Peer Relationships: Sexual activity of any kind is prohibited at WWRC. Please remember that we have families, visitors, and others on our campus every day. Your behaviors should reflect respect for self and others. Displays of intimate affection should remain a private interaction and should not be shared in public.

Please contact your assigned Rehabilitation Counselor or other staff member with any relationship issues that make you uncomfortable. Verbal and/or physical threats will be investigated by WWRC officials.

Campus Residence Visitation: Opposite sex visitation among enrolled students is permitted in all campus residences from 11am until 10pm (quiet hours) 7 days per week. Roommates/suitemates are expected to work together if issues/conflict arises about other clients visiting their room. Suite mentors and/or dorm staff should be notified to help with resolving issues/conflict if clients need assistance.

Curfew: Campus wide curfew is in effect from 1:00am through 5:00am seven days per week. A students' rehabilitation team may alter curfew as part of a support plan based on individual circumstances. Quiet hours are in effect campus wide from 10:00pm through 6:00am 7 days per week.

Day Students:

- Day students are permitted access to campus activities and services.
- Day students must exit campus by 10 p.m. (May be modified by Rehabilitation Team or administrative decision).
- Day students are not permitted in any residential student room but may access any common area on campus such as the Recreation Hall and Dorm Lobby.

On Campus Work Opportunities: If you are fully enrolled in a vocational training program, are in good standing, and are making satisfactory progress in your program, you may be eligible to apply for a paid campus work opportunity such as in the recreation hall, snack bar, or media center. Your Rehabilitation Counselor is available to assist you, as needed.

If you are hired for an on-campus work opportunity, you are expected to follow these guidelines to maintain employment:

- demonstrate self-control;
- respect the rights of others and property;
- conduct him or herself in a safe manner; and,
- meet area specific expectations.

Personal Appearance: Your appearance is an introduction to who you are and what others will remember about you. All clothing should be clean, neat, and appropriate to your setting. For example, in your evaluation and vocational training areas, your clothing should reflect what is appropriate in that work setting. In therapy areas, your clothing should be appropriate for the type of evaluation and/or treatment you are receiving. In residential settings, clothing standards and expectations are typically more relaxed. There are clothing and uniform standards and expectations for each program area. Clothing and uniform standards will be discussed during orientation. If you have any questions, ask a staff member who will help you understand what appropriate clothing for their specific area is.

You are responsible for maintaining personal grooming and hygiene standards appropriate for daily interactions in work and community settings. If you are asked by a staff member to change your clothes for a specific reason, you are expected to cooperate with the request.

Clothing that is not acceptable includes (but is not limited to):

- Clothing that allows personal body parts to be uncovered, such as pants that hang below the waist, shirts that expose the stomach or breast area, and shorts that expose private body areas.
- Hats, shirts, and other articles of clothing with obscene, vulgar, or offensive language and/or graphics

Performing tattooing, piercing, scarring, or body modification of any kind on another student is prohibited.

Cell Phone Use: Cell phones are expected to remain on vibrate during classes, therapies, and appointments. It is up to the instructor, therapist, or other staff member to determine if cell phone usage is to be allowed on an *as needed basis* such as to conduct business related to class/appointment goals. Cell phones are **not permitted** to interfere with instructional or programmatic goals at WWRC.

Be mindful of others around you when speaking on your phone in public use areas. The expectation is that your call/voice volume is in a quiet, conversational tone so as not to be disruptive to others.

Student Appeal Procedures: If you do not agree with a decision made about a documented behavior issue, or a related Rehabilitation Team or Administrative action, you have the right to an appeal.

To make an appeal regarding a Rehabilitation Team decision, contact the Associate Dean of Student Services. All disciplinary discharges from the Conduct Review Board are automatically appealed to the Dean of Student Services.

If you have a complaint about your vocational training program, and you cannot resolve the issue at any stage in the appeal process, you may also contact the Council on Occupational Education, an independent postsecondary accreditation body: www.council.org

7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350

Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
FAX: 770-396-3790

At any time, you may request a hearing or mediation through the Disability Law Center of Virginia:

1512 Willow Lawn Drive
Suite 100
Richmond, Virginia 23230

Telephone: 1-800-552-3962

SECTION 4 QUICK REFERENCE PAGES

Important Telephone Numbers

**TOLL FREE WILSON WORKFORCE AND REHABILITATION CENTER NUMBER
1 - 800 - 345 - 9972** (Note: this is a business line and is not to be used for personal phone calls)
Collect calls for clients will not be accepted by WWRC.

Wilson Workforce and Rehabilitation Center Information Desk Phone	(540) 332-7390
Counseling	(540) 332-7482
Campus Police	(540) 332- 7317
Barnett Hall Office	(540) 332-7147
Carter Ashley Hall Office	(540) 332-7146
Training Department	(540) 332-7383
Recreation Services	(540) 332-7184
Inclement Weather Phone	(540) 332-7941
Nursing Hotline	(540) 332-7492

My counselor's name and telephone number is: _____
(540) 332 -7

My address at Wilson Workforce and Rehabilitation Center is:

(Name) _____, client

Wilson Workforce and Rehabilitation Center
P. O. Box 1500
Fishersville, VA 22939-1500

HOURS OF OPERATION

STUDENT HEALTH

<u>Monday - Friday</u>	6:00 am - 10:00 pm
<u>Saturday and Sunday</u>	9:30 am - 5:00 pm

Emergency services are available 24 hours a day.

CASHIER'S WINDOW/ MAIL ROOM

Monday through Friday	11:45pm until 12:45 pm & 3:00 pm until 4:00 pm
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MEDIA SERVICES CENTER

Morning hours:

Monday - Friday	8:30 am - 3:00 pm
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Evening and Weekend hours:

Monday – Thursday	6:00 pm - 10:00 pm
Friday	6:00 pm - 11:45 pm
Saturday-Sunday	1:00 pm – 4:00 pm and 6:00 pm – 10:00 pm

Media Center hours are subject to change. All changes will be posted on the calendar on the bulletin board outside the Media Center.

ACTIVITIES BUILDING

Monday through Thursday	8:30 am until 10:30 pm
Friday	8:30 am until 10:30 pm
Saturday and Sunday	10:00 am until 10:30 pm

DINING SERVICES

Monday through Friday:	Breakfast	6:30 am until 7:45 am
	Lunch	11:20 am until 12:30 pm
	Dinner	4:40 pm until 5:30 pm
Saturday and Sunday:	Brunch	10:00 am until 12 noon
	Dinner	4:40 pm until 5:30 pm

Snack Bar

Sunday through Friday	6:00 pm until 9:30 pm <i>Grill closes at 9:00 pm</i>
Saturday	CLOSED